

22 Jan 2025

REGIONAL MEMORANDUM
No. 0104 s. 2025

INVITATION OF THE PHILIPPINE STATISTICAL RESEARCH AND TRAINING
INSTITUTE (PSRTI) TO THE 2025 PSRTI REGULAR ONLINE
AND FACE-TO-FACE TRAINING COURSE OFFERINGS

To : Assistant Regional Director
Schools Division Superintendents
Chiefs of the Functional and Support Divisions, *this Office*
All Others Concerned

1. Attached is the basic communication sent through an email dated January 22, 2025 from the Philippine Statistics Authority-Regional Statistical Service Office V, re. 2025 Philippine Statistical Research and Training Institute (PSRTI) regular online and face-to-face training course offerings.
2. The training courses primarily aimed to equip government employees and professionals with the skills to appreciate and understand the value of statistics in data-driven decision-making and policy formulation.
3. For a comprehensive overview of the training schedule, fees, and registration process, please refer to the attached basic communication.
4. Immediate dissemination of this Memorandum is desired.

GILBERT R. SADSAD
Regional Director

Encls: As stated
Ref: Basic communication dated January 22, 2025
To be indicated in the Perpetual Index
under the following subjects:



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES



January 27, 2025

TO : OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
CID and SGOD Personnel
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

For information.

By Authority of OIC - Schools Division Superintendent

DELFIN A. BONDAD
OIC - Assistant Schools Division Superintendent
Officer-in-Charge



Republic of the Philippines
Department of Education
REGION V - BICOL




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GILBERT T. SADSAD
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under the following subjects:

PSRTI
STATISTICS
TRAINING COURSES

PPRD/apr
01/22/2025



Address: Regional Center Site, Rawis, Legazpi City, 4500
Telephone Nos.: 0969 516 9555
Email Address: region5@deped.gov.ph
Website: <https://region5.deped.gov.ph/>



DEPED V BICOL REGION

From: PSA RSSO 05 SOCD <rss05socd@psa.gov.ph>
Sent: Wednesday, 22 January 2025 11:02 am
To: Policy Development and Planning Section FO 05; CHED Regional Office 5; Oscar Jr Aquino; City Government of Masbate; sheena Ph; CPDO Naga; cpdosorsogoncity@gmail.com; LGU Tabaco; DA RFU5; DBM ROV; Elizabeth R G. Padilla; DENR Regional Office No. 5; DEPED V BICOL REGION; DILG Region5; Department of Health Center for Health Development - Bicol; Leslie Mae Araña; DOLE RO5; Planning DOST V; dost_ro5; dot_bicol@yahoo.com; Bicol DOT; Field Office 05; DTI - Region 5 - Regional Office; DRD NEDA; PPDO Camarines Norte; ppdo_camsur@yahoo.com; PPDO Catanduanes; PPDO Masbate; Dom; TESDA Bicol; Blgf V; r5@blgf.gov.ph; villanueva.joyc@gmail.com; Myla Broncano; PPRD ROV; dilgr5 LGCDD; records@bicol.doh.gov.ph; Alvin L. Bermido; Claire Therese B. Madrona; marjorie naje; Lotis Palencia; RES PPDO; PPDO Catanduanes; Jocelyn Codorniz; governor@sorsogon.gov.ph; Peachy Moraleda; NEDA Regional Office V - Development Research Division; jiggeryjug@yahoo.com; Paulette Gay S. Menguilla; PMED DARFO5; bronofficial@gmail.com; NEDA Regional Office V; Jocelyn Villanueva; alva banda; DSWD PDPS 5; Tcarino@bsp.gov.ph; DILG RO V RECORDS SECTION; Fae Banda; PPDO Albay; op@cbsua.edu.ph; Leizel L. Sapaula; rdsoffice@bicol.doh.gov.ph; Nebres, Alegria Roser N.; Mirabelle Pineda; eduarte.virgilio@dpwh.gov.ph; regala.karen@dpwh.gov.ph
Subject: Fwd: PSRTI | 2025 Regular Training Course Offerings
Attachments: 2025 PSRTI Regular Online Training Course Offerings.pdf; 2025 PSRTI Regular Face-to-Face Training Course Offerings.pdf

Dear Sir/Madam:

May we respectfully forward the email below relative to the 2025 Regular Training Course Offerings of PSRTI for your reference.

