



Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

Advisory No. **247** /s. 2025
30 SEP 2025

In compliance with DepEd Order (DO) 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.
(Visit www.deped.gov.ph)

**PARTICIPATION IN THE COMPUTER DEVELOPMENT PROGRAM FOR
STUDENTS IN THE PRIMARY AND SECONDARY LEVEL**

The Advance Training Computer Program will conduct the Computer Development Program designed for students in the primary and secondary levels. This initiative aims to enhance learners' digital literacy, introduce them to practical computer skills, and strengthen their readiness for technology-driven learning and future opportunities. The program seeks to gather relevant information on students' needs, interests, and current level of computer proficiency as basis for tailoring training modules that are responsive and beneficial to them.

Relative to this, school heads are advised to accommodate the program staff who will administer a survey through questionnaires to be answered by students.

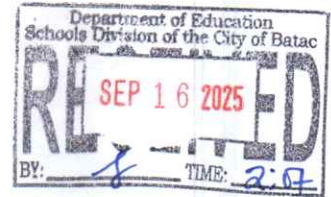
Be reminded that attendance to the activity shall be voluntary in nature and shall be subject to the no-disruption-of-classes policy as stipulated in DepEd Order No. 9, s. 2005.

For further discussion or clarification, contact Mr. Jefferson L. Silva at 09454490472.

For information and guidance.

SGOD/gpi/25027 /Advisory Computer Devpt Program
2514331/September 25, 2025

8690



Advance Training Computer Program
Main Office Address: Brgy. Buyon Bacarra, Ilocos Norte
Contact No: 09454490472
FB Account: ATCP-Training Center

ANSELMO R. ALUDINO

School Division Superintendent;
Division of Batac City

Dear Sir:

Good day!

Our institution intends to engage in the computer development program for the students in the primary and secondary level within your region. In doing this, we respectfully request your conformity for us to introduce our program and to give questionnaires to be answered by students in your school. This will not last for more than ten (10) minutes.

Then, on a case-to case basis, we will visit the parents of the students in their respective houses. Should the parents signify their intention to enroll their child/children in our computer program, we will train the students for a very minimal and affordable fee, through our computer partner to training ground to Estepaz computer shop located at Brgy. 7 Caunayan Batac, Ilocos Norte, beside 7eleven.

With the curriculum of Microsoft Window Operating System Tutorial, Microsoft Office Word, Microsoft PowerPoint, Microsoft Excel, Web Page Design, Adobe Photoshop, Microsoft Publisher, HTML, Microsoft Font Page Computer Animation, and Personal Computer Trouble Shooting (assembling/disassembling).

After they finished the whole program for Twelve (10) weeks, will issue a Certificate of completion. This certificate maybe used by them for employment should they wish to do so.

By doing these, your student's ability in the field of computer science and technology will be more enhanced and nurtured. This computer development training will surely be used their tool in any endeavor in the future. May it be in the employment or business industry.

This is purely voluntary to the part of the parents of the students.

Hoping for your kind consideration and approval.

Very truly yours,
Jefferson L Silva
ATCP Proprietor
09454490472