



Letter of **MR. VLADIMIR D. CAYABAS**, Board of Director and School Administrator, National Institute of Information Technology (NIIT), dated 07 July 2013, *RE: Training Schedule of NIIT for the period July-September 2013.*

1st Indorsement
16 July 2013

Respectfully forwarded to the **Department/Office Heads, Attention: Administrative Officers and/or Personnel-in-charge of Personnel Matters**, the herein attached letter of **MR. VLADIMIR D. CAYABAS**, Board of Director and School Administrator, National Institute of Information Technology (NIIT) and a copy of the Training Schedule and NIIT's Certification from the Technical Education and Skills Development Authority (TESDA), contents of which are self-explanatory, for information and appropriate action.

ESTRELLA V. BISQUERA, Ph. D.

City Human Resource Management Officer # 7/114

Copy Furnished:

- Hon. Mauricio G. Domogan
City Mayor
Baguio City
- Mr. Vladimir D. Cayabas
Board of Director and School Administrator
National Institute of Information Technology (NIIT)
251 AYO Building (5th Floor), Magsaysay Avenue
Baguio City

NIIT®

National Institute of Information Technology

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Email Address: niitbaguio04@gmail.com / Web Site: niitbaguio.com

Contact Numbers: (074) 446-6431 / 0918-3523284

July 07, 2013

HON. MAURICIO G. DOMOGAN

City Mayor
Baguio City

Thru: **DR. ESTRELLA V. BISQUERA**
Human Resource Management Officer

NIIT BAGUIO
JUL 12 2013
Times 10C
By: r

SIR;

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 "**H.E.L.P. 2013**" or **Harnessing E-Learning Program**.

This time, allow us to humbly invite your Staff and Personnel to avail our set trainings and workshop to further upgrade what they already significantly possessed. The practical trainings 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 are all to be held at our Institution's Online Computer Laboratory.

DATE	TRAININGS	IMPORTANCE and APPLICATION
<i>July 20, 2013 (Saturday) 8:30AM - 12:30Noon</i>	DESKTOP PUBLISHING using ADOBE InDESIGN <i>Training Fee per Trainee: Php350.00 inclusive of Competency Certificate</i>	<i>Designing Newsletters, Posters, Flyers, Posters etc...</i>
<i>July 27, 2013 (Saturday) 8:30AM - 12:30Noon</i>	BASIC COMPUTER MANIPULATIONS, MS WORD and MS PUBLISHER 2010 <i>Training Fee per Trainee: Php350.00 inclusive of Competency Certificate</i>	<i>Computer Fundamentals: Unit On & Off, Connecting Computer Peripherals, Printer to Unit, Printer to LCD Projector, Mastering the Basic Tool Commands, Designing of Certificates & Flyers</i>
<i>August 03, 2013 (Saturday) 8:30AM - 12:30Noon</i>	COMPUTER HARDWARE SERVICING (DESKTOP) Maintenance & Troubleshooting	<i>Assembly, Disassembly, Formatting, OS Installation and Anti-Virus Administration</i>

	<i>Training Fee per Trainee: Php350.00 inclusive of Competency Certificate</i>	<i>(File Retrieval etc..)</i>
August 10, 2013 (Saturday) 8:30AM - 12:30Noon	MS EXCEL 2010 for payroll system <i>Training Fee per Trainee: Php350.00 inclusive of Competency Certificate</i>	<i>Creating a Payroll System and understanding digital based formulas</i>
August 17, 2013 (Saturday) 8:30AM - 12:30Noon	Poster, tarpaulin, flyer, business & invitation cards creative designing using ADOBE PHOTOSHOP CS6 <i>Training Fee per Trainee: Php350.00 inclusive of Competency Certificate</i>	<i>Learning the proper Color Combinations, Design Concepts and Empowering Presentations</i>
August 24, 2013 (Saturday) 8:30AM - 12:30Noon	VISUAL BASIC APPLICATION <i>Training Fee per Trainee: Php350.00 inclusive of Competency Certificate</i>	<i>Learning Computerized Accounting System</i>
August 31, 2013 (Saturday) 8:30AM - 12:30Noon	VIDEO and AUDIO EDITING <i>Training Fee per Trainee: Php350.00 inclusive of Competency Certificate</i>	<i>For Official Documentation, Empowering Presentations and Promotional Shows</i>
September 07, 2013, (Saturday) 8:30AM - 12:30Noon	PRINTER MAINTENANCE and TROUBLESHOOTING with INK FLOW INSTALLATION <i>Training Fee per Trainee: Php350.00 inclusive of Competency Certificate</i>	<i>Printer set-up, Repair and Installation</i>
September 14, 2013, (Saturday) 8:30AM - 12:30Noon	POWERPOINT and INTERNET ESSENTIALS <i>Training Fee per Trainee: Php350.00 inclusive of Competency Certificate</i>	<i>For Interactive Presentations, Uploading, Downloading and E- Learning</i>
September 21, 2013, (Saturday) 8:30AM - 12:30Noon	ANIMATION using ADOBE FLASH with ACTION SCRIPTING <i>Training Fee per Trainee: Php350.00 inclusive of Competency Certificate</i>	<i>Web Lay-outing, Animated and Interactive Presentations</i>
September 28, 2013, (Saturday) 8:30AM - 12:30Noon	LAPTOP MAINTENANCE and TROUBLESHOOTING <i>Training Fee per Trainee: Php350.00 inclusive of Competency Certificate</i>	<i>Assembly, Disassembly, Basic and Advanced Maintenance, Repair & Troubleshooting and Anti- Virus Administration</i>

