



Republic of the Philippines
Department of Education
Region V (Bicol)
SCHOOLS DIVISION OF CATANDUANES
Virac, Catanduanes

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RELEASED
DepEd-Division of Catanduanes
RECORDS SECTION

APR 11 2016
11:20 AM
SV

MEMORANDUM

TO : Public Schools District Supervisor
Elementary & Secondary School Heads
School ICT Coordinators/IT Teachers
SDO Section Heads

FROM : *Socorro V. Dela Rosa*
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT: FREE SEMINAR/WORKSHOP ON MICROSOFT OFFICE SPECIALIST(MOS) TRAINING
AND CERTIFICATION PROCEDURES

DATE : April 13, 2016

Catanduanes State University through the College of Information and Communication Technology(CICT) will be conducting a one(1) day free seminar/workshop on Microsoft Office Specialist(MOS) Training and Certification Procedures on April 16, 2016 at CSU-CICT Comp. Lab. 7. This will enhance the participants' knowledge and skills in using Microsoft Office 2013 package from basic to advance. Insights on steps and procedures on how to take the certification will furthermore be discussed.

In view of this, the CSU-CICT is inviting us especially the School ICT Coordinators, IT Teachers, IT Specialists and Professionals to attend the above mentioned event. For confirmation of attendance, you may contact SDO-IT Section c/o *Jennifer B. Metica(ITO-I)* with mobile number 09208779674 or email address jennifer.metica@deped.gov.ph until Wednesday, April 13, 2016.

For registration and further information/inquiries, you may coordinate with the CICT secretariat through their mobile number 09076964039, 09164075293 or their email address zlitotablizo1989@gmail.com.

Attached is the program of activities.

Attendance/participation to this event is on **Official Time only**.

For information and guidance.



Republic of the Philippines
Catanduanes State University
COLLEGE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY
Virac, Catanduanes



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Microsoft Office Specialist (MOS) Training and Certification Procedures
April 16, 2016 | CSU-CICT Comp. Lab. 7

PROGRAM OF ACTIVITIES

**MORNING SESSION

TIME	ACTIVITY	VENUE
08:00 – 09:00	Registration	Comp. Lab. 7
09:00 – 10:00	Orientation	Comp. Lab. 7
10:00 – 12:00	MOS/MTA Presentation	Comp. Lab. 7
12:00 – 01:00	NOON BREAK	

**AFTERNOON SESSION

TIME	ACTIVITY	VENUE
01:00 – 02:00	MS Word Training/Workshop	Comp. Lab. 7
02:00 – 03:00	MS Excel Training/Workshop	Comp. Lab. 7
03:00 – 04:00	MS PowerPoint Training/Workshop	Comp. Lab. 7
04:00 – 05:00	Awarding of Certificate	

BY THE SECRETARIAT