



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

2nd Indorsement
January 5, 2024

Respectfully referred to Public Elementary and Secondary Schools in Digos City, inviting attention to the attached letter of Gelandra G. Alberca, Managing Director of Advance Computer Skill System ADCSS, Tutorial Services, which is self-explanatory. The discretion of the School Principal/Head is hereby reiterated. Further, the Policy and Guidelines on "No Disruption of Classes" must prevail.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
OIC- Schools Division Superintendent *ml*

DepEd Schools Division Office - Digos City
RECEIVED

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JAN 10 2024
11:25
[Signature]

Encls: 1st Indorsement form DepEd Regional Office XI, dated January 2, 2024

CID/lbj



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
www.depeddigoscity.org | digos.city@deped.gov.ph



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

1st Indorsement
January 2, 2024

Respectfully referred to all **Schools Division Superintendents**, inviting attention to the attached letter of Gelandra G. Alberca, Managing Director of Advance Computer Skill System ADCSS, Tutorial Services, which is self-explanatory. The discretion of the Schools Division Superintendents is hereby reiterated. Further, the Policy and Guidelines on "No Disruption of Classes" must prevail.

REBONFAMIL R. BAGUIO
Director III
Officer-In-Charge
Office of the Regional Director

Re: Gelandra G. Alberca
Managing Director
Advance Computer Skill System ADCSS
Tutorial Services

Enclosed: As Stated.

roc11/jmp

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By: 

JAN. 03, 2024

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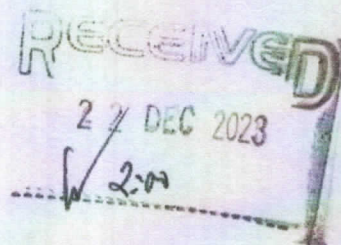
Address: Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph

ISO 9001: 2015 - Certified

ADVANCE COMPUTER SKILL SYSTEM ADCSS, TUTORIAL SERVICES

Science and Computer Literacy Program
Main Office 1268 Luna Extension, Digos City
TIN #: 639-745-869-00000 / DTI #: 5418438
Cell #: 09812300175

ALLAN G. FARNAZO, CESO IV
Regional Director
Department of Education
Region XI



Dear Sir / Madam:

Greetings of Peace!

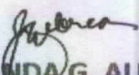
The **ADVANCE COMPUTER SKILL SYSTEM ADCSS, TUTORIAL SERVICES**, existing in accordance with law, has launched a program called Science and Computer Literacy Program, wants to operate in this region, DepEd Region XI, its aim is to enhance the student's knowledge in Science and Computer usage. Attached herewith are permits from DTI, and BIR Certificate.

With sincere intention of helping learners and out-of-school youths in this region under your jurisdiction, please allow me to conduct qualifying examination in both primary, elementary and secondary level, students of the school for only 10 minutes without test fee. The said endeavor will be scheduled anytime this year. A Privilege will be granted for students who succeeded in passing the test, and if anyone has attained 95% and above the score, he/she is automatically free from any obligation. Likewise, we give chances to one or two interested teachers in availing the program for free. The following modules to be tackled are: Microsoft Office Application, Adobe Photoshop, Multimedia, Programming, AutoCAD and English Proficiency.

At the end of the course, Certificate of Completion will be awarded to the deserving students as a representation of their effort and sacrifices and a proof of being a computer-skilled individual. The same Certificate of Completion will be given to teachers, together with the Certificate of Meritorious Achievement.

The universal fact stands that the more we learn, the greater is our chances for success. May this be given a thoughtful consideration and positive response. May God reward you!

Sincerely yours,


GELANDA G. ALBERCA
Managing Director

REPUBLICA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS
REVENUE REGION NO. 19 - DAVAO CITY
REVENUE DISTRICT OFFICE NO. 115 - DIGOS, DAVAO DEL SUR

OCN: 115RC2023000005960

Date OCN Generated: December 6, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 639-745-869-00000		NAME OF TAXPAYER ALBERCA, GELANDA GALLAWAN		TIN ISSUANCE DATE December 6, 2023	
REGISTERING OFFICE X Head Office		Branch			
REGISTERED ADDRESS 1268 LUNA EXT. ZONE 3 (POB.) 8002 CITY OF DIGOS (CAPITAL) DAVAO DEL SUR PHILIPPINES					
TAX TYPES		FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
INDIVIDUAL INCOME TAX		1701/17 01A	January 1, 2024	ANNUALLY	On or before April 15 of each year covering income for the preceding taxable year.
INDIVIDUAL INCOME TAX		1701Q	April 1, 2024	QUARTERLY	1st Quarter-on or before MAY 15 2nd Quarter-on or before AUGUST 15 3rd Quarter-on or before November 15
PERCENTAGE TAX - QUARTERLY		2551Q	January 1, 2024	QUARTERLY	Within twenty five (25) days after the end of each taxable quarter.
REGISTRATION FEE		0605	January 1, 2024	ANNUALLY	On or before the last day of January.
TAXPAYER TYPE/S SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)					
BUSINESS INFORMATION DETAILS					
TRADE NAME 1 (PSIC)		ADCSS TUTORIAL SERVICES		CATEGORY	REGISTRATION DATE
Line of Business		85590-OTHER EDUCATION N.E.C.		Primary	December 6, 2023
		TUTORIAL SERVICES			

- REMINDERS:
1. An annual registration fee shall be paid upon registration and every year thereafter on or before the last day of January, using BIR Form No. 0605.
 2. Filing of required tax return/s to conform with the above tax types, whether with or without business operation, to avoid penalties.
 3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.
 4. Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.
 5. For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% Income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect "PT", unless qualified and opted to avail of the 8% Income tax rate annually.

BIR FORM

2303

REVISED: APRIL 2019

REPUBLICA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS
REVENUE REGION NO. 119 - DAVAO CITY
REVENUE DISTRICT OFFICE NO. 115, DIGOS, DAVAO DEL SUR

OCN: 115RC2023000005960

Date OCN Generated: December 6, 2023

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE
639-745-869-00000

REGISTERING OFFICE
REGISTERED ADDRESS

1268 LUNA EXT. ZONE 3 (POB.) 8002 CITY OF DIGOS (CAPITAL) DAVAO DEL SUR PHILIPPINES

NAME OF TAXPAYER
ALBERCA, GELANDA GALLAWAN

X Head Office

TIN ISSUANCE DATE
December 6, 2023

Branch



I hereby certify that the above named person is registered as indicated above, under the provision of the National Internal Revenue Code, as amended.

SA'ADUDDIN L. MACARAMBON

OIC-REVENUE DISTRICT OFFICER
(Signature over Printed Name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS.

CRISTINA A. MATA
Chief, Client Support Section



This certifies that

ADCSS TUTORIAL SERVICES
(BARANGAY)

ZONE 3 (POB.), CITY OF DIGOS (CAPITAL) DAVAO DEL SUR - REGION XI (DAVAO REGION)

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

GELANDA GALLAWAN ALBERCA

is valid from 28 November 2023 to 28 November 2028 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 28 November 2023 in the Philippines.


ALFREDO E. PASCUAL
Secretary

Business Name No.5418438

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



FXWE422215491676

Documentary Stamp Tax Paid Php 30.00