



Republic of the Philippines  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

DM 2021- 11- 022  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: 08/11/21 4:17  
 BY: \_\_\_\_\_

**DIVISION MEMORANDUM**

TO: **OSDS Non-Teaching Personnel**

FROM: **VICTORIA V. GAZO, PhD, CESO V**  
 Schools Division Superintendent *gz*

DATE: November 8, 2021

SUBJECT: **3 DAY VIRTUAL SEMINAR-WORKSHOP ON BASIC AND ADVANCED MICROSOFT EXCEL TECHNIQUES FOR DIVISION PERSONNEL**

- Relative to the upcoming 3 Day Virtual Seminar-Workshop on Basic and Advanced Microsoft Excel Techniques for Division Personnel scheduled on November 17-19, 2021.
- Participants of this 3 Day Virtual Seminar-Workshop are the following:

Office	No. of Representative
SDS Staff	2
ASDS Staff	1
BAC	3
Legal Services	1
Records Unit	3
Cash Unit	3
Administrative Services	2
ICT Services	1
Personnel Unit	8
Property & Supply Unit	5
Planning/Technical Working Committee	7
Speakers	2
<b>TOTAL</b>	<b>38</b>

- The seminar-workshop aims to:
  - Basic and Advance Microsoft Excel Techniques:
    - Freeze





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- b) Sort/Filter
- c) Math Operations
- d) Time-saving techniques
- e) Designing from and formatting
- f) Data analysis and formulas
- g) Advanced charting and graphing functions
- h) Getting the most out of PivotTable and PivotChart reports
- i) Maximizing the power of excel with VBA and macros
- j) Excel and the internet
- k) Validating and securing your data

II. Google Forms:

- l) Sending vs Sharing
- m) Create Forms
- n) Advance Functions

4. Participants are requested to bring their laptops.
5. All participants must pre-register online on this link.  
<https://forms.gle/zDLkUXHqjHDBGbD26>

