MEMORANDUM TO:

OIC Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Principals/ Head of Schools, Elementary and Secondary Schools
Public and Private Schools

Conduct of ICT Assessment of Marikina Catholic School

Attached is a letter from Rev. Fr. Gerard Joaquin V. Masangya, Director, Marikina Catholic School dated February 26, 2019, re: “Conduct of ICT Assessment for Marikina Students”, contents of which are self-explanatory, for information and appropriate action.

Interested schools may feel free to contact Marikina Catholic School at (02) 6458738. Particular attention is invited to the attached program as information and reference.

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Officer-In-Charge
Office of the Schools Division Superintendent

Maku-Diyos, Makatao, Makakalikasan at Makabansa
February 26, 2019

Dr. Joel T. Torrecampo
Officer-in-charge
Office of the Schools Division Superintendent
Marikina City

Dear Sir,

Praised be Jesus Christ, Now and Forever!

Marikina Catholic School would like to offer Alternative Education Program in partnership with the MAKE IT EZ EDUCATIONAL PROGRAM CORPORATION (MITEZ) as an Alternative Technology Education to all willing and determined students from Grades 5-12 as an Extension Service Program to the youth to empower them particularly those coming from the financially challenged neighboring communities.

Our main advocacy is to offer alternative learning program focusing on information and communication literacy. It aims to prepare students in Grades 5-12 to be innovative and competent in the field of information and communication technology. (Please see the attached program)

The MAKE IT EZ EDUCATIONAL PROGRAM CORPORATION has been an effective partner in offering this Alternative Technology Education for the past (2) years in College of San Benildo-Rizal and the performance is commendable. This is the reason why we wish to replicate this program here in Marikina Catholic School, if given permission.

With great determination and assurance, Marikina Catholic School is humbly asking for your kind assistance or permission to conduct our ICT assessment among schools who offer Basic Education in Marikina City. The assessment is FREE OF CHARGE. Primarily, the objective of this assessment is to gauge or validate students’ knowledge on alternative learning program tailored to students needs in a VOLUNTARY basis.

Rest assured that proper protocol, channeling and coordination among schools will be strictly followed. We will also ensure that NO INTERRUPTION OF CLASSES OR HAMPERING OF ANY RELATED ACADEMIC ACTIVITIES WILL HAPPEN during the conduct assessment of the concerned schools.

Should you have concerns and inquiries, please feel free to contact us at (02) 645 8738. We are willing to discuss this advocacy in your most convenient time.

Thank you very much. We are looking forward to your generous response.

In Christ through Mary,

Rev. Fr. Gerard Joaquin V. Masangya
School Director/Principal
I. RATIONALE:
Marikina Catholic School (MCS) subscribes to the ideal that life has no meaning unless it is consecrated to the service of others. In consonance to this Christian belief, MCS has unselfishly taken the task of reaching out to the youth by establishing a positive step towards this deepening commitment to all willing and determined students to empower them particularly those coming from financially challenged neighboring communities / schools in the locality.

II. OBJECTIVES
1. To promote a modified information Technology Education as an Extension Service Program to all willing and determined students in Grades 5-12 in the locality.
2. To open MCS to the community and to share the available school facilities and equipment to the interested and enrolled students in the Program.
3. To raise modest funds for further improvement of the academic and co-curricular programs of the school, its facilities and equipment.

III. MAIN TASKS:
A. MCS as a venue for the Alternative Technology Education Program, commits to perform the following tasks:

1. Provide updated Curricular Program / Training Modules – c/o MAKE IT EZ Educational Program Corporation, the Partner Agency that handles the direct operation of the program.

TRAINING PROGRAM MODULES

a. Computer Literacy Enhancement Training
   1. Level 1 - Office Applications and Computer Fundamentals
   2. Level 2 - Basic HTML
   3. Level 3 - a) Link Building b) Date Entry
   4. Level 4 - Content Management in Wordpress
   5. Level 5 - Wordpress Customization

b. Entertainment and Multimedia Computing Short Courses
   1. Visual Graphics
   2. 2D Animation
   3. 3D Animation

2. Provide air-conditioned Computer Laboratory Room with well-functioning 40 computer units.
3. Provide air-conditioned Conference Room for other alternative functions.

B. DURATION AND TRAINING PROGRAM SCHEDULE

The program will run for 14 weeks, two-hour per session for 14 consecutive Sunday. (If given Permission the program will start this coming May 5, 2019 or as per advised)
C. TEACHING STAFF

Make IT EZ Educational Program Corporation, in coordination with MCS, will provide teacher to each module. Teaching Staff are highly qualified and preferably with TESDA NTTC & National Certificates.

D. PAYMENT

The students will enroll in this program are requested to pay Php 300 / session / day. This amount covers the salary of the teaching staff, teacher aides, maintenance staff, use of facilities and equipment. Payment will be done through the school’s Finance Office.

c. MONITORING / SUPERVISION / EVALUATION

MAKE IT EZ Educational Program and MCS administration jointly monitor / supervise and evaluate the delivery of the educational program.

d. OTHER TERMS AND CONDITIONS:

1. MCS and MAKE IT EZ Educational Program will provide the certificate of completion duly signed by the Heads of both parties.

2. The official uniform of the students is T-shirt with logo of MCS and MAKE IT EZ Educational Program

IV. GRACE

Life becomes more meaningful if shared with others (students in need of help in this regard) in the development of God’s given gifts and capacities of students who will qualify and are interested to level up their ICT knowledge.
CERTIFICATE OF PARTNERSHIP

The Marikina Catholic School located at JP. Rizal, St. Sta. Elena, Marikina City is a partner school of MAKE IT EZ Educational Program Corporation in promoting affordable and innovative IT Education in Marikina City through its short-term program. Issued on February 22, 2019 for whatever legal purpose it may serve.

Rev. Fr. Gerard Joaquin V. Masangya
School Director/ Principal