



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

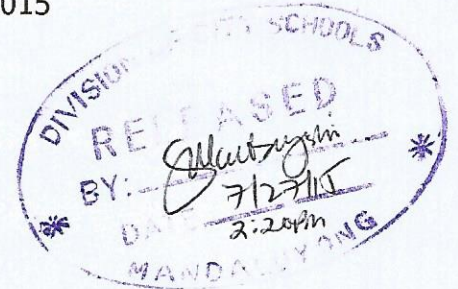
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July 27, 2015


DIVISION MEMORANDUM

TO : Chief, Supervisors SOG/CID
Education/District Supervisors
Principals, Secondary Schools



**COMPUTER LITERACY PROGRAM
THRU UNITECH EDUCATIONAL PROGRAM CORPORATION**

1. Attached is a copy of Detailed Proposal from Mr. Mark Ermons S. Fajardo, President/CEO Unitech Educational Program Corporation, offering COMPUTER LITERACY PROGRAM to our public secondary schools and out of school youth in Mandaluyong City, contents of which are self-explanatory for the information of all concerned.
2. This office does not interpose any objection to the above mentioned activity provided necessary arrangements are made to ***avoid disruption of classes***, as well as the attendance of teachers and students is ***strictly voluntary***.
3. Dissemination of this **Memorandum** is desired.


NERISSA L. LOSARIA, CESO VI
OIC-Office of the Schools Division Superintendent



UNITECH EDUCATIONAL PROGRAM CORPORATION

Main Office:

243-A El Grande Ave. BF Homes Las Piñas City, NCR • Tel. No. (02) 463-9049

Email Add: unitech_educational_program_corp@yahoo.com

DETAILED PROPOSAL

- PROJECT TITLE** : “Computer Literacy Program”
- Thru** : UNITECH EDUCATIONAL PROGRAM CORP.
- AREA OF COVERAGE** : N.C.R., Region III, Region IV-A, Region V, Region VII, Region XI
- TARGET OF RECIPIENTS:** 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 such Adamson University in Manila, AMA Computer Learning Center in Makati, Taguig and Lipa, Immaculate Conception Academy in Bulacan, Cebu Institute of Technology University, University of Batangas, St. Nicolas College of Business and Technology in San Fernando Pampanga, University of Perpetual Help System in Manila, GMA Cavite, Biñan Laguna and Isabela, Granby Colleges of Science and Technology in Naic, Cavite, Sumulong College of Arts and Sciences in Antipolo, Lyceum of Apari and Columban College in Olongapo City. This is purely voluntary on the part of the parents.

Since March, thousands of course participants have enhanced their skills through intensive hands-on exercises under the guidance of expert instructors having real-world experience. Everything that is learned is practical, relevant, and up to date.

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

COMPUTATION OF PAYMENT

500 pesos registration fee upon enrolment
4,000 pesos = 250 pesos per session *16 sessions
Total Payment = P4,500.00



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SET OF EDUCATIONAL ITEMS TO BE GIVEN UPON COMPLETION:

Certificate of Completion from the accredited IT institutions and the corporation.

MODULES:

1. Microsoft Windows Operating System Tutorial
2. Microsoft Office Word PowerPoint, Excel
3. Programming using MS Visual Studio.Net
4. Web Page Design
5. Adobe Photoshop
6. Adobe Flash

SUBMITTED BY:

MR. MARK ERMON S. FAJARDO

President / CEO

Unitech Educational Program Corporation