



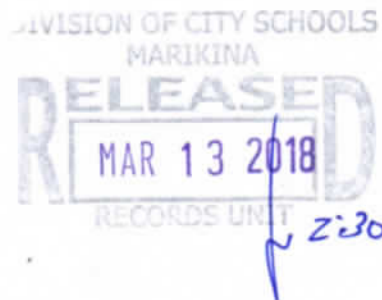
REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**  
Shoe Ave., Sta. Elena, Marikina City  
+63 (02) 682-2472 / 682-3989 (CID) / 369-9046(SGOD)  
<https://depedmarikina.ph> / (email) [sdo.marikina@deped.gov.ph](mailto:sdo.marikina@deped.gov.ph)



March 12, 2018

**MEMORANDUM TO:**

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



**COMPUTER LITERACY PROGRAM OF THE UNITECH EDUCATIONAL  
PROGRAM CORPORATION**

Attached is Regional Letter No. 114, s. 2018 dated February 28, 2018, re: **Computer Literacy Program**, content of which is self-explanatory, for information.

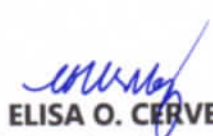
Participation of both public and private schools shall be subject to the **no-disruption-of-classes policy** stipulated in DepEd Order No. 9, s. 2005 entitled "*Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*" and no collection policy as stated in Section 3 of Republic Act No. 5546.

Wide dissemination of this Memorandum is desired.

For:

**SHERYLL T. GAYOLA**  
Officer-in-Charge  
Office of the Schools Division Superintendent

By:

  
**ELISA O. CERVEZA**  
Chief Education Supervisor, CID  
OIC, Office of the Schools Division Superintendent



**Republika ng Pilipinas**  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City)

DIVISION OF CITY SCHOOLS  
MARIKINA  
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RECORDS UNIT  
8130

February 28, 2018

Department of Education  
National Capital Region  
RECORDS & COMMUNICATION UNIT  
**RELEASED**

To: Schools Division Superintendents

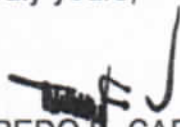
By: \_\_\_\_\_  
Date: 28 FEB 2018 Time: \_\_\_\_\_

Dear Sir/Madam:

Attached is a letter dated February 26, 2018 by **Mr. Mark Ermon S. Fajardo**, President - CEO, Unitech, contents of which are self-explanatory, for information.

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 and no collection policy as stated in Section 3 of Republic Act No. 5546.**

Very truly yours,

  
WILFREDO B. CABRAL  
Officer-In-Charge  
Office of the Regional Director

Regional Letter No. 114, s. 2018

Public Affairs Unit/Gfc

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*Premier region: home of world-class lifelong education*



**UNITECH EDUCATIONAL PROGRAM CORPORATION**

**Main Office:**

243-A El Grande Ave. BF Homes Las Piñas City, NCR

Tel. No. (02) 820-90-16 / (02) 546-09-28

Email Add: unitech\_educational\_program\_corp@yahoo.com / unitech.epc@gmail.com

February 15, 2018

**MR. WILFREDO E. CABRAL**

*Officer in charge – Office of the Regional Director*  
Department of Education – National Capital Region  
Misamis Street, Bago Bantay, Quezon City

Department of Education  
National Capital Region  
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By: Jr  
Date: 15 Feb 2018 Time: 9.

Dear Sir Cabral:

Our institution intends to engage in the computer literacy program for students in secondary level within your region. In doing this, we respectfully request your conformity for us to introduce our program and to conduct a qualifying examination for public high school students in the National Capital Region which will not last for more than fifteen (15) minutes.

After 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 literacy program, we will train the students on a weekly basis, through our affiliated IT schools such as Adamson University in Manila, University of Perpetual Help in Manila, Experts Technology Training Center in Caloocan City and AMA Computer Learning Center in Makati City. This is purely voluntary on the part of the parents.

After they finished the whole program for sixteen (16) weeks, the Students will receive a Certificate of Completion coming from the accredited IT institute duly signed by the officials of the affiliated school and the President/CEO of Unitech that can be use for possible employment, if they intent to.

