Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong
Tel. no. 532-23-96, 5334931/35 Fax. no.532-71-17
E-Mail Address: depedmandaluyong@gmail.com
Official Website: depedmandaluyong.wordpress.com

DIVISION OF CITY SCHOOLS
RELEASED
BY:
DATE: 10/20/14
MANDALUYONG

Date : October 17, 2014

Memorandum To : Education/District Supervisors
Principals, Public Elementary and Secondary Schools
Administrative Officer V
Human Resource Management Officer
President, Mandaluyong Association of Non-Teaching Personnel (MANTEP)

Subject : **SCHEDULE FOR THE BASIC COMPUTER LITERACY PROGRAM**

Attached is a letter from Ms. Flordeliza D. De Leon re: Schedule for the Basic Computer Literacy Program to be held at the Manpower Development Training Center, which is self-explanatory and for information of all concerned.

The said program shall be conducted in two (2) weeks, from Monday to Friday on a one-computer, one-employee basis from October 27–November 11, 2014 and from November 12-27, 2014.

Attached is the schedule of 5th and 6th Batch of the said Literacy Program. School heads and immediate supervisors are advised to properly inform the participants on their schedule.

The registration form can be submitted to Ms. Abby of the City Human Resource Management Department before October 27, 2014 or it can be submitted on the first day of the program.

Immediate and wide dissemination of this **Memorandum** is desired.

NERISSA L. LOSARIA, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

REPUBLIC OF THE PHILIPPINES
CITY OF MANDALUYONG

Human Resource Management Department

October 15, 2014

ATTENTION: MS. NERISSA L. LOSARIA
Officer-In-Charge
Office of the Assistant Schools Division Superintendent

Attached are the names of your employees' schedule for the Basic Computer Literacy Program to be held at the Manpower Development Training Center in Barangay Addition Hills, this city.

The said program shall be conducted for two (2) weeks, from Monday to Friday on a ONE COMPUTER, ONE EMPLOYEE basis, FROM October 27 – November 11, 2014.

Employees whose schedule is from **4:00-6:00** PM shall be exempt from the 5:00 PM biometric attendance.

FLORDELIZA D. DE LEON
City Personnel Officer

cc: Manpower

#7171

DIVISION OF CITY SCHOOLS
RECEIVED
By: Joseph
Date: 16 OCT 2014
Time: 2:10pm
MANDALUYONG

5th BATCH - BASIC COMPUTER LITERACY PROGRAM
OCTOBER 27 - NOVEMBER 11, 2014
TIME 4:00PM - 6:00PM

No.	Name	Department/Offices
1	MENCHITA DAWISAN	Andres Bonifacio Integrated School
2	MERLINDA GONZALES	Andres Bonifacio Integrated School
3	MARILYN BONGAY	Andres Bonifacio Integrated School
4	MARIA ROWENA NAM-AY	Amado T. Reyes Elementary School
5	SHIRLEY SALDIVAR	Amado T. Reyes Elementary School
6	DIVINA GRACIA BULAN	Doña Pilar C. Gonzaga Elementary School
7	LIZA SANTOS	Doña Pilar C. Gonzaga Elementary School
8	JANRET JIMENEZ	9 de Pebrero Elementary School
9	DEBBY PEÑA	9 de Pebrero Elementary School
10	ROMEO ROSERO	9 de Pebrero Elementary School
11	RODELINE BARSATAN	Filemon P. Javier Elemnetary School
12	DYSIE AHILLON	Isaac Lopez Integrated School
13	ESTRRELLA AYERAS	Plainview Elementary School
14	CATHERINE AQUINO	Plainview Elementary School
15	IRENE CHERRYLYN CADANO	Jose Fabella Memorial School

5th BATCH - BASIC COMPUTER LITERACY PROGRAM
OCTOBER 27 - NOVEMBER 11, 2014
TIME 6:00PM - 8:00PM

No.	Name	Department/Offices
1	MA. LOURDES PENOS	Division Office
2	KATHLEEN HOLANDA	Division Office
3	JONI QUINIT	Division Office
4	ALMAPURA TAYAMEN	Andres Bonifacio Integrated School
5	BERNARD LACSINA	Andres Bonifacio Integrated School
6	ROWENA RAMENTO	Andres Bonifacio Integrated School
7	LARRY EUGENIO	Doña Pilar C. Gonzaga Elementary School
8	RHEA SELDA	9 de Pebrero Elementary School
9	JULIUS CEDO	9 de Pebrero Elementary School
10	DEÑA MARIE AGUADO	9 de Pebrero Elementary School
11	MARY JANE PUOD	Filemon P. Javier Elementary School
12	LAICA JACINTO	Isaac Lopez Integrated School
13	JENNIFER PICON	Plainview Elementary School
14	IMELDA ADRIANO	Plainview Elementary School
15	BENJAMIN BRIONES	Bonifacio Javier National High School

REPUBLIC OF THE PHILIPPINES
CITY OF MANDALUYONG
Human Resource Management Department

BASIC COMPUTER LITERACY PROGRAM

REGISTRATION FORM

Name:_____ Age:_____

Address:_____

Date of Birth:_____ Contact No._____

Department:_____ Employment Status:_____

This signifies my intention to attend the **Basic Computer Literacy Program** scheduled every Monday to Friday **October 27 – November 11, 2014** from☐ **4PM – 6PM /**☐ **6PM – 8PM.**