OTHER TRAININGS: Other competency Trainings can be requested based on the needs of the Office...to include **AutoCAD 2D/3D, Corel Draw, Web Design (CSS3, JQuery, HTML5), Web Development (KOHANA, Code Igniter), Primavera, Java Programming, SQL (MySQL, MSSql), GIS, OOP (PHP5, C#, C++, .NET), Mobile Phone Maintenance & Troubleshooting, Home and Domestic Appliances Troubleshooting, MS ACCESS 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



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT
AUTHORITY

ISO 9001: 2008 CERTIFIED

Tatak ng Integridad, Serbisyong Dekalidad, Kaagapay sa Pag-unlad

TESDA BAGUIO – BENGUET

Cordillera Administrative Region



CERTIFICATION

This is to certify that as per record of TESDA Baguio- Benguet Provincial Office, the NIIT -Baguio has registered the course on Computer Hardware Servicing NC II with Certificate of Registration No. 0915032712. This course covers the following competencies: Install Computer systems and Networks, Diagnose and Troubleshoot Computer Systems, Configure Computer Systems and Network and maintain Computer Systems and Networks.

This is to further certify that NIIT-Baguio can conduct the Computer Hardware Servicing NC II course by competencies; likewise NIIT has the capability to also conduct Computer Trouble Shooting and Basic Computer Operations.

This Certification is issued to Mr. Vladimir Cayabas, School Administrator, NIIT – Baguio in relation to the technical-education programs of the Local Government Unit of the City of Baguio.

Issued this 9th day of July 2013.


ANGELA E. GABRIEL
Provincial Director



Region **CAR**

This

Certificate of TVET Program Registration
No. WTR 09-15-03-2712

is hereby granted to

NIIT BAGUIO

5th floor Ayo Bldg., Magsaysay Ave., Baguio City

to offer a program in

COMPUTER HARDWARE SERVICING NC II

with a duration of **356 hrs**

The program covers the following units of competency:

CODE	CORE COMPETENCIES
ELC724318	Install computer systems and networks
ELC724319	Diagnose and troubleshoot computer systems
ELC724320	Configure computer systems and networks
ELC724321	Maintain computer systems and networks

Given in **Baguio City, Philippines** this **1st** day of **April**, 200**9**

By the Authority of the TESDA Director General:

C. M. Querubin
CENON M. QUERUBIN

Regional Director *post*



SN 007485

This Certificate of TVET Program Registration is hereby granted pursuant to Republic Act No. 7796 creating the Technical Education and Skills Development Authority (TESDA) and in accordance with TESDA Board Resolution 98-03 on the Establishment of the Unified TVET Program Registration and Accreditation System (UTPRAS) dated January 23, 1998 and TESDA Circular No. 017, Series of 2000 on the Unified TVET Program Registration and Accreditation System Omnibus Amendatory Guidelines as amended by TESDA Circular No. 12, Series of 2007.

Furthermore, the institution must comply with the following:

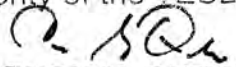
1. Within a period of one (1) year upon the effectivity of the appropriate promulgated Training Regulations and upon due notification, an NTR program shall be submitted for re-evaluation and re-registration as WTR in accordance with the prescribed requirements of the TR. A program which is not re-registered within the prescribed period shall be subject to phase out proceedings.
2. Within a period of one (1) year upon the effectivity of an updated Training Regulations and upon due notification, a WTR program shall be submitted for re-evaluation and re-registration in accordance with the updated Training Regulations. A program which is not re-registered within the prescribed period shall be subject to phase out proceedings.
3. Students graduating from a WTR program shall undergo mandatory assessment as a requirement for graduation. A program which consistently reported certification rates lower than the national average for three batches shall be subject to phase out proceedings.
4. All registered programs shall be subject to regular compliance audit by TESDA or a recognized auditing body to ensure continuing compliance with the minimum standards.

Incentives shall be extended to institutions which are consistently performing above the prescribed standards.

This Certificate of TVET Program Registration shall be subject to revocation should the institution fail to faithfully follow the rules and regulations governing the offering of TVET programs prescribed by the Authority.

This Certificate shall not extend to any other program or any other branch of the Institution.

By the Authority of the TESDA Director General:


CENON M. QUERUBIN

Regional Director

Conforme:

SN 007485

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