Kindly disseminate to your respective offices for possible consideration and attendance.

Thank you.

PSA RSSO V
/iga

----- Forwarded message -----

From: Ares Parales <ares.parales@psrti.gov.ph>
Date: Tue, Jan 21, 2025 at 10:12 AM
Subject: PSRTI | 2025 Regular Training Course Offerings
To: OIC-Chief, Statistical Operations and Coordination Division <rss05socd@psa.gov.ph>

Dear OIC-Chief, Statistical Operations and Coordination Division Ray F. Mejilla,

Warmest greetings!

The new year always brings a positive note to our agency as we commit ourselves to valued clients and stakeholders in the Philippine Statistical System such as your office.

This 2025, we are again offering a variety of online and face-to-face statistical training courses, all of which

are primarily 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 Regular Training Courses (RTC) will enable participants to comprehend basic statistical analysis applicable to everyday situations. On the other hand, our Customized Training Courses (CTC) use client-agency data incorporated in the lectures and workshop sessions, with selected topics fitted to the capability needs of pre-selected participants.

Course Delivery Options:

- Online courses: Conducted via Zoom®, a video-conferencing application.
- Face-to-face courses: Held at our office address at the 15th and 16th Floors, The Upper Class Tower, Quezon Avenue cor. Scout Reyes St., Brgy. Paligsahan, Quezon City.

Registration and Fees:

- Registration is on a first-come, first-served basis.
- Training fees vary depending on the participant type, course duration, and delivery mode.
- A detailed fee breakdown is provided in the attached documents.
- Payments made to the PSRTI are not subject to withholding tax.

For a comprehensive overview of the training schedule, fees, and registration process, please refer to the attached documents.

For inquiries about customized training courses, please contact Ms. Maria Praxedes R. Peña, Chief Statistical Specialist, Training Division, through her email: pinky.pena@psrti.gov.ph, copy furnished Mr. Stephen Randolph P. Trinidad, Planning Officer II, Office of the Executive Director, through his email: stephen.trinidad@psrti.gov.ph.

More Information:

- Visit our official web page <https://psrti.gov.ph> for more information.
- Send your inquiry via email to zedric.ganan@psrti.gov.ph and fay.ignacio@psrti.gov.ph.
- Contact us through our landline (+632) 8929-7543.
- For further updates regarding PSRTI, you may also check our other social media platforms:
 - Facebook - <https://www.facebook.com/PSRTI.Official/>
 - Instagram: <https://www.instagram.com/psrtigovph>
 - X (formerly Twitter): <https://x.com/psrtigovph>
 - YouTube: <https://www.youtube.com/@psrtiofficial>

We at PSRTI are dedicated to fostering a culture of statistical excellence within the Philippine Statistical System. We believe these training courses will be valuable assets for professionals seeking to enhance their analytical skills and contribute to evidence-based decision-making.

We encourage you to explore the training options and consider enrolling in a course that aligns with your professional development goals.

Thank you very much and we hope to see you in our training courses!

Sincerely,

(Mr.) ARES AMABLE N. PARALES
Statistical Specialist I
Training Division
Philippine Statistical Research and Training Institute

ares.parales@psrti.gov.ph
+632 8929.7543

Disclaimer:

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[Unsubscribe](#)

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Philippine Statistics Authority-Regional Statistical Services Office V
Statistical Operations and Coordination Division
Contact Nos.: (052) 830-6193 I 732-7891 I 09664627903

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The Philippine Statistics Authority in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012 emphasizes that this communication may contain confidential and/or privileged information. If you are not the intended recipient, be advised that any unauthorized disclosure, copying, distribution, or use of the contents of this message is prohibited by the law. If you received this message in error, please delete this email including its attachments and notify the sender immediately.



JAN 22 2025
 BY: *[Signature]* 11:03 am
 JAN 22 2025
 SIGNATURE: *[Signature]* 4:46 pm

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





REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICAL RESEARCH AND TRAINING INSTITUTE
Professional | Service-Oriented | Responsive | Team-Based | Integrity



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.





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