19 Jan 2026

UNNUMBERED MEMORANDUM

REGIONAL STATISTICS COMMITTEE REQUEST ON TRAINING NEEDS ASSESSMENT OF STATISTICAL PERSONNEL

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Public Schools District Supervisors
Public School Heads
All Others Concerned

1.   Attached is the Advisory coming from Philippine Statistics Authority Region IV-A (CALABARZON), requesting data on Training Needs Assessment of all statistical personnel (plantilla or designated) in the Schools Division Office of Batangas.

2.   All concerned personnel in the SDO, field offices and schools are hereby encouraged to participate in the data gathering by answering the link https://tinyurl.com/TrainingAssmt on or before January 23, 2026.

3.   Immediate and widest dissemination of this Memorandum is earnestly desired.
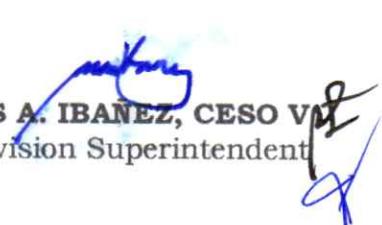
MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

RAE/ REGIONAL STATISTICS COMMITTEE REQUEST ON TRAINING NEEDS ASSESSMENT OF STATISTICAL
PERSONNEL/S2-113680/01-12-2026

Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone:(043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website:www.depedbatangas.com

Reference No. 26R04-006

ADVISORY

TO	:	**REGIONAL DIRECTORS/PROVINCIAL DIRECTORS/ HEAD OF AGENCIES**
SUBJECT	:	REQUESTING TO PROVIDE THE RSC WITH TRAINING NEEDS ASSESSMENT OF STATISTICAL PERSONNEL
DATE	:	08 January 2026

Greetings!

The CALABARZON Regional Statistics Committee (RSC) envisioned that CALABARZON has an effective and efficient Regional Statistical System (RSS) managed by competent people and responsive organizations that provides high quality and integrated statistics for evidence-based decisions towards the attainment of development goals of the region.

In line with this vision, and pursuant to RSC Resolution No. IV-A-20-2025, the Regional Statistics Committee enjoins regional line agencies and instrumentalities, and local government units to provide training needs assessment of their statistical personnel. Attached herewith is the copy of the resolution for your reference.

In this regard, may we respectfully request for all the **statistical personnel (plantilla or designated)**, in your office, to accomplish the Training Needs Assessment using the google form which can be accessed using the link https://tinyurl.com/TrainingAssmt. We would appreciate receiving responses not later than **23 January 2026**.

For further inquiries or clarifications, you may contact Ms. Shiela N. Eje at telephone number (043) 781-2437 or through the email address rsso04asocd@psa.gov.ph.

Truly yours,
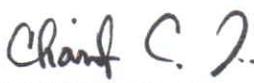
CHARITO C. ARMONIA
Regional Director

COB/SNE/KGJ

Attachment:

1. RSC Resolution No. IV-A-20-2025 Requesting Regional Line Agencies, Instrumentalities, and Local Government Units to Provide the RSC with Training Needs Assessment of their Statistical Personnel

ISO 9001

Ground Floor Building C, Fiesta World Mall, Marauoy, Lipa City, Batangas
Telephone: (043) 781-2437, Telefax: (043) 757-0812, Email Address: rsso04a@psa.gov.ph
Website: rsso04a.psa.gov.ph

REGIONAL DEVELOPMENT COUNCIL
REGION IV-A (CALABARZON)

REGIONAL STATISTICS COMMITTEE

RSC Resolution No. IV-A-20-2025

"REQUESTING REGIONAL LINE AGENCIES, INSTRUMENTALITIES, AND LOCAL GOVERNMENT UNITS TO PROVIDE THE RSC WITH TRAINING NEEDS ASSESSMENT OF THEIR STATISTICAL PERSONNEL"

WHEREAS, the CALABARZON Regional Statistics Committee (RSC) envisioned that CALABARZON has an effective and efficient Regional Statistical System (RSS) managed by competent people and responsive organizations that provides high quality and integrated statistics for evidence-based decisions towards the attainment of development goals of the region;

WHEREAS, the continuous enhancement of statistical capabilities, technical competencies, and organizational skills of RSS members is critical to improving the quality, timeliness, and relevance of regional statistics, hence, regular conduct of statistical training programs is included in Chapter 2 - Statistical Capacity Development of the Regional Statistical Development Program 2023-2029;

WHEREAS, there is a need to have a Training Needs Assessment (TNA) to strengthen the statistical capacity of the CALABARZON RSS through targeted and responsive training programs;

WHEREAS, the TNA serves as an essential tool to identify existing competencies, determine skills and knowledge gaps, and prioritize capacity-building interventions for the effective implementation of statistical programs and activities;

NOW THEREFORE, on motion duly seconded, **BE IT RESOLVED AS IT IS HEREBY RESOLVED,** to request the regional line agencies and instrumentalities, and local government units to provide training needs assessment;

RESOLVED FURTHER, that the regional line agencies and instrumentalities, and local government units statistical personnel shall accomplish the template *Annex A* herewith attached using a google form;

SIGNED, this 24th day of November 2025 at Hotel Marciano, Calamba City, Laguna.
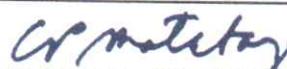
CARMEL P. MATABANG
RSC Chairperson and
Regional Director, DEPDEV IV-A

Attested by:
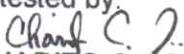
CHARITO C. ARMONIA
RSC Vice-Chairperson
and Regional Director, PSA RSSO IV-A

Annex A
TRAINING NEEDS ASSESSMENT FOR CALABARZON REGIONAL STATISTICAL SYSTEM (RSS)

A. Personal Information
1. Name (Optional): _____
2. Position/Designation: _____
3. Agency/Office: _____
4. Division/Unit: _____
5. Years of Service: _____

B. Competency Self-Assessment
Rate your proficiency level for the following statistical skills:

Legend: 1 = None | 2 = Basic | 3 = Intermediate | 4 = Advanced

1. Descriptive Statistics: _____
2. Estimation and Hypothesis Testing: _____
3. Survey Operations and Questionnaire Design: _____
4. Sampling Techniques: _____
5. Technical Writing Course on Statistical Reports: _____
6. Effective Presentation Skills and Techniques: _____
7. Data Visualization Using Infographics: _____
8. Webpage Development for the Dissemination of Statistics: _____
9. Microsoft Excel for Database Management: _____
10. Microsoft Access for Information Management: _____
11. Statistical Data Management Using Census and Survey Processing System (CSPro): _____
12. Regression Analysis: _____
13. Time Series Analysis: _____
14. R Programming: _____
15. Data Visualization (Power BI/Tableau): _____
16. Philippine Statistical Standard and Classification Systems: _____
17. System of National Accounts: _____
18. System of Environmental- Economic Accounting: _____

C. Training Needs

Which statistical trainings do you need?

Legend: 1-Not Applicable to the Job, 2- No Need, 3- Low, 4- Moderate, 5 -High

1. Descriptive Statistics
2. Estimation and Hypothesis Testing
3. Survey Operations and Questionnaire Design
4. Sampling Techniques
5. Technical Writing Course on Statistical Reports
6. Effective Presentation Skills and Techniques
7. Data Visualization Using Infographics
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15. Data Visualization (Power BI/Tableau)
16. Philippine Statistical Standard and Classification Systems
17. System of National Accounts
18. System of Environmental- Economic Accounting

D. Additional Comments

Please specify any other training needs or suggestions:

_____

_____

_____