



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



CITY SCHOOLS DIVISION OF ANTIPOLO

ADVISORY NO. 030, S. 2018

In compliance with DepEd Order 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

March 5, 2018

CPD TRAINING FOR TEACHERS ON ICT INTEGRATION

Swiss IT Academy, an accredited PRC-CPD Provider with Accreditation No. 2017-106, offers CPD accredited training programs that are relevant to teaching profession.

They are offering training for teachers on ICT integration which aims to retool teachers with the current strategy in the delivery of lessons using Information and Communication Technology (ICT). Each program offering will help participants earn 15 CPD units.

Attached is their program proposal for your reference.

Interested schools may coordinate with Ms. Geneva B. Alano, Assistant Manager – Sales and Marketing.

Participation of both public and private schools shall be subject to the **NO-DISRUPTION OF CLASSES POLICY** stipulated in DepEd Order No. 9, s. 2005 entitled *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*.

For the information of the field.

HRD-alt, 2018

TESDA ACCREDITED PROGRAMS

Visual Graphic Design NCIII

Creative? Artistic? We believe in unlocking the potential through focused technical training and development of aesthetic learning.

Our Visual Graphics Design is a TESDA accredited short course that is devised to the standards of the industry's requirements, applicable for both print and electronic presentations.

Training Duration: 61- day Training and 1 day National Assessment

Contact Center Services NCII

With an interactive training environment, Swiss IT Academy Inc. prepares you to become the best in handling different customers for BPO and call center industries in the country.

Experience a different approach to call center training with Swiss IT Academy Inc.

Communication is key to success in the Contact Center career path, enroll and find out what more you can do.

Training Duration: 18 - day Training



CPD TRAINING PROGRAM FEES

ICT Training Programs	Number of Days	Number of Hours	CPD Credit Units	Accreditation Number	Amount
ICT Integration in K-12 Lesson Planning through Microsoft Office Specialist Training and International Certification	4	32	15	2017-106-281	3,500.00
ICT Integration in Visual Graphics Design	6	48	15	2017-106-284	4,500.00
ICT Integration in Interactive PDF	6	48	15	2017-106-283	4,500.00
Digital Imaging Using Photoshop	6	48	15	2017-106-280	4,500.00
Photoshop for the Web	6	48	15	2017-106-282	4,500.00

Payment Terms: 50% Advance payment (5 days before the training schedule)
 50% On or before the last day of training
 Check payment payable to **SWISS IT ACADEMY INC.**

DATE: JANUARY 17, 2018

SUBJECT: IMPLEMENTATION OF LEARNING TRAINING WORKSHOP OF SCHOOL RESEARCHING OF THE EVALUATION SKILLS AND CONTRIBUTION TO SCHOOL IMPROVEMENT

FROM: DR. BONNET C. VALLEJO CEO



ELEVATING IT INNOVATION
EMPOWERING PEOPLE
EXPANDING POSSIBILITIES

PROPOSAL FOR CPD TRAINING FOR TEACHERS ON ICT INTEGRATION

Affiliated to PRC with CPD Provider No. 2017-106

Office of the Division Superintendent
Division of Antipolo City

Antipolo City, Rizal
March 1, 2018

IN PARTNERSHIP WITH



ACCREDITED BY



PROPOSAL FOR CPD TRAINING

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Email: info@swissitacademy.com

March 1, 2018

Dr. Rommel C. Bautista
CESO V Schools Division Superintendent
Division of Antipolo City

Dear Dr. Bautista:

To ensure that teachers continue to be competent at their profession, Swiss IT Academy offers CPD accredited training programs that are relevant to teaching profession. This is in connection not only with the **Republic Act 10912** that mandates and strengthens the **Continuing Professional Development (CPD)**, but also with the Department of Education's (DepEd) goal of a lifelong learning for teachers.

Our programs are meant to retool teachers with the current strategy in the delivery of lessons using Information and Communication Technology (ICT). As survey says, exposure to educational ICT through curriculum integration has positive impacts on the teachers and students in terms of knowledge, comprehension, and practical application to different subjects. Moreover, well-trained teachers, particularly in the integration of ICT in the curriculum can help improve the quality of education in the country. In that way, teachers can also help transform the lives of Filipino graduates into meaningful, sustainable, and responsible citizens who are needed for nation-building. Other benefits of CPD training programs are the following:

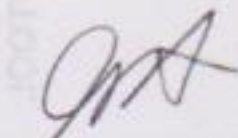
- ✓ **Helping teachers in their license renewal every three (3) years by automatically earning 15 CPD credit units per program or 45 credit units for three (3) programs as required by Professional Regulation Commission (PRC)**
- ✓ **Augmenting teachers' current knowledge**
- ✓ **Strengthening teachers' teaching strategy**
- ✓ **Improving teachers' classroom management**
- ✓ **Enhancing students' academic performance**
- ✓ **Preparing students to become globally competitive**

It is our pleasure to discuss and offer our programs with you at your most convenient time. If you have questions or inquiries, please feel free to contact us at (02)909.7747, (0927)140.0904, or [proposals@swissitacademy.com/ geneva.alano@swissitacademy.com](mailto:proposals@swissitacademy.com/geneva.alano@swissitacademy.com).

