

National Institute of Information Technology

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February 07, 2013

DR. ESTELA L. CARIÑO

Superintendent

City Schools Division, DepEd, Baguio City

MADAME;

Greetings of **SERVICE** from **National Institute of Information Technology!**

NIIT Baguio believes on the high value of continuous training and education. It's a global trend not just for employment purposes but as a potent means of improving one's efficiency in the workplace. This drives our Institution of consistently offering competency-based trainings geared towards technological proficiency and career enhancement through our **Leadership Excellence And Development** or **LEAD** Program.

This time, allow us to humbly invite your Staff and Personnel and even your pool of Teacher Applicants to avail our set trainings and workshops to further upgrade what they already significantly possessed. The practical trainings & workshops aim to expand the technical "know how" & social competencies of trainees which in the long process would greatly help your good Office. The below enumerated trainings and workshops are all to be held at our Institution's Online Computer Laboratory.

DATE	TRAININGS & SEMINAR-WORKSHOPS	IMPORTANCE and APPLICATION
February 06, 2013 (Wednesday) 8:00AM - 12:00Noon	DESKTOP PUBLISHING using ADOBE INDESIGN Training Fee: Php350.00 inclusive of Competency Certificate	Designing Posters, Flyers, Brochures, Certificates, Magazines and Newsletters etc..
February 09, 2013 (Saturday) 8:30AM - 12:30Noon	ADOBE PHOTOSHOP CS6 Training Fee: Php350.00 inclusive of Competency Certificate	Photo Editing, Design & enhancement of Posters, Business Cards, Certificates, Logo & Newsletters
February 09, 2013 (Saturday) 1:00 - 5:00PM	ANIMATION using ADOBE FLASH with ACTION SCRIPTING Training Fee: Php350.00 inclusive of Competency Certificate	Web Lay-outing, Animated Adz, Interactive Presentations and Flash Games
February 10, 2013 (Sunday) 2:00 - 5:00PM	SUCCESS ATTITUDE: Nurturing Personal Excellence Training Fee: Php100.00 inclusive of Training Certificate	Success is an Attitude..of DOING others believed they can't!
February 13, 2013 (Wednesday) 8:00AM - 12:00Noon	DESKTOP PUBLISHING using MS PUBLISHER Training Fee: Php350.00 inclusive of Competency Certificate	Designing Flyers, Certificates, Invitation Cards etc..
February 16, 2013 (Saturday) 8:30AM - 12:30Noon	PRINTER MAINTENANCE and TROUBLESHOOTING with INK FLOW INSTALLATION Training Fee: Php350.00 inclusive of	Printer Repair, Installation etc..

February 16, 2013 (Saturday) 1:00 - 5:00PM	WEB DEVELOPMENT using PHP & MySQL <i>Training Fee: Php350.00 inclusive of Competency Certificate</i>	Upgrading and Refining of Web Pages
February 17, 2013 (Sunday) 2:00 - 5:00PM	SUCCESS ATTITUDE: Power of Potent Preparation....SELF-DISCIPLINE vs. TIME BUDGETING <i>Training Fee: Php100.00 inclusive of Training Certificate</i>	The way we spend our TIME is the way we spend our LIVES
February 20, 2013 (Wednesday) 8:00AM - 12:00Noon	VIDEO EDITING using ADOBE PREMIERE <i>Training Fee: Php350.00 inclusive of Competency Certificate</i>	For Official Documentations, Presentations, Marketing and Promotional Shows
February 23, 2013 (Saturday) 8:30AM - 12:30Noon	WORDPRESS <i>Training Fee: Php350.00 inclusive of Competency Certificate</i>	Web Designing, Blogging etc..
February 23, 2013 (Saturday) 1:00 - 5:00PM	HOME APPLIANCE MAINTENANCE and TROUBLESHOOTING <i>Training Fee: Php350.00 inclusive of Competency Certificate</i>	Domestic Appliances Repair ...TV, Transistor Radio, Flat Iron, Rice Cooker etc..
February 24, 2013 (Sunday) 2:00 - 5:00PM	LEADERSHIP THAT SHAPES...Turning your BRAND as your EDGE <i>Training Fee: Php100.00 inclusive of Training Certificate</i>	Leaders are not smarter than their followers...they just think differently and act significantly
February 25, 2013 (Monday) 8:30AM - 12:30Noon	Basic and Advanced MS EXCEL 2010 <i>Training Fee: Php350.00 inclusive of Competency Certificate</i>	Grading Computation, Sales Computation etc...
February 25, 2013 (Monday) 1:00 - 5:00PM	Basic and Advanced MS POWERPOINT 2010 <i>Training Fee: Php350.00 inclusive of Competency Certificate</i>	Interactive Presentations during Class Discussions, Group Assemblies etc..
March 02, 2013 (Saturday) 8:30AM - 12:30Noon	ADOBE ILLUSTRATOR <i>Training Fee: Php350.00 inclusive of Competency Certificate</i>	Dedicated on Logo Designing, Vector Graphics, Tarpaulin and Flyer Lay-outing
March 02, 2013 (Saturday) 1:00 - 5:00PM	MS ACCESS <i>Training Fee: Php350.00 inclusive of Competency Certificate</i>	Creating Database
March 03, 2013 (Sunday) 2:00 - 5:00PM	CAREER MANAGEMENT...Job Seeking Strategies...Persuasive Resume and Productive Job Interviews <i>Training Fee: Php100.00 inclusive of Training Certificate</i>	When the way you apply is no longer applicable then time to shift
March 09, 2013 (Saturday) 8:30AM - 12:30Noon	AUTOCAD 2D/3D <i>Training Fee: Php350.00 inclusive of Competency Certificate</i>	Advanced Lay-out for Building Construction, Jewelry Design etc..
March 09, 2013 (Saturday) 1:00 - 5:00PM	WEB DESIGN using DREAMWEAVER <i>Training Fee: Php350.00 inclusive of Competency Certificate</i>	Creating and Designing Web Pages
March 10, 2013	CAREER MANAGEMENT:	Winning requires

March 16, 2013 (Saturday) 8:30AM - 12:30Noon	COREL DRAW <i>Commitment Fee: Php150.00</i> <i>inclusive of Competency Certificate</i>	For Flyers, Brochures, Year Book and Newsletters
March 16, 2013 (Saturday) 1:00 - 5:00PM	COMPUTER HARDWARE SERVICING; PC Maintenance & Troubleshooting with Formatting and Anti-Virus Administration <i>Training Fee: Php350.00 inclusive of</i> <i>Competency Certificate</i>	Computer Repair, File Retrieval, File Protection etc..

OTHER TRAININGS: *Other competency Trainings can be requested based on the needs of the Office...to include **Basic Computer Operations (MS WORD, EXCEL & POWERPOINT), Video & Audio Editing using Ulead, Web Design (CSS3, JQuery, HTML5), Web Development (KOHANA, Code Igniter), Primavera, Java Programming, SQL (MySQL, MSSql), GIS, OOP (PHP5, C#, C++, .NET), Internet Essentials and Mobile Phone Maintenance & Troubleshooting and a lot more....***

As we highly acknowledged your passion and commitment to office productivity and team efficiency, we also look forward to your affirmative response to this humble invitation. God Bless and more Power!

Very respectfully yours;

Vladimir D. Cayabas
BOD & School Administrator