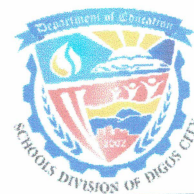




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City





**Division Advisory No. 011 s. 2018**  
January 16, 2018

In compliance with DepEd Order No. 8, 2013  
this advisory is issued not for endorsement per DO 28, s. 2001,  
but for the information of DepEd Officials,  
personnel/staff, as well as the concerned public.  
(visit [www.deped.gov.ph](http://www.deped.gov.ph))

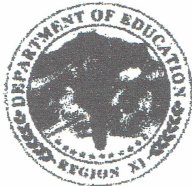
**PROGRAMS AND COURSES OFFERED**

1. Attached are the copies of DepEd Region XI advisory Number 001 dated January 3, 2018 signed by Atty. Alberto T. Escobarte, CESO III, Regional Director and the proposal of Swiss IT Academy, a TESDA accredited training center dated December 19, 2017, re "Programs and Courses Offered". Please be informed that attendance to said seminar is on personal time and registration fee is on personal expense.
2. Teacher – participants should observe "No disruption of Classes" per DepEd Order No. 9, s. 2005 entitled: Instituting Measures to Increase Engaged Time On Task and Ensuring Compliance Therewith", and no DepEd funds be utilized for the said purpose.
3. For information and dissemination.

  
**WINNIE E. BATON, Ed. D.**  
Officer In-charge *signature*  
Office of the Schools Division Superintendent

DepEd Schools Division of Digos  
**RELEASED**  
230  
Date: 17 JAN 2018 Time: 3:26  
By: 

ndbongcayao: Programs and Courses Offered  
16 January 2018



Republika ng Pilipinas  
KAGAWARAN NG EDUKASYON  
Rehiyon XI  
Lungsod ng Davao  
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000) Internet Address (URL) [www.region11.depEd.gov.ph](http://www.region11.depEd.gov.ph)  
Telefax Nos. (082) 227-1102; 221-8459; 221-9428; 227-0943; 227-8025; 222-2617; 2270941; 2218435

DepED Region XI ADVISORY No. 001 Dated January 3, 2018  
*/s/*

This advisory is issued for the information of  
The Schools Division Superintendents of Region XI

Attached is the proposal of Swiss IT Academy, a TESDA accredited training center, dated December 19, 2017, re: "Programs and Courses Offered". Please be informed that attendance to said seminar is on personal time and registration fee is on personal expense.

For your information and guidance.

*[Signature]*  
ATTY. ALBERTO T. ESCOBARTE, CESO III  
Regional Director */s/*

DEPARTMENT OF EDUCATION ROXI  
RECORDS SECTION  
**RELEASED**  
Date: 1-8-18 Time: 4:00





DEPARTMENT OF EDUCATION REGION XI  
RECORDS SECTION

RECEIVED

By: S. 1712-6399  
Date: 12.22.17 Time: 1:40

Proposal for  
Department of Education  
Region XI

December 19, 2017

PARTNERS

Microsoft

Accredited By:

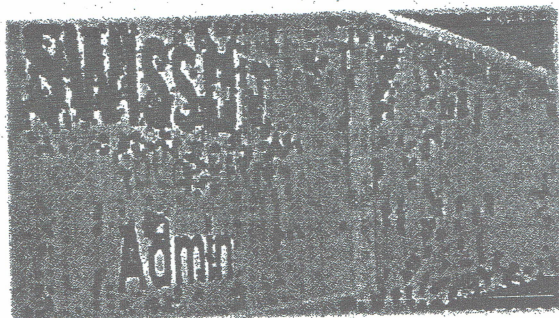


**TESDA**  
Technical Education & Skills  
Development Authority





## COMPANY PROFILE



**SWISS I.T. ACADEMY INC.** is an I.T. Training Center which offers professional development programs. It is registered in the Securities and Exchange Commission and affiliated to PRC with CPD Training Provider No. 2017-106, TESDA, and Microsoft Philippines as a licensed testing center. Its

goal is to formulate software expertise and information technology training as the main tool to provide competent and sustainable I.T. practitioners.

