



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
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003
DepEd MALAYBALAY CITY DIVISION
RELEASED

DIVISION ADVISORY

Date: APR 08 2015 Time: 1:35
L. *[Signature]*

To : **Education Program Supervisors / Division Coordinators**
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned
This Division

From : *[Signature]*
EDILBERTO L. OPLENARIA, CESO VI
OIC, Schools Division Superintendent

Date : April 8, 2015

Re : **DISSEMINATION OF REGIONAL ADVISORY DATED APRIL 1, 2015**
(LETTER FROM SWIFTSURE GROUP INCORPORATED)

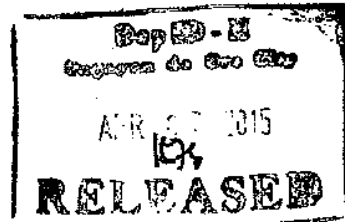
1. For information and guidance of all concerned, enclosed is Regional Advisory dated April 1, 2015 re Letter from Swiftsure Group Incorporated, content of which is self-explanatory.
2. Interested applicants to this training shall submit letter of intent to the Schools Division Superintendent Attention: Paul John P. Arias, IT Officer I, ICT Section on or before April 15, 2015.
3. Immediate dissemination of this advisory is hereby desired.



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
Fr. Masterson Avenue, Zone 1, Upper Balulang
Cagayan de Oro City



REGIONAL ADVISORY



TO : **SCHOOLS DIVISION SUPERINTENDENTS**
This Region

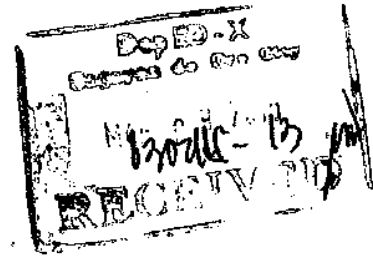
FROM : ^{in copy} **ATTY. SHIRLEY D. CHATTO**
Chief Administrative Officer
OIC Regional Director

DATE : April 1, 2015

SUBJECT: LETTER FROM SWIFTSURE GROUP INCORPORATED

Enclosed is the letter of LUZ MATA-YU, Managing Director of SWIFTSURE GROUP INCORPORATED for your information and guidance.

Microsoft Office Specialist, Philippines
Contact Nos. 412-0583/ 09273752917
www.swiftsuregroup.com.ph



February 20, 2015

Atty. SHIRLEY O. CHATTO
Chief Administrative Office – OIC
Office of the Regional Director
Department of Education – Region X
Cagayan De Oro City

Dear Atty. Shirley Chatto,

Would you like to gain an **immediate increase in productivity** with Microsoft Office? Then assess, train, and certify your workforce! With Certiport, Microsoft Office Specialist certification is **customized, convenient, effective, and cost efficient.**

If your employees **increased their software knowledge and efficiency**, how much more productive could your business become? Certiport measures, improves, and validates your employees' Microsoft Office skills with this four-step process:

1. **Assess:** Find out exactly what your workers know—and don't know.
2. **Learn:** Apply prescribed learning materials and practice tests to address skill gaps.
3. **Practice:** Use customized practice tests to drive and measure skill improvement.
4. **Certify:** Validate and reward employees' new level of proficiency.

The Certiport solution begins with a **precise, personalized assessment** of how well your employees know Microsoft Office and use it to fulfill the goals of your business.

Next, your employees close their software skill gaps with the help of practice tests tailored to your company's needs.

Considering that up to 80% of an employee's work day involves using Microsoft Office applications, understanding the impact of certification on employee productivity will directly affect your business performance.

We can help you out with the process and help achieve 100 % effectiveness and have your employees globally competitive.

Yours truly,