

**SCHEDULE OF CONDUCT OF 2022 DIGITAL COMPETENCY DEVELOPMENT PROGRAM**

OFFICE	LEVEL	MS APPLICATION	NO. OF PARTICIPANTS (Per Level, Per Application)	GRAND TOTAL (Per Project Requirement)	NO. OF PARTICIPANTS (Per Batch)	BATCH NO.	
DAR Central Office	Intermediate (1 Batch)	Excel	20	20	20	DARCO-Batch 1	
	Advanced (3 Batches)	Word	9	25	9	DARCO-Batch 2	
		Excel	8		8	DARCO-Batch 3	
		PowerPoint	8		8	DARCO-Batch 4	
DAR Field Office	Basic (20 Batches)	Word	140	400	20	FO-Batch 1	
					20	FO-Batch 2	
					20	FO-Batch 3	
					20	FO-Batch 4	
					20	FO-Batch 5	
					20	FO-Batch 6	
					20	FO-Batch 7	
		Excel	120		20	FO-Batch 8	
					20	FO-Batch 9	
					20	FO-Batch 10	
					20	FO-Batch 11	
					20	FO-Batch 12	
					20	FO-Batch 13	
					20	FO-Batch 14	
	PowerPoint	140	20		FO-Batch 15		
			20		FO-Batch 16		
			20		FO-Batch 17		
			20		FO-Batch 18		
			20		FO-Batch 19		
			20		FO-Batch 20		
			Intermediate (10 Batches)		Excel	200	200
	20	FO-Batch 22					
	20	FO-Batch 23					
	20	FO-Batch 24					
	20	FO-Batch 25					
	20	FO-Batch 26					
	20	FO-Batch 27					
	20	FO-Batch 28					
	20	FO-Batch 29					
	20	FO-Batch 30					
	Advanced (11 Batches)	Word	80		200	20	FO-Batch 31
						20	FO-Batch 32
						20	FO-Batch 33
						20	FO-Batch 34
		Excel	70			20	FO-Batch 35
						20	FO-Batch 36
						15	FO-Batch 37
						15	FO-Batch 38

OFFICE	LEVEL	MS APPLICATION	NO. OF PARTICIPANTS (Per Level, Per Application)	GRAND TOTAL (Per Project Requirement)	NO. OF PARTICIPANTS (Per Batch)	BATCH NO.
		PowerPoint	50		15	FO-Batch 39
					15	FO-Batch 40
					20	FO-Batch 41

**Basic** : 8-hrs course requirement  
**Course** : 2 session; 4-hrs / session  
: AM Session (8-12 AM)  
: PM Session (1-5 PM)

**Intermediate** : 16-hrs course requirement  
**Course** : 4 session; 4-hrs / session  
: AM Session (8-12 AM)  
: PM Session (1-5 PM)

**Advanced** : 16-hrs course requirement  
**Course** : 4 session; 4-hrs / session  
: AM Session (8-12 AM)  
: PM Session (1-5 PM)