Swiss IT Academy Inc. integrates training as a tool in response to the changing needs in technology. Its technical expertise makes it possible to develop a wide range of professional software products and services to meet the requirements and standards of clients from different industries. It takes pride in its IT-focused short courses that are practiced and applied by various industries around the world. As its dedicated team of licensed professionals is specialized in delivering updated data, trends, and practices in the field of Information Technology, it is certain that the programs are up-to-date and designed to take on the challenges presented by progressive technology and business practices. Guaranteed to equip individuals with employable skills or to improve themselves personally and professionally.

## THE MOTHER COMPANY



EGS (Enggist & Grandjean Software) was established in January 1989 by Swiss engineers Marc Enggist and Sandro Grandjean. It is represented in the Philippines by CalcMenu Philippines, Inc. By combining technology with culinary expertise, EGS develops intelligent software and Web solutions such as recipe management and inventory control systems for foodservice professionals. It has earned the recognition of international culinary and hospitality institutions as one of the world leaders in foodservice software development. EGS is continuously developing new and innovative features for its applications for the foodservice industry and has been focusing on web-driven database solutions since 1997, and has successfully completed numerous award-winning interactive websites and software





companies. With over 28 years of experience in developing applications for the foodservice industry, it offers high quality professional solutions for all our clients.

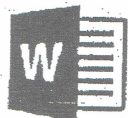
## Mission

Guided by its vision, Swiss IT Academy seeks to provide high quality technical education through delivery of innovative learning system. It dedicates itself in generating technical knowledge that cultivates discipline, motivation, compassion, and hard work. The institution constantly strives to produce highly-competitive individuals that are committed to using their skills for a good cause.

## Vision

Swiss IT Academy envisions to be an institution which is globally-recognized leader in providing quality technical education and producing competent graduates in pursuit of knowledge for technological advancement and society development, in the context of making the world a better place to live.

## OUR PROGRAMS



**Microsoft Office Specialist Training-  
Workshop with International Certification**  
(for Word 2016, PowerPoint 2016 and  
Excel 2016)

This refresher course covers the basic to advanced Microsoft Word 2016, Microsoft PowerPoint 2016, and Microsoft Excel 2016. It can enhance individuals' current knowledge of Microsoft applications. This training may also be beneficial in enhancing work-force productivity, improving school documents for students, and advancing in making presentations. The training covers the implementation of MS Word, MS Power Point, and MS Excel in a live project-based simulation through an installed application and system-generated review materials.

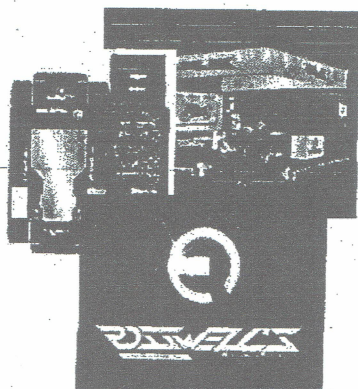
**Training Duration: 3-day Training plus 1-day Assessment**

### **Benefits of Microsoft Office Specialist Certification:**

- Augmenting students' technology-related studies
- Providing students with recognized credential internationally
- Making students more competitive in the labor market
- Giving students the chance to represent their schools and country in the MOS World Championship
- Allowing teachers to earn points for Continuing Professional Development (CPD)
- Helping institutions to stand out as an innovative curriculum provider
- Giving schools a business edge over its competitors
- Providing schools with additional earning potential

### **\*ICT Integration through Visual Graphics Design**

(Using Adobe Photoshop, InDesign and Illustrator)