By doing these, your students' ability in the field of computer science and technology will be more enhanced and nurtured. This computer literacy program will surely be used as their tool in any endeavor in the future, either in employment or business industry.

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

We are hoping for your kind consideration and approval.

Respectfully yours,

**Mark Ermon S. Fajardo**  
President – CEO  
UNITECH





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Email Add: unitech\_educational\_program\_corp@yahoo.com / unitech.edu@yahoo.com

**DETAILED PROPOSAL**

- PROJECT TITLE** : "Computer Literacy Program"
- Thru** : UNITECH EDUCATIONAL PROGRAM CORP.
- AREA OF COVERAGE** : N.C.R., Regions III, IV-A, V, VII & XI
- TARGET OF RECIPIENTS** : Grade 6 / Secondary Level / Out of school youth

**INTRODUCTION:**

Unitech Educational Program Corporation is a stock, profit corporation duly organized and existing under the laws of the Philippines and registered with the Securities and Exchange Commission. It was established in March 3, 2009 and approved by the Department of Education.

Unitech provides hands-on comprehensive I.T. training to students through its current partner institutions i.e. Adamson University in Manila, AMA Computer Learning Center in Guadalupe Makati & Antipolo, University of Batangas in Batangas City and Lipa City, University of Perpetual Help System – JONELTA in GMA Cavite, Manila and Cagayan, Manuel S. Enverga University Foundation in Quezon, Cebu Institute of Technology University in Cebu City, University of Northeastern Philippines in Iriga City, Wesleyan University in Cabanatuan City, Columban College in Olongapo City and University of Nueva Caceres in Naga City and more schools to tie-up soon and at a reasonable cost. Since March 2009, hundreds of course participants have enhanced their skills through intensive hands-on exercises under the guidance of highly trained instructors with vast experience in the field of Information Technology. Everything learned are practical, relevant, and updated.

**COMPANY VISION AND MISSION:**

Unitech is a family corporation that believes in providing an educational development program based in the value of excellence as its company's mission. Its company vision is to serve quality IT education to poor but deserving Filipino students through its accredited IT institutions.

**DURATION OF THE PROJECT:**

1. Sixteen (16) sessions
2. Two (2) hours per session/weekly
3. Saturday or Sunday classes only

**SET OF EDUCATIONAL ITEMS TO BE GIVEN UPON COMPLETION:**

A Certificate of Completion with a signature from the officials of the accredited IT institutions and the corporation, which can be additional credentials to the enrollees.



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Email Add: [unitech\\_educational\\_program\\_corp@yahoo.com](mailto:unitech_educational_program_corp@yahoo.com) / [unitech.edu@yahoo.com](mailto:unitech.edu@yahoo.com)

**COMPUTATION OF PAYMENT**

PhP 500.00 as registration fee upon enrollment

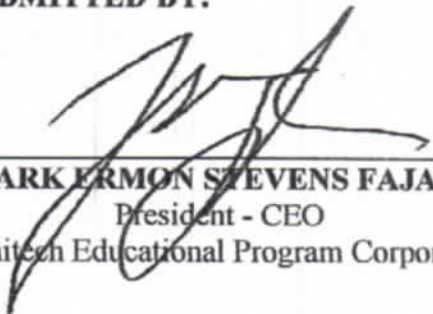
PhP 4,480.00 – PhP 280.00 per session \* 16 sessions or weeks

**TOTAL PAYMENT = PhP 4,980.00**

**MODULES:**

1. Microsoft Office Word, PowerPoint, Excel
2. Web Page Design and Development HTML and Dreamweaver
3. Adobe Photoshop
4. Microsoft Windows Operating System Tutorial
5. Adobe Flash
6. Software Troubleshooting
7. Microsoft VB. Net
8. Familiarization of Hardware and Software
9. PC Troubleshooting
10. Video Editing
11. Sketch Up

**SUBMITTED BY:**



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**MARK ERMON STEVENS FAJARDO**  
President - CEO  
Unitech Educational Program Corporation