



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON



## CITY SCHOOLS DIVISION OF ANTIPOLO

DepEd DIVISION OF ANTIPOLO ADVISORY NO. 24, S. 2018

In compliance with DepEd Order No. 8, s. 2013

This Advisory is issued for the information of all  
Public Elementary and Secondary Schools

February 14, 2018

### SIENA COLLEGE OF TAYTAY SHORT IT PROGRAMS

Siena College of Taytay (SCT) plans to offer students of public schools and less privileged youth in Antipolo City who are interested to enhance their IT skills in different short IT programs. SCT CRASH IT training program is designed for non-sienans and out-of-school youth in Rizal.

For interested party you may contact Sr. Caroline S. Capili, OP, President, Siena College of Taytay at 658-8765, 658-8728, 660-4760, 660-4762.

@itunit-bebe2018

*"Edukasyong Tapat at Sapat: Dapat Para sa Lahat"*

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*Siena College of Taytay*

OFFICE OF THE PRESIDENT

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January 18, 2018

DR. ROMMEL C. BAUTISTA, CESO V  
School Division Superintendent  
Department of Education  
Division of Antipolo City

R E C E I V E D	
Records Section	
Trans No.:	0625
Date:	01-19-18
Time:	11-18
By:	<i>[Signature]</i>

Dear Dr. Bautista

Greetings!

We are respectfully submitting details on the **SHORT IT PROGRAMS** which Siena College of Taytay plans to offer to students of public schools and less privileged youth in Antipolo City who are interested to enhance their IT skills.

May we then humbly request for a **Certificate of Endorsement (COE)** from your good office which we can present to public school administration and other authorities and even parents as proof of the legitimacy of our intention.

Attached are the detailed Objectives, Scope, Training Duration and Schedule, and Training Policy of the said Short IT Programs.

Respectfully,

SR. CAROLINE S. CAPILI, OP  
President







# *Siena College of Taytay*

SCT Information Technology  
Training Center (SCTITTC)

E. Rodriguez Avenue  
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## CRASH IT PROGRAMS

### Rationale

The SCT CRASH IT training programs is designed for non-Sienans and out-of-school youth in Rizal who want to enhance their skills in different IT short programs. "Crash" means *quick* but intensive, in this way SCT could cater more students in different public schools nearby Rizal. Through this program, SCT is extending its facilities and teachers to those people who are willing to enrich their education in the field of IT. Moreover, this is a great opportunity for non-Sienans to avail same IT education we are giving to our regular students with least cost.

### Objectives

The short IT training programs are designed to achieve the following goals:

- To provide modern IT education and skills to those who are in need of it.
- To extend SCT education and facilities to non-Sienans.
- To promote IT awareness to the people of Rizal.

### Training Inclusion

The student will be given an intensive training to particular IT program s/he will avail. One-PC per student policy is strictly followed during the training session. A certificate of completion will be given to the student who will completely finish each training program. All missed session/s must be made up by the student upon the approval of the teacher.

A student could avail the Level 1 training without completing the Level 0 as long as the student has at least background on using computer and knows how to type using the keyboard. Students who wish to avail Level 1 training but assessed as Level 0 by their teacher, must finish first Level 0 before taking Level 1 training. All students who wish to take Level 2 must successfully finish Level 1 training as pre-requisite training.





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### IT Short Programs Offered:

- Level 0 – Basic Computer Operations & Keyboarding (**Based on assessment**)
- Level 1 – Office Productivity Tools (**MS Word, MS Excel, MS Power Point**)

#### *Pre-requisite (Level 1)*

- Level 2 – Photoshop and Basic Animation (**Photoshop**)
- Level 2 – Basic Web Page Development (**Basic HTML**)

### Training Duration and Schedule:

*Every Saturday 2 hrs. per week @ 15 weeks = 30 hrs.*

- Week 1 – Orientation and Assessment
- Week 2-14 – Training Period
- Week 15 – Final Activity/Project

### Training Policy

- Target students will be coming from public schools and out-of-school youths in Rizal. Students must be at least from grade 4 level (or at least 10 years old) to grade 12 level.
- One-PC per student policy is strictly followed during the training session.
- A reservation fee is needed for the confirmation of enrolment of the student in the program and non-refundable.
- Parents or guardians of the student are required to attend the orientation during the 1<sup>st</sup> day of the training.
- All students enrolled in the CRASH IT programs should wear their T-shirts as their official uniform for the whole duration of the training.
- All students enrolled in the CRASH IT programs are obliged to follow all the rules imposed by the school.



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- Each student should accomplish Student Record Form for record keeping purposes.
- Each student should have Student Card for proper monitoring of attendance and payment.
- Students are monitored through their attendance. For any missed session/s, the student should make-up his/her missed session/s upon the approval of the teacher for proper scheduling.
- Student is only allowed to receive his/her certificate of completion if s/he was able to complete the 15 weeks of training and does not have any unpaid training session/s.
- Student can avail the next higher level of IT training as long as s/he is able to finish the pre-requisite training. However, student who wish to avail Level 2 IT programs but did not take the Level 1 training should undergo and passed a hands-on assessment before allowing him/her to enrol in the chosen Level 2 training.

## **Fees**

- Reservation Fee of Php 500.00 (Inclusive of Tshirt)
- Training fee of Php 200.00 per session x 14 weeks
- All unsettled fees should be paid before the scheduled distribution of certificates (graduation).
- All fees include the following:
  - comprehensive training in air-conditioned laboratory with one-is-to-one PC policy;
  - certificate of completion;
  - medals/award for those who will excel during their training;
  - Tshirt as uniform; and
  - Ceremony in distributing the certificates





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**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**

Gate 2, Karangalan Village, Cainta, Rizal



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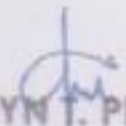
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1<sup>st</sup> Indorsement  
June 8, 2017

Respectfully referred to **Dr. MARITES A. IBAÑEZ, CESO V**, Schools Division Superintendent, Division of Rizal, the herein letter of **Sr. CAROLINE S. CAPII, OP**, President, Sienna College of Taytay, for your appropriate action.

For the Director:

  
**ANN GERALYN T. PELIAS**  
Chief Administrative Officer

/08



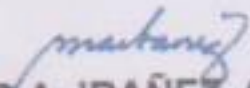
Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region IV-A CALABARZON  
**DIVISION OF RIZAL**



REFERENCE No.: 17-0102

**2nd Indorsement**  
July 05, 2017

Respectfully referred to Public Schools District Supervisors, School Heads, and Administrators, the preceding 1<sup>st</sup> indorsement re: letter from Sr. Caroline S. Capili, President, Sienna College of Taytay, re: Short IT Programs, for your information and appropriate action.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

