MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Secondary School Principals
Officers-In-Charge
Public Schools only

CAREER ORIENTATION SEMINAR FOR ALL GRADE 10 AND GRADE 12
STUDENTS OF MARIKINA PUBLIC SCHOOLS

Attached is a letter from MS. CHESKA MAE B. ATENDIDO, AC Marketing Team Lead, Asian College of Science and Technology Foundation, Inc. (ACSAT School) dated July 3, 2019, requesting to conduct Career Orientation Seminars (COS) for grade 10 and grade 12 students, content of which is self-explanatory and for your information.

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent
July 3, 2019

Dr. Joel Torrecampo  
Schools Division Superintendent Office (SDS)  
Department of Education-Marikina City

Dear Sir,

Greetings from Asian College!

We would like to first and foremost express our deepest gratitude for your continued support to our school and your kind advocacy to put education at is best always. We write to you at this point to request for a simple letter of endorsement which may be addressed universally to all Marikina City Public High School Principals for your convenience or individually, for us to start conducting free Career Orientation Seminars (COS) in their grade 10 and grade 12 classes. Please worry not since we will conduct it during their most convenient time and preferred date, always bearing in mind that it should not interfere with their regular class schedules. We are aware of our promotional limitations and interference like all other schools who want to give SHS/college talks to your city schools, which is why a simple & kind letter from your office would be of help to us in coordinating our schedules with the various Principals. A sample 10-minute COS would consist of the following:

1 minute Introduction of Marketing Staff and Asian College  
3 minutes Asian College Features (facilities, map, advocacies, uniform, etc)  
2 minutes Asian CollegeTrack Offering to Grade 10 or Program Offering to Grade 12  
2 minutes Discussion on Enrolment for Grade 10 or Scholarship for Grade 12  
1 minute Discussion on Requirements and Recap  
1 minute Asian College contact information

We look forward to your usual favorable response.

Sincerely yours,

Cheska Mae B. Atendedo  
AC Marketing Team Lead  
09261782219; 0997-2034541  
02-9123236 loc 204

Noted:

Geoffrey Benedict T. Gallias  
OIC-AC Marketing Director  
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