



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

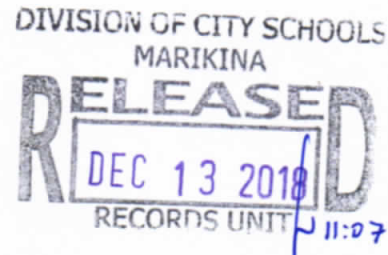
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December 12, 2018

**MEMORANDUM TO:**

Chief Education Supervisors, CID and SGOD  
Elementary and Secondary School Principals  
Officers-in-Charge  
Public Schools



Enclosed is a letter from *Mr. Aaron Paul Blanca*, Founder, iSKILLS Consultancy, re: permission to conduct a free computer literacy scholarship assessment for grade 6 and 10 students, content of which is self-explanatory, for your information and appropriate action.

Particular attention is invited to the provision of Republic Act No. 5546, "*An Act Prohibiting the Sale of Tickets and/or the Collection of Contributions for Whatever Project or Purpose from Students and Teachers of Public and Private Schools, Colleges and Universities.*" This is also subject to the **no-disruption-of-classes policy** as stipulated in DepEd Order No. 9, s. 2005 entitled "*Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith.*"

Wide dissemination of this Memorandum is desired.

  
**JOEL T. TORRECAMPO**  
Officer-In-Charge

Office of the Schools Division Superintendent



## **iSKILLS CONSULTANCY**

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### **DR. JOEL T. TORRECAMPO**

OIC – Office of the School Division Supertintendent  
Department of Education – Marikina City

Dear Dr. Torrecampo,

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, Global Career Access Training Institute in San Mateo and Marikina City* and other co-implementers of this program. The said computer literacy training covers the essential lessons in *Microsoft Office Applications, Fundamentals of Computer Operations and Troubleshooting, Graphic Designing and Flash Animations or Internet and Email* which we believed that may help a lot to do their tasks more efficient as an individual on their workplace. In connection with this advocacy, we fund projects such as giving up to 100% scholarship discounts on the said training programs for selected public school students who passed our qualifying exam and we also conduct free weekend computer literacy seminars for public school teachers in every participating school within the division.

We are writing this letter to request for a simple letter of endorsement or any kind of appropriate acknowledgement addressed universally to all Public School Principals for us to conduct a free computer literacy scholarship assessment for elementary and high school (*grade 6 to 10 students*) 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 in accordance with the Deped Order No. 9, s. 2005 entitled "*Instituting Measures to Increase Engaged Time-on-Task And Ensuring Compliance Therewith*", we also guarantee that any activity conducted within the school are all free of charge and purely voluntary basis only 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.

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

Respectfully yours,