REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. II
Tuguegarao City

Dept-Regional Office No. 02
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13 OCT 2026
RECORDS SECTION

October 14, 2026

BENJAMIN O. PARAGAS, PhD, CESO IV
Regional Director
Department of Education, Regional Office No. 02

Dear Sir Benjamin :

Subject: Invitation to the Data Analytics and Advanced Microsoft Excel Workshop for COA and Agency Personnel

DEPARTMENT OF EDUCATION
RECEIVED
Date 03 NOV 2026
Time: 8:49
By:
DIVISION OF NUEVA VIZCAYA

We are pleased to inform you that the **Commission on Audit Regional Office No. II** will conduct a **three-day live-out workshop on Data Analytics and Advanced Microsoft Excel for COA and Agency Personnel from December 9 to 11, 2026, at the DPWH New Conference Hall, DPWH Regional Office No. 02, Carig Sur, Tuguegarao City, Cagayan**.

The workshop aims to strengthen the analytical and technical capabilities of COA and Agency Operating Unit (AOU) personnel through the practical application of advanced Microsoft Excel tools and data analytics. It supports digital transformation initiatives, evidence-based decision-making, and improved financial and performance reporting. It also seeks to enhance collaboration between AOUs and COA auditors and promote alignment in digitalization efforts.

In this regard, we respectfully invite your office to designate **one (1) participant** for the workshop. A training fee of Six Thousand Pesos (₱6,000.00) per participant will be collected to cover the honoraria of the Training Management Team (TMT), training kits and other materials, and meals (morning and afternoon snacks and lunch) during the workshop.

To register, please complete the online registration form using the Microsoft Forms link: https://forms.cloud.microsoft/r/4NGG0LA3g9 or QR code provided below. In the designated section of the form, upload a scanned copy of the duly signed Nomination Form.

The training fee may be paid through the COA Land Bank of the Philippines account (**Account Name: COA RO2 TRUST; Account Number: 3702-1005-25**). Alternatively, payment by cash or check may be made on the first day of training for the issuance of a physical Official Receipt.

We look forward to your agency's active participation in this capacity-building initiative. For questions or concerns regarding registration, please contact us at coaro2training@coa.gov.ph.

Very truly yours,

ATTY. FREDERICK R. BARILLO
Director III
Assistant Regional Director

MEMORANDUM	Date: 11/03/24	Released (Records):
To:	(✓) PSDS/DICs	(✓)Elem/Sec School Heads
	( ) Private Schools	(✓) Others:
For:	(✓) Information	(✓) Dissemination
	(✓) Guidance	( ) Strict Compliance

ORLANDO E. MANUEL PhD., CESO V
Schools Division Superintendent

By: ASDS CID Chief SGOD Chief AO Atty. Signature:

DEPED REGIONAL OFFICE 02
RELEASED
DATE: 10-30-2026
BY:
RECORDS SECTION

October 28, 2026

To: All Schools Division Superintendents

For your information and dissemination.

BENJAMIN D. PARAGAS PhD., CESO III
Director IV/ Regional Director

REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
REGIONAL OFFICE NO. II
Tuguegarao City

DepEd Regional Office No. 02
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RECEIVED
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October 14, 2026

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Director III
Assistant Regional Director

DEPED REGIONAL OFFICE 02
RELEASED
DATE: 10-30-2026
BY: [illegible]
RECORDS SECTION

October 28, 2026

To: All Schools Division Superintendents

For your information and dissemination.

BENJAMIN D. PARAGAS PhD., CESO III
Director IV/Regional Director

REPUBLIC OF THE PHILIPPINES
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Tuguegarao City

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October 14, 2026

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