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**NORMA P. ESTEBAN EdD, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent  
SCHOOLS DIVISION OF BULACAN

Republic of the Philippines  
**Department of Education**  
REGION III - CENTRAL LUZON  
DepEd - SDO of Bulacan Office of the SFS

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**ADVISORY**

No. 048 s. 2023

To : **SCHOOLS DIVISION SUPERINTENDENTS**

From : **MAY B. ECLAR, PhD, CESO III**  
Regional Director

Subject : **INVITATION TO PARTICIPATE IN THE WORKSHOP ORGANIZED BY THE ACADEMY FOR COMPETENCE IN TECHNICAL SKILLS**

Date : April 4, 2023

1. The Academy for Competence in Technical Skills (ACTS) offers a program for personal and professional growth of individuals by providing a comprehensive career and development workshop.
2. The program is designed to equip the participants with not just knowledge and skills but also a mindset that will enable them to prepare for a successful career.
3. Senior High School graduating students are invited to participate in the said workshop.
4. Learners are invited to participate provided that no disruption of classes shall be strictly observed as stipulated in the DepEd Order No. 34, s. 2022, titled School Calendar and Activities for School Year 2022-2023.
5. Attached is the letter from the organizer, for reference.
6. For concerns and inquiries, you may contact Mr. Gerald K. Pasion, ACTS International, through email at 0908-146-1444.
7. For information.

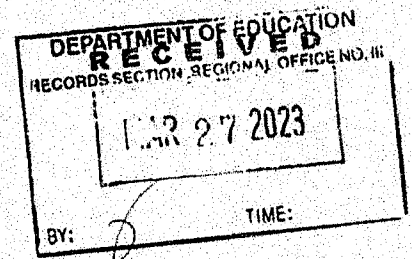
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Certificate No. AJA17-0077



Ms. May B. Eclar  
Regional Director DepED Region 3

Dear Regional Director May B. Eclar,

Good day!

ACTS is a company committed to helping individuals of all backgrounds achieve personal and professional growth. We are eager to offer our assistance to members of your community by providing a comprehensive career development workshop. This program is designed to equip participants with not just knowledge and skills, but also a mindset that will enable them to prepare for a successful career.

The workshop spans over three days, with five hours of instruction each day. It includes a refresher course in English communication skills, as well as training in interview strategies that are relevant for call center newbies and other industries. We believe that this workshop will be an invaluable resource for anyone looking to further their career prospects.

We recommend the attendees to be any of the following:

- Highschool and K12 graduates
- Graduating Students
- Out of school youths
- Indigent Class
- Carrere shifters/Changers
- People who always fails the interview
- 1<sup>st</sup> time job seekers
- Lang bar applicants
- People returning to workforce.

#### Coverage of the Workshop

- **Mock Interviews:** Conducting mock interviews to simulate real interview scenarios and provide participants with feedback on their performance.
- **Interview Preparation:** Providing guidance on how to prepare for an interview, including researching the company and the position, preparing questions to ask the interviewer, and practicing responses to common interview questions.
- **Dressing for Success:** Providing advice on appropriate attire and grooming for interviews, including suggestions on how to dress for different industries or job roles.
- **Non-Verbal Communication:** Covering non-verbal communication, such as body language and tone of voice, and how to use it effectively during an interview.
- **Communication Skills:** Offering training on communication skills, including active listening, clear and concise speaking, and effective follow-up.
- **Industry-Specific Information:** Providing industry-specific information about the job or industry the participant is applying for, including commonly used jargon, trends, and industry standards.

- **Interview Strategies:** Covering strategies for answering difficult interview questions, highlighting one's strengths and accomplishments, and demonstrating one's fit for the job.
- **Common Interview Mistakes:** Discussing common interview mistakes and how to avoid them, such as arriving late, speaking negatively about previous employers, or being unprepared.
- **Negotiation and Follow-up:** Providing guidance on how to negotiate salary and benefits, as well as how to follow up after the interview.
- **Technology Use:** Providing guidance on how to conduct virtual interviews effectively, including lighting, sound quality, and body positioning.
- We look forward to doing business with you very soon!

Sincerely,

*gkpasion*

Gerald K. Pasion,  
**ACTS International**  
09081461444