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By: JSTime: 3:47pm

To: School Division Superintendent of Bulacan

Malolos, Bulacan

DepEd - SDO of Bulacan
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BY: _____

Republic of the Philippines DEPARTMENT OF EDUCATION Schools Division Office of Bulacan	
ADVISORY	
To:	No. <u>028</u> S. <u>7024</u>
☐ PUBLIC ☐ PRIVATE ☐ PSDS	
☐ ELEMENTARY ☐ JUNIOR HIGH SCHOOL ☐ SENIOR HIGH SCHOOL	
☐ ELEMENTARY SCHOOL PRINCIPALS / SCHOOL HEADS	
☐ SECONDARY SCHOOL PRINCIPALS / SCHOOL HEADS	
For information.	
CECILIA E. VALDERAMA, PhD, CESO VI Schools Division Superintendent	

Sir/Madam:

C. TECH TUTORIAL CENTER had established a development project to broaden the perspective on matters regarding modular computer information technology among the pupils/students/employees particularly **Microsoft Office Operation (MS WORD, MS EXCEL, MS POWER POINT, MS PUBLISHER)** and **PHOTO SHOP**. Our project aims to improve the pupils/students to attain proficiency on computer technology (Microsoft Office) skills/competencies relevant to globalization.

To determine the interest of the pupils/students **C. TECH TUTORIAL CENTER** will introduce the program in schools by way of **computer survey/exam** which shall be given to all elementary and secondary students for them to be answered.

Those who are qualified to our computer survey/exam and interested to avail our training program are entitled for computer tutorials actual hand-on in a short term training program. **Computer tutorial schedules shall be held every Saturday or Sunday only.** The computer tutorial venue shall be in air-conditioning located in the town proper for accessibility to all those pupils/students/employees who availed to this training program. This computer tutorial service is **anchored in bringing computer technology nearer to the place of residences of the pupils/students/employees for accessibility.**

This training is voluntary in nature and not obligatory or compulsory on the part of the pupil/students and parents concerned. It is only applicable to those parents who want their children to avail this training program.

This Computer Tutorials training is **very essential for the pupils/students, It will help them to attain advance computer skill, when they proceed to their junior and senior high school or college level and as well as their application for jobs and other business employment that used computer technology.**

C.TECH TUTORIAL CENTER in providing Computer Tutorial Training Skills/Competencies. They will work to provide training facilities and well trained instructors for the benefits of the pupils/students/employees. Furthermore, the pupils/students/employees will receive Certificate of Completion after the training.

In view therefor, **C. TECH TUTORIAL CENTER** are respectfully requesting permission **for an advisory that we pass to your good office to conduct computer survey/exam for 5 minutes only to all Elementary/Secondary students in the different schools under your Jurisdiction.**

Our tutorial training program staff shall **observe pupils/students time on task so as not to disturb classes.**

Anticipating your favorable consideration on this matter.

Prepared by:


JOEL C. HERNANDEZ
C. TECH TUTORIAL CENTER
Training Director
hj6802311@gmail.com

This certifies that

**C.TECH TUTORIAL CENTER
(NATIONAL)**

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry.

This certificate issued to

JOEL CAMPUS HERNANDEZ

is valid from July 06, 2026 to July 06, 2031 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

Certificate of Business Name Registration

and issue the same on July 06, 2026 in the Philippines.



MA. CRISTINA A. ROQUE
Secretary

Business Name No.8323967

This certificate is not a license to engage in any kind of business and valid only at the scope indicated herein.



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