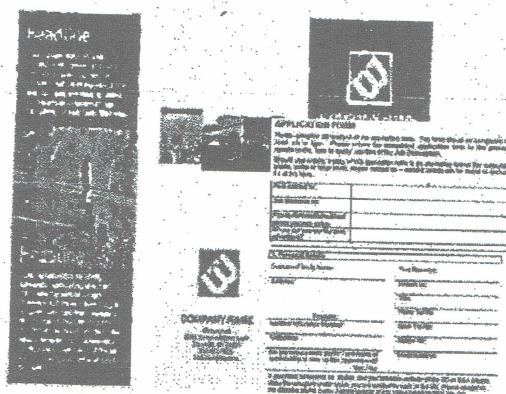


This course is designed for students and professionals who have basic knowledge and skills in the field of designing, to enhance their current knowledge which eventually leads to Visual Graphic Design National Assessment III. The goal is to design and deliver effective, engaging, and professional portfolio by utilizing the industry-standard Adobe products.

**Training Duration: 6 – day Training**



## ICT Integration through Interactive PDF

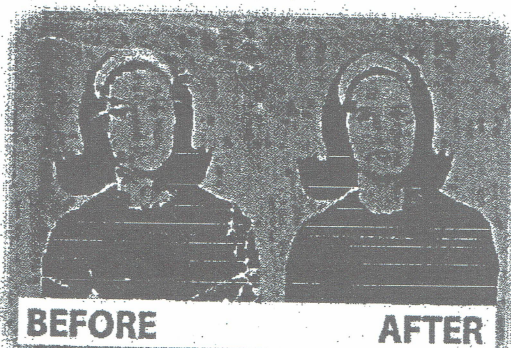


This is a refresher course which covers the basic to advanced Adobe InDesign. In this course, students will learn all about building and designing Interactive PDFs. Be equipped with a working knowledge of industry standards. It can let you turn the most boring documents into beautifully designed portfolio. In the same way, you can produce presentation that is interactive, captivating, and informative.

The training is more on implementation of Adobe InDesign and Adobe Acrobat in a live project-based simulation.

**Training Duration: 6 – day training**

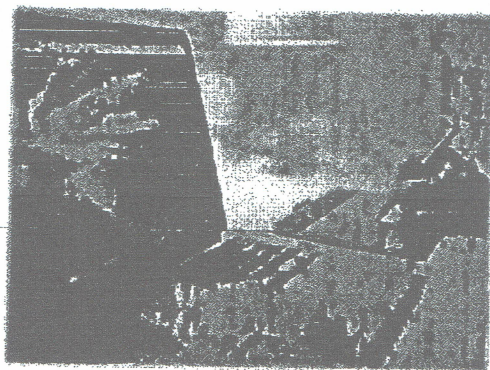
## Digital Imaging Using Photoshop



The course provides a comprehensive basic knowledge of the industry's most flexible photo editing and manipulation software. Students will explore both the technical aspects of image manipulation, as well as the artistic aspects of creating images. They will become familiar with Photoshop through watching demonstrations, completing structured assignments, and open-ended assignments and projects.

**Training Duration: 6 – day training**

## Photoshop for Web



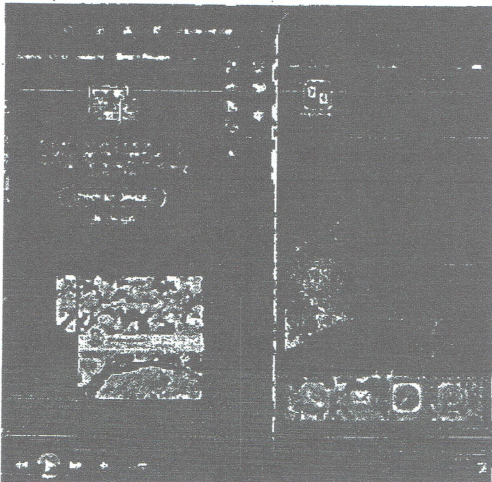
Photoshop program.

This course is designed to equip teachers, trainers, and professionals with the knowledge and skills to quickly and easily create images for the Web, HTML email, and mobile use. This is intended for web and email marketing professionals who need to create interesting and varied graphics to add visual impact to marketing campaigns.

