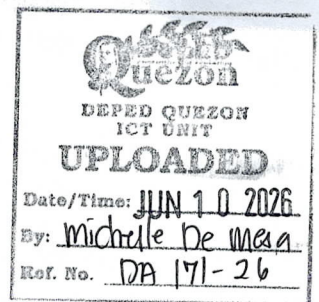




Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



**DIVISION ADVISORY NO. 171, s. 2026**

June 8, 2026

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

**FREE DIGITAL LITERACY AND CAREER OPPORTUNITY READINESS ASSESSMENT**

The Baguio Enhancement of Technology Incorporated will conduct a FREE Digital Literacy and Career Opportunity Readiness Assessment for elementary, junior high school, and senior high school learners. This program aims to strengthen learners' technical knowledge, practical skills, and readiness for National Certification (NC) assessments. The objectives of the programs are to foster career awareness and employability skills, improve certification pass rates and part-time job readiness from Grade 9 through senior high school.

Interested schools may inquire through the link provided (see attached letter). BETI offers an alternative weekend training program tailored to learners' needs.

Participation of teachers from public and private schools shall be purely voluntary and will not hamper instructional time in compliance with the provisions of DepEd Order 009, s. 2026, titled Guidelines on the Implementation of the Three-Term School Calendar in Basic Education and Activities, and DO 9, s. 2005, titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith, and the policy on off-campus activities stated in DO No. 66, s. 2017.

This activity is also subject to the no-collection policy as stated in Section 3 of Republic Act No. 5546, also known as Ganzon Law (An Act Prohibiting the Sale of Tickets and/or the Collection of Contributions for Whatever Project or Purpose from Students and Teachers of Public and Private Schools, Colleges and Universities), issued under DO No. 19, s. 2008, ad reiterated in DepEd Memorandum No. 041, s. 2024.

For more information, please contact:


Ms. Normelyn E. Dizon

Human Resources Advocate

Email Address: [betihr55gmail.com](mailto:betihr55gmail.com)

Mobile Number: (043) 997-3429-496 (043) 727-5797

Facebook page: Baguio Enhancement of Technology Incorporated

  
cto/jms/chm/06/08/2026



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |  
(042) 784-0391 | (042) 784-0321

E-mail Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Website: <https://quezon.deped.gov.ph>



# BAGUIO ENHANCEMENT OF TECHNOLOGY INCORPORATED

2<sup>nd</sup> FLR. GREENDAE COMMERCIAL BLDG. P. RIÑOZA ST. BRGY. 09 POBLACION NASUGBU BATANGAS 4231

MOBILE #: (+63) 997-3429-495 / (043) 727-5797

Facebook Page: Baguio Enhancement of Technology Incorporated

[betihr55@gmail.com](mailto:betihr55@gmail.com)

SEC Registry No.: 2023080110472-05

Business TIN.: 653-928-973-00000

May 26, 2026

## DR. ROMMEL C. BAUTISTA, CESO V

Schools Division Superintendent

Schools Division of Quezon

Department of Education – Region IV-A CALABARZON

Sitio Fori, Brgy. Talipan, Pagbilao Quezon.

Attention: **DR. WALTER F. GALAROZA**  
Chief Education Supervisor-OIC  
Curriculum Implementation Division

Dear Sir Bautista,

Greetings of Excellence!

Baguio Enhancement of Technology Incorporated (BETI) is an established educational services provider committed to advancing alternative learning programs in Information and Communication Technology (ICT) literacy, strengthened senior high school education, and career development.

For several years, Baguio Enhancement of Technology Incorporated (BETI) has consistently delivered high-quality programs that equip primary, junior high school, and senior high school learners with the competencies needed to thrive in today's rapidly evolving technology sector.

BETI's programs are strategically designed to strengthen learners' technical knowledge, practical skills, and readiness for National Certification (NC) assessments, with a focused objective of improving certification pass rates. The programs also foster career awareness, employability skills, and part-time job readiness for learners from Grade 9 through senior high school.

Through its sustained initiatives, BETI has contributed to developing a skilled and job-ready learner base, supporting both academic advancement and workforce entry. To date, BETI has established partnerships with one (1) higher education institution, one (1) TESDA accredited training and assessment center, and several private schools, expanding access to ICT education and strengthening career readiness across Luzon.

In this regard, BETI respectfully seeks your *ENDORSEMENT* to conduct FREE Digital Literacy and Career Opportunity Readiness Assessments for elementary, junior high school, and senior high school learners within the schools under your jurisdiction.

BETI strictly adheres to all existing DepEd policies and guidelines. All assessments are free of charge and will be conducted during learners' vacant periods, requiring only 5–10 minutes per classroom. The program aims to validate learners' competencies in digital literacy and career readiness, as well as identify students interested in advanced skills development and on-the-job training. After the assessment, BETI offers an alternative weekend training program tailored to learner's needs. Participation in this program is strictly voluntary, requires parental consent, and is not based on any recommendation from school authorities. Training sessions will be conducted off-campus during weekends to avoid conflicts with academic schedules.

BETI prioritizes the safety and welfare of all participants during training activities. Coordination will be closely undertaken with the GPTA and school authorities to ensure that regular academic schedules are not disrupted.


Kindly refer to the links below to view our company Portfolio.

<https://drive.google.com/file/d/1eGGz9afEDdQkDnkl15tRLUrY-wk3aUZe/view?usp=sharing>

For inquiries, you may contact CHRISTOPHER B. DIMAALA via landline at (043) 727-5797, mobile at (+63) 965-5241-228, or email at [betihr55@gmail.com](mailto:betihr55@gmail.com).