Thank you very much.

Respectfully yours,

Sincerely yours,



Geneva B. Alano
Asst. Manager – Sales and Marketing

OUR HERITAGE



EGS CALCMENU is our mother company headquartered in Switzerland, with a strong position in the market as one of the global leaders in food service software development.

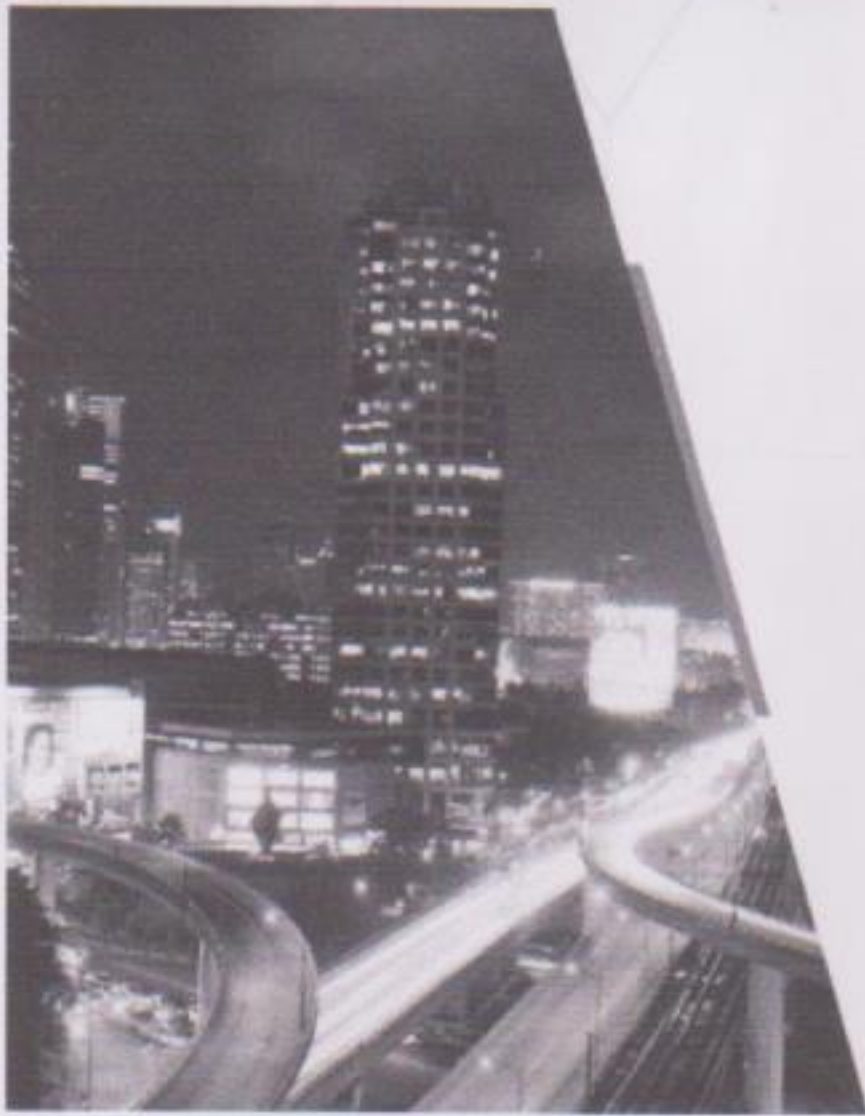
With over 28 years of being a driver for change in technological advancement, we had a wider vision of sharing our technical knowledge with our youth and educators – thus, the establishment of the SWISS IT ACADEMY.

SWISS IT ACADEMY AT A GLANCE

SWISS IT ACADEMY is a recognized institution in the Philippines, conceptualized in 2015 and fully established in 2016.

The Academy is devoted to excellence in cultivating the next generation of Information Technology practitioners that will contribute to society and develop knowledge that will make a difference in the world.

SWISS IT ACADEMY delivers accredited IT focused short courses that provides hands-on training for in-demand competencies by global corporations.



OUR VISION & MISSION

SWISS IT ACADEMY is committed to provide quality technical education through the delivery of an innovative learning system.

The Academy aims to be an institution that is globally recognized as the leader in producing skilled professionals who will make a difference in the world's technological advancement.

