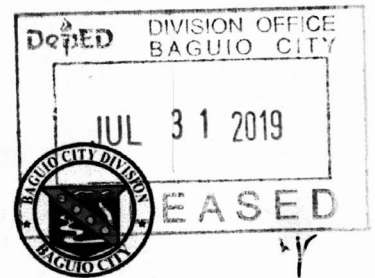




Republic of the Philippines
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



July 30, 2019

Division Memorandum No. _____ s. 2019

**MASTERING MICROSOFT EXCEL SEMINAR-WORKSHOP FOR FINANCE
PERSONNEL: GEARING TOWARDS SUCCESSFUL DATA MANAGEMENT**

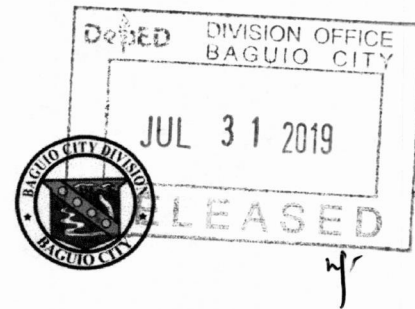
To: Finance Personnel
School Heads
All others Concerned

1. There will be a **Mastering Microsoft Excel Seminar-Workshop for Finance Personnel: Gearing Towards Successful Data Management** on August 6-8, 2019 from 8:00AM-5:00PM at the Division Office Training Center.
2. The objectives of the workshop are the following:
 - a. Enhance skills in the application of Microsoft Excel in accounting.
 - b. Access and manipulate data using database function in excel.
 - c. Create simple macros in Excel.
3. Attached is the list of participants to the said training.
4. Participants are advised to bring their own laptops for the workshop.
5. In support to the **"Plastic and Styrofoam-Free Baguio Ordinance,"** of the city and to reduce the amount of solid waste, participants are encouraged to bring their own drinking containers.
6. Immediate dissemination of this memorandum is desired.

FEDERICO P. MARTIN, EdD., CEEd, CESO V
Schools Division Superintendent



Republic of the Philippines
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



July 30, 2019

Division Memorandum No. 322, s. 2019

**MASTERING MICROSOFT EXCEL SEMINAR-WORKSHOP FOR FINANCE
PERSONNEL: GEARING TOWARDS SUCCESSFUL DATA MANAGEMENT**

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Schools Division Superintendent

**MASTERING MICROSOFT EXCEL SEMINAR-WORKSHOP FOR FINANCE PERSONNEL:
GEARING TOWARDS SUCCESSFUL DATA MANAGEMENT**

	Names
1	ACUÑA,ELAIZA SHANE A.
2	AGLASI,ZENY DEE F.
3	ALBAN,ROBERT B.
4	ALBAN,AIZA
5	ANDRES,ARLENE
6	ASPURIA,EDWARD OLIVER A.
7	BADOL,MARIE LIZA T.
8	BALDO, MARY JOAN F.
9	BALICAG,MARIA
10	BANTIC,GINA S.
11	BARTOLOME,JAMIE LOU D.
12	BAUTISTA,ELEONOR GRACE V.
13	BILLY,BERZON C.
14	CANLAS,HERMINIA JUSTINA P.
15	DE GUZMAN,PATRICIA L.
16	DEGSI, LILIBETH G.
17	DIZON,BEBSIE H.
18	DUMAGUING,JOAN O.
19	DUMARAN,HAYDEE YORIE B.
20	ENGNGEG,HONELETTE C.
21	ESCOBAR, NEMHEL D.
22	ESTIGOY,CHRISTINA L.
23	ESTOCAPIO,SHARON
24	FEDCHECK,KHAJU LUISA
25	FONTANILLA,LOISA D.
25	GALERA,MARIA MILAGROSA A.
26	GAPERO,EVELYN
27	GUILAS,JOVELYN A.
28	LOMAS-E,LORRAINE
29	MERCADO,MELANIE
30	MILAN,ALICE D.
31	OLBA,OMAR
32	PADONGA,CHERRY
33	PARAN,JUDY
34	SANDHU,HARRIS
35	SIMANGAN,AUGIE PERL A.
36	SIMANGAN,CHRISTOREY
37	TOMIN,BELEN R.
38	TONGYOFEN,LESLI N.
39	VISPERAS,SHARMAINE S.
40	WA-AY, WILSON