



ADVISORY No. 011 s. 2025

January 22, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013
This advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd Officials,
Personnel/Staff, as well as the concerned public

INVITATION FROM PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE

The Philippine Statistical Research and Training Institute offers a variety of online and face to face statistical training courses aimed to capacitate government employees and professionals in appreciating and understanding the value of statistics in the data-driven decision and policy-making endeavors.

The online courses will be conducted via Zoom, a video conferencing application and the face to face courses will be held at the 15th and 16th Floors, The upper Class Tower, Quezon Avenue cor. Scout Reyes St., Brgy. Paligsahan, Quezon City.

Registration and other details are found in the attached communication. For inquiries, you may reach the following: (+632) 8929 7543; pinky.pena@psrti.gov.ph / stephen.trinidad@psrti.gov.ph / zedric.gorara@psrti.gov.ph / ray.ignacio@psrti.gov.ph

Participation in this activity is on a voluntary basis only.

For information.

HRDD/rtb/mvt
01/22/2025



January 24, 2025

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/In-Charge of Districts
Elementary and Secondary School Heads
All Others Concerned

For information.

By Authority of the OIC- Schools Division Superintendent:

Norlito P. Agunday
ATTY. NORLITO JR. P. AGUNDAY
Attorney III
Officer-In-Charge



2025 PSRTI Regular Online Training Course Offerings

No.	RTC No.	Date	Course Code	Training Course
1	RTC-1A	April 21-24	SW 13	Microsoft Excel for Database Management and Dashboard Preparation
2	RTC-2A	May 5-8	BS 1	Foundations of Insight: Data Analytics using Descriptive Statistics ¹
3	RTC-3A	May 19-22	SW 6	Visualize to Captivate: Data Representation through Infographics ¹
4	RTC-4A	June 16-20	TWP 1	Crafting Clarity: Technical Writing for Statistical Reports ²
5	RTC-5A	June 23-27	STS 1	Strategic Insights: Gender Statistics for All ²

¹ Microsoft Excel for Database Management and Dashboard Preparation (SW 13) is a prerequisite to this course.

² Microsoft Excel for Database Management and Dashboard Preparation (SW 13) and Foundations of Insight: Data Analytics using Descriptive Statistics (BS 1) are the recommended prerequisites to this course.

Note:

- Regular Training Courses will be conducted using Zoom®. Participants who will register in these training courses should: use their own laptop/desktop with a modest camera; have a strong and stable internet connection with a speed of at least 2 Mbps; and use their headphones/earphones (for better reception) with built-in microphone for the duration of the training.
- For the course description and outline, you may access the link: <https://psrti.gov.ph/training/>

Type of Participant	2025 Registration Fees
<ul style="list-style-type: none"> Employed in government agencies/offices Students 	Php 6,000 per person
<ul style="list-style-type: none"> Employed in private agencies/offices Private individuals 	Php 14,340 per person
<ul style="list-style-type: none"> International participants/agencies/offices 	USD 822 per person

Notes:

- Registered participants will be notified of any changes in the schedule.
- The registration deadline for each training course is strictly two weeks prior to the commencement date. Full payment of training fees must be remitted to the **PSRTI**. Please note that the **No Registration Payment, No Reservation** policy applies to all training courses. A training slot will only be secured upon full payment of the corresponding fees. **No refunds, partial or full, will be granted for partial attendance or non-attendance due to participant-related reasons. Additionally, payments made for a specific training cannot be transferred to another training in case of non-attendance.** However, refunds or transfers to alternative trainings may be accommodated if the training cancellation is initiated by the PSRTI.
- Payments made to the **PSRTI** are exempt from withholding tax pursuant to **Revenue Regulations No. 04-88, Section 3a**, which states: "Withholding tax shall not apply on money payments to government agencies . . . received in the exercise of its functions."
- Bank charges when paying by bank transfer should be to the account of the participant. The PSRTI's account details are as follows:

Account name : Philippine Statistical Research and Training Institute
 Account number : 0702-1004-96





Name of Bank : Land Bank of the Philippines
Branch : QC Circle Branch
Bank Address : PCA Building, Commonwealth Ave., Quezon City





2025 PSRTI Regular Face-to-Face Training Course Offerings

No.	RTC No.	Date	Course Code	Training Course
1	RTC-1B	July 7-10	SW 13	Microsoft Excel for Database Management and Dashboard Preparation
2	RTC-2B	July 21-24	BS 1	Foundations of Insight: Data Analytics Using Descriptive Statistics ¹
3	RTC-3B	August 4-7	SW 6	Visualize to Captivate: Data Representation through Infographics ¹
4	RTC-4B	September 1-5	TWP 1	Crafting Clarity: Technical Writing for Statistical Reports ²

¹ Microsoft Excel for Database Management and Dashboard Preparation (SW 13) is a prerequisite to this course.

² Microsoft Excel for Database Management and Dashboard Preparation (SW 13) and Foundations of Insight: Data Analytics Using Descriptive Statistics (BS 1) are the recommended prerequisites to this course.

Note:

- Regular Face-to-Face Training Courses will be conducted at the PSRTI premises. Participants who will register for these training courses should be fully vaccinated and boosted. Participants must present any of their government-issued IDs and vaccination IDs upon entry into the PSRTI premises.
- For the course description and outline, you may access the link: <https://psrti.gov.ph/training/>

Type of Participant	2025 Registration Fees	
	4 days	5 days
<ul style="list-style-type: none"> Employed in government agencies/offices Students 	Php 10,500 per person	Php 12,500 per person
<ul style="list-style-type: none"> Employed in private agencies/offices Private individuals 	Php 14,740 per person	Php 16,740 per person
<ul style="list-style-type: none"> International participants/agencies/offices 	USD 880 per person	

Notes:

- Registered participants will be notified of any changes in the schedule.
- The registration deadline for each training course is strictly two weeks prior to the commencement date. Full payment of training fees must be remitted to the PSRTI. Please note that the **No Registration Payment, No Reservation** policy applies to all training courses. A training slot will only be secured upon full payment of the corresponding fees. **No refunds, partial or full, will be granted for partial attendance or non-attendance due to participant-related reasons. Additionally, payments made for a specific training cannot be transferred to another training in case of non-attendance.** However, refunds or transfers to alternative trainings may be accommodated if the training cancellation is initiated by the PSRTI.
- Registration fee includes training kit, packed meals (AM & PM snacks and lunch) and other incidental expenses.





4. Payments made to the **PSRTI** are exempt from withholding tax pursuant to **Revenue Regulations No. 04-88, Section 3a**, which states: "Withholding tax shall not apply on money payments to government agencies . . . received in the exercise of its functions."
5. Bank charges when paying by bank transfer should be to the account of the participant. The PSRTI's account details are as follows:

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