



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

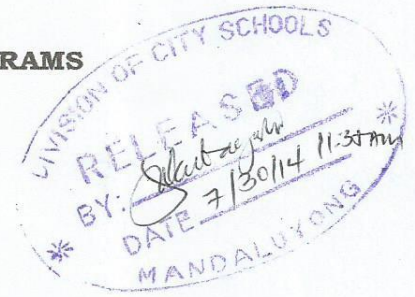
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July 30, 2014

FREE COMPUTER CLASS ON COMPUTER LITERACY PROGRAMS

MEMORANDUM TO: Assistant Schools Division Superintendent
Education/District Supervisors
Principals, Public Secondary Schools
Human Resource Management Officer



Attached is Memorandum No. 0541 from **Atty. Flordeliza De Leon Bonador**, City Personnel Officer re: **“Free Computer Class on Computer Literacy Programs”**, which is self-explanatory and for information of all concerned.

This Free Computer Class is for City Paid Employees (Regular, Casual and Job Order) who are interested to enroll.

As per request of the City HRMD, list of employees who is interested to enroll should be submitted to them on or before August 5, 2014. In view of this, prior to submission to HRMD, school heads are requested to submit the said list on or before **August 1, 2014** c/o Ms. Lynn Swain of Division Office Personnel Unit.

For information and guidance.


EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent



Republic of the Philippines
CITY OF MANDALUYONG

City Human Resource Management Department

MEMORANDUM NO. 0541
Series of 2014

To : **ALL OFFICE/DEPARTMENT HEADS**
Subject : **AS STATED**
Date : **July 24, 2014**

5482

DIVISION OF CITY SCHOOLS	
RECEIVED	
By: <u>Malm</u>	
Date: <u>28 JUL 2014</u>	
Time: <u>4:20pm</u>	
MANDALUYONG	

Result of the recently concluded In-house Customer Service Relations Workshop revealed our city employees' deficiency in Computer Literacy, thus with the continuing City Human Resource Management Department's Career Development Plan, the undersign shall arrange for a short-term training or computer class on Computer Literary Programs (Data Encoding including Microsoft Word, Excel, Power Point, etc.) in coordination with Ms. Merlita Tampinco, Chief of Manpower Development & Youth Training Center.

In view of the above, may we request from your end to submit name/s of your staff specifically those who is/are really wanted to be enrolled in a computer class for free which may be scheduled after office hours at the Manpower Development & Youth Training Center. We will expect your response on or before August 5, 2014 as our basis for the planning of the said program.

Thank you for your usual cooperation.


FLORDELIZA DE LEON BONADOR
City Personnel Officer

cc: All Offices