



**ADVISORY NO. 107, 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 Public Elementary and Secondary Schools  
August 17, 2018**

**iSKILLS CONSULTANCY FREE COMPUTER LITERACY TRAINING**

iSKILLS Consultancy will be conducting a free Computer Literacy Training for Teachers on the Fundamentals of Computer Operations and Troubleshooting, Graphic Designing and Microsoft Office Applications.

The schedule of the attendance of teachers to this training will be on their most convenient time and preferred date. Kindly coordinate with the managing director of iSKILLS.

Details of the program is indicated on the attached letter.

Interested participants are requested to submit a letter of intent addressed to the office of the Schools Division Superintendent for record and reference subject to the approval of this office. ***(Refer to the revised guidelines stipulated in DM No. 63, s. 2017).***

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 

# 531



# ISKILLS CONSULTANCY



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*SDSs,  
Thank you for  
your information  
and appropriate action  
Thanks!  
MS*

**Dr. Diosdado M. San Antonio**  
Director IV  
Department of Education - CALABARZON

Greetings!!!

First of all, we would like to thank you for your kind advocacy to always put education at its finest. Our Institution intends to engage in the computer literacy program for students within the nation by conducting cheaper computer literacy training for public school students who aims to be globally competitive in the IT industry since 2013. The training program was made possible through our affiliated IT institutions such as *TechSquad Institute in Antipolo City, Saint John Bosco Institute of Arts and Sciences in San Mateo, Crystal-E Polytechnic Training Center in Marikina City, Asia Pacific School of Arts and Sciences in Quezon City, Asian Institute of Computer Studies in Montalban Rizal, Global Career Access Training Institute in San Mateo and Marikina City* and other co-implementers of this program depending on what is the nearest from the student's location.

We are writing this letter to request for a letter of endorsement addressed universally to all Public School Principals within the region for us to start conducting free computer literacy training for teachers and scholarship exam for Grade 6 and 10 classes during their most convenient time and preferred date, as long as it would not interfere with their regular class schedules. We are aware of our promotional limitations and interference like all other schools who want to give opportunities like this, which is why a simple and kind letter from your office would be of great help to us in coordinating our schedules with the various principals.

The said FREE computer literacy training for teachers covers the lessons such as Fundamentals of Computer Operations and Troubleshooting, Graphic Designing and Microsoft Office Applications to be held based on their desired venue which we believed that may help them do their task as a teacher more efficient.

Please give us the opportunity to be one of your catalysts of change that you have been one through the years of hard work and dedication to the government service.

Respectfully yours,

*Karon Paul Manca*  
Managing Director  
ISKILLS Consultancy