_____ Signature over printed name **Department Head**

_____ Signature over printed name **Participant**

REPUBLIC OF THE PHILIPPINES
CITY OF MANDALUYONG
Human Resource Management Department

BASIC COMPUTER LITERACY PROGRAM

REGISTRATION FORM

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Address:_____

Date of Birth:_____ Contact No._____

Department:_____ Employment Status:_____

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_____ Signature over printed name **Department Head**

_____ Signature over printed name **Participant**

REPUBLIC OF THE PHILIPPINES
CITY OF MANDALUYONG

Human Resource Management Department

October 15, 2014

ATTENTION: MS. NERISSA L. LOSARIA
Officer-In-Charge
Office of the Assistant Schools Division Superintendent

MR. VICTOR E. VICTORIA
Office of the Mayor

MR. JIMMY M. ISIDRO
Public Information Office

Attached are the names of your employees' schedule for the Basic Computer Literacy Program to be held at the Manpower Development Training Center in Barangay Addition Hills, this city.

The said program shall be conducted for two (2) weeks, from Monday to Friday on a ONE COMPUTER, ONE EMPLOYEE basis, FROM November 12 – 27, 2014.

Employees whose schedule is from **4:00-6:00** PM shall be exempt from the 5:00 PM biometric attendance.

FLORDELIZA D. DE LEON
City Personnel Officer

cc: Manpower

#7172
DIVISION OF CITY SCHOOLS
RECEIVED
By: Joseph
Date: 16 OCT 2014
Time: 2:10pm
MANDALUYONG

6th BATCH - BASIC COMPUTER LITERACY PROGRAM
NOVEMBER 12 - 27, 2014
TIME 4:00PM - 6:00PM

No.	Name	Department/Offices
1	FLORANTE BLASI	Pedro P. Cruz Elementary School
2	MARY ANN RESURRECCION	Pedro P. Cruz Elementary School
3	MOISES ESPEJON	Pedro P. Cruz Elementary School
4	EDWIN RESANO	Pedro P. Cruz Elementary School
5	NENA CAMPANERO	Pedro P. Cruz Elementary School
6	MA. DINIA SANTOS	Pedro P. Cruz Elementary School
7	JEIRON BALOLOY	Mandaluyong Science High School
8	MARY JEAN LLEMOS	Pleasant Hills Elementary School
9	MARELYN MERCADO	Hulo Elementary School
10	CHRISTOPHER VILLADOLID	OFFICE OF THE MAYOR
11	RUBEN GOZON	Hulo Elementary School
12	BRYAN BAUTISTA	Mataas na Paaralan ni Neptali A. Gonzales
13	DIANA MARAHAY	Mataas na Paaralan ni Neptali A. Gonzales
14	YOLANDA SUING	Mataas na Paaralan ni Neptali A. Gonzales
15	CARLO ANN REPOLLO	OFFICE OF THE MAYOR

6th BATCH - BASIC COMPUTER LITERACY PROGRAM
NOVEMBER 12 - 27, 2014
TIME 6:00PM - 8:00PM

No.	Name	Department/Offices
1	MA. AILEEN CRUZ	Pedro P. Cruz Elementary School
2	EMELITA UMBAL	Pedro P. Cruz Elementary School
3	ERIC RIGOR	Pedro P. Cruz Elementary School
4	RUBEN ENILDA	Pedro P. Cruz Elementary School
5	EVANGELINE NARVADEZ	Pedro P. Cruz Elementary School
6	HONEY V. APOSTOL	Pedro P. Cruz Elementary School
7	CARLOS NADORES	Mandaluyong Science High School
8	MARVIN BUSA	Mandaluyong Science High School
9	ANGELA HERRERO	Pleasan Hills Elementary School
10	JESUS OSCAR SANGEL	Hulo Elementary School
11	SUSANA CRUZ	Hulo Elementary School
12	TERESITA FRESNO	Mataas na Paaralan ni Neptali A. Gonzales
13	CORAZON QUILA	Mataas na Paaralan ni Neptali A. Gonzales
14	CRISTINA CONDE	Public Information Office
15	REBECCA GUBAL	Public Information Office

REPUBLIC OF THE PHILIPPINES
CITY OF MANDALUYONG
Human Resource Management Department

BASIC COMPUTER LITERACY PROGRAM

REGISTRATION FORM

Name:_____ Age:_____

Address:_____

Date of Birth:_____ Contact No._____

Department:_____ Employment Status:_____

This signifies my intention to attend the **Basic Computer Literacy Program** scheduled every Monday to Friday **November 12 - 27, 2014** from ☐ **4PM – 6PM** / ☐ **6PM – 8PM.**

_____ _____
Signature over printed name
Department Head

Signature over printed name
Participant

REPUBLIC OF THE PHILIPPINES
CITY OF MANDALUYONG
Human Resource Management Department

BASIC COMPUTER LITERACY PROGRAM

REGISTRATION FORM

Name:_____ Age:_____

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_____ _____
Signature over printed name
Department Head

Signature over printed name
Participant