This course covers file formats, image optimization, and creating effective web graphics with impact utilizing the industry standard Adobe



## Web Design – HTML 5 with Microsoft Technology Associate Certification



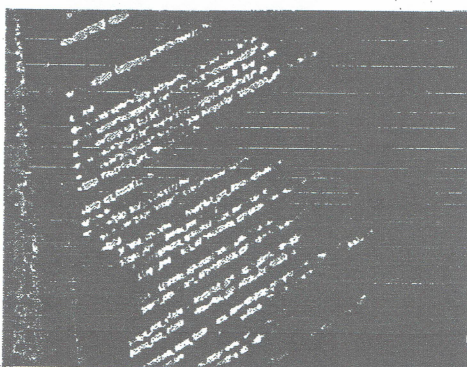
This is intended for web and email marketing professionals who need to create interesting and varied graphics to add visual impact to marketing campaigns.

This course covers file formats, image optimization, and creating effective web graphics with impact utilizing the industry standard Adobe Photoshop program which leads to Microsoft Office Specialist Certification (98-375).

**Training Duration: 6 – day training**

## OTHER COURSES

### Web Development



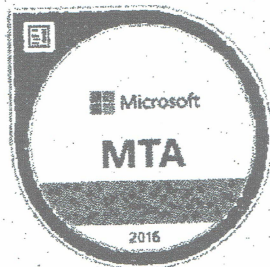
A company that lacks a website cannot last in an ever-competitive business environment. That is why social awareness is an integral part of any marketing campaign. A good website can increase awareness and sales that makes our Web Development course the best to train skills in cost effective web development.

In a short period of time, we can train individuals to efficiently create websites using the latest applications standard for many companies worldwide. Expert web developers are constantly in demand as many startup companies establish websites that help boost their presence against competitors.





## Microsoft Technology Associate Certification

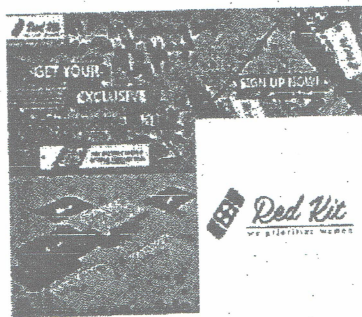


The MTA examination also has multiple IT disciplines that BS in Information Technology, BS in Computer Science, and BS in Computer Engineering may take. Listed in the table below are the common courses and their corresponding MTA Certification.

Training Duration: 1-day Certification process

## TESDA ACCREDITED PROGRAMS

### Visual Graphic Design NCIII

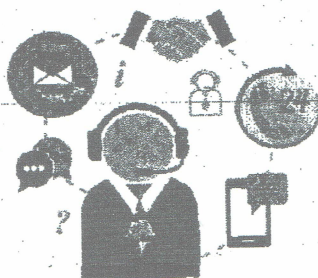


Creative? Artistic? We believe in unlocking the potential through focused technical training and development of aesthetic learning.

Our Visual Graphics Design is a TESDA accredited short course that is devised to the standards of the industry's requirements, applicable for both print and electronic presentations.

Training Duration: 61- day Training and 1 day National Assessment

### Contact Center Services NCII



With an interactive training environment, Swiss IT Academy Inc. prepares you to become the best in handling different customers for BPO industry in the country.

Experience a different approach to call center training with Swiss IT Academy Inc. Communication is key to success in the Contact Center career path, enroll and find out what more you can do.

### TRAINING FEES

ICT Training Programs	Number of Days	Number of Hours	Amount
ICT Integration to K-12 Lesson Planning through Microsoft Office Specialist Training Workshop and International Certification.	4	32	4,000.00
ICT Integration through Visual Graphics design	6	48	5,500.00
ICT Integration through Interactive PDF	6	48	5,500.00
Digital Imaging using PS	6	48	5,500.00
Photoshop for the Web	6	48	5,500.00
Web Design - HTML5 with MTA Certification	6	48	7,500.00

**Payment Terms:** 50% Advance payment (5 days before the training schedule)  
50% On or before the last day of training  
Check payment payable to **SWISS IT ACADEMY INC.**