We look forward to your favorable response and sincerely appreciate your support in fostering excellence and innovation in education. Thank you very much!

Very truly yours,

  
**NORMELYN E. DIZON**  
Human Resources Advocate



# BAGUIO ENHANCEMENT OF TECHNOLOGY INCORPORATED

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SEC Registry No.: 2023080110472-05

Business TIN.: 653-928-973-00000

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## COMPANY PORTFOLIO

### I. About the Organization

Baguio Enhancement of Technology Incorporated (BETI) is an established educational services provider founded in 2018, committed to advancing alternative learning programs in digital literacy and career preparedness.

BETI delivers structured programs that equip primary, junior high school, and senior high school learners with essential knowledge, technical skills, and competencies required to succeed in a rapidly evolving technology-driven environment. These programs support readiness for academic assessments, National Certifications (NC), and part-time employment opportunities, particularly for senior high school students.

To date, BETI has established strategic partnerships with a higher education institution, a government-accredited training and assessment center, and several private schools, promoting digital literacy and career readiness across Luzon.

### II. Mission and Vision

#### ▪ Mission:

To foster an inclusive learning community by building strong foundations and developing learners' talents and skills while promoting their intellectual, moral, social, and physical growth.

#### ▪ Vision:

To develop confident, well-rounded, and globally competitive learners in a safe, supportive, and inclusive environment, capable of adapting to rapidly evolving technology.

### III. Core Values

- Collaboration – Promoting teamwork to achieve quality outcomes
- Accountability – Upholding integrity and ethical responsibility
- Respect – Valuing individuals and diversity
- Empowerment – Enabling learners to reach their full potential
- Satisfaction – Demonstrating passion and dedication to excellence

### IV. Program Objectives

- Develop digital literacy skills from basic to advanced levels
- Strengthen learners' competencies in information technology
- Enhance logical thinking through programming and design
- Build skills in graphic design and web-based applications
- Promote experiential learning through hands-on training
- Provide part-time employment opportunities for learners from Grade 9 onwards upon program completion

### V. Program Offerings (16-Weekend Study Program)

- **Primary Level:**
  - ICT Fundamentals
  - Microsoft Office Applications
  - Basic Computer Hardware

- **Junior and Senior High School:**  
Business Software Applications (e.g., Canva)  
Java Programming  
Animation and Visual Graphics  
Computer Systems Servicing (CSS)  
National Certification (NC) Preparation  
Career Readiness Development

#### VI. Student Benefits

- Improved academic performance through targeted learning support
- Development of practical and employable skills
- Preparation for National Certification (NC) assessments
- Access to part-time employment opportunities

#### VII. Competitive Advantage

- Quality Education: Industry-relevant and outcome-based programs
- Certification Readiness: Alignment with national competency standards
- Career-Focused Training: Emphasis on employability and real-world skills
- DepEd Compliance: Programs aligned with existing DepEd policies and guidelines

Baguio Enhancement of Technology Incorporated (BETI) is duly registered with the Securities and Exchange Commission (SEC) under Registry No. 2023080110742-05 and holds Tax Identification Number (TIN) 653-928-973-00000 issued by the Bureau of Internal Revenue (BIR). The organization strictly complies with all applicable Philippine laws and regulations.

Please refer to the links below for further details.

Executive Personnels:

[https://drive.google.com/file/d/1uLXgPeanBupz1ixA9Oz\\_4tD6y1Q490Uh/view?usp=sharing](https://drive.google.com/file/d/1uLXgPeanBupz1ixA9Oz_4tD6y1Q490Uh/view?usp=sharing)  
<https://drive.google.com/file/d/1QnNDA5sRII08WqD2FdxSMjlg5kZHT9ry/view?usp=sharing>

Program Implementation:

[https://drive.google.com/file/d/14bB1bXOA130RM\\_D3VKKTr5GR7rgUu4yG/view?usp=sharing](https://drive.google.com/file/d/14bB1bXOA130RM_D3VKKTr5GR7rgUu4yG/view?usp=sharing)

Level 1: (Elementary Level)

[https://drive.google.com/file/d/14Qx3KhE5oe9Hiv3d5yUongv\\_3yiBcRsz/view?usp=sharing](https://drive.google.com/file/d/14Qx3KhE5oe9Hiv3d5yUongv_3yiBcRsz/view?usp=sharing)

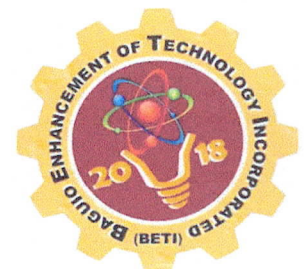
Level 2: (Junior and Senior High School)

[https://drive.google.com/file/d/1AMouYP4ov046P3p8-uw1IU\\_NP6KcC-cG/view?usp=sharing](https://drive.google.com/file/d/1AMouYP4ov046P3p8-uw1IU_NP6KcC-cG/view?usp=sharing)

Achievements and Milestones:

<https://www.facebook.com/beti.nasugbubbranch>  
<https://www.facebook.com/beti.baguio/>

BAGUIO ENHANCEMENT OF TECHNOLOGY INCORPORATED  
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Business TIN.: 653-928-973-00000

## PROGRAM IMPLEMENTATION PLAN

**Program Title:** Digital Literacy and Computer Systems Servicing (CSS NC II-Aligned) Training Program  
**Proponent:** Baguio Enhancement of Technology Incorporated (BETI)  
**Target Learners:** Grades 4 to