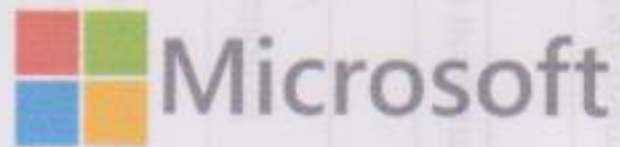
OUR PROGRAMS

Swiss IT Academy Inc. integrates training as a tool in response to the changing needs in technology. Its technical expertise makes it possible to develop a wide range of professional software products and services to meet the requirements and standards of clients from different industries.

The Academy takes pride in its IT-focused short courses that are practiced and applied by various industries around the world.

As its dedicated team of licensed professionals is specialized in delivering updated data, trends, and practices in the field of Information Technology, it is certain that our programs are up-to-date and designed to take on the challenges presented by progressive technology and business practices. Guaranteed to equip individuals with employable skills or to improve themselves personally and professionally.





Microsoft Office Specialist Training-Workshop with International Certification (for Word 2016, PowerPoint 2016 and Excel 2016)



This refresher course covers basic to advanced Microsoft Word 2016, Microsoft PowerPoint 2016, and Microsoft Excel 2016. It can enhance individuals' current knowledge of Microsoft applications. This training may also be beneficial in enhancing work-force productivity, improving school documents for students, and advancing in making presentations. The training covers the implementation of MS Word, MS Power Point, and MS Excel in a live project-based simulation through an installed application and system-generated review materials.

Training Duration: 3-day Training plus 1-day Assessment

Benefits of Microsoft Office Specialist Certification:

- Augmenting students' technology-related studies
- Providing students with recognized credential internationally
- Making students more competitive in the labor market
- Giving students the chance to represent their schools and country in the MOS World Championship
- Allowing teachers to earn points for Continuing Professional Development (CPD)
- Helping institutions to stand out as an innovative curriculum provider
- Giving schools a business edge over its competitors
- Providing schools with additional earning potential



ICT Integration through Visual Graphics Design (Using Adobe Photoshop, InDesign and Illustrator)

This course is designed for students and professionals who have basic knowledge and skills in the field of designing, to enhance their current knowledge which eventually leads to **Visual Graphic Design National Assessment III**. The goal is to design and deliver effective, engaging, and professional portfolio by utilizing the industry-standard Adobe products.

Training Duration: 6 Days



ICT Integration through Interactive PDF

This is a refresher course which covers basic to advanced Adobe InDesign. In this course, students will learn all about building and designing Interactive PDFs. Be equipped with a working knowledge of industry standards. It can let you turn the most boring documents into beautifully designed portfolio. Similarly, you can produce presentation that is interactive, captivating, and informative. The training is more on implementation of Adobe InDesign and Adobe Acrobat in a live project-based simulation.

Training Duration: 6 Days



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BEFORE

AFTER

Digital Imaging Using Photoshop

The course provides a comprehensive basic knowledge of the industry's most flexible photo editing and manipulation software. Students will explore both the technical aspects of image manipulation, as well as the artistic aspects of creating images. They will become familiar with Photoshop through watching demonstrations, completing structured assignments, and open-ended assignments and projects.

Training Duration: 6 days

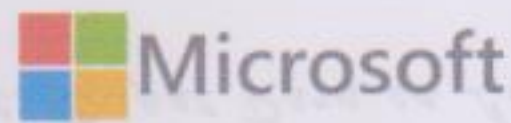
Photoshop for the Web

This course is designed to equip teachers, trainers, and professionals with the knowledge and skills to quickly and easily create images for the Web, HTML email, and mobile use. It is intended for web and email marketing professionals who need to create interesting and varied graphics to add visual impact to marketing campaigns. Also, it covers file formats, image optimization, and creating effective web graphics with impact utilizing the industry standard Adobe Photoshop program.

Training Duration: 6 days



INTERNATIONAL CERTIFICATIONS



Microsoft Technology Associate Certification

The MTA examination also has multiple IT disciplines that BS in Information Technology, BS in Computer Science, and BS in Computer Engineering may take. Listed in the table below are the common courses and their corresponding MTA Certification.

Training Duration: 1-day Certification process

Microsoft Office Specialist Training-Workshop with International Certification (for Word 2016, PowerPoint 2016 and Excel 2016)



This refresher course covers basic to advanced Microsoft Word 2016, Microsoft PowerPoint 2016, and Microsoft Excel 2016. It can enhance individuals' current knowledge of Microsoft applications. This training may also be beneficial in enhancing work-force productivity, improving school documents for students, and advancing in making presentations. The training covers the implementation of MS Word, MS Power Point, and MS Excel in a live project-based simulation through an installed application and system-generated review materials.

Training Duration: 3-day Training plus 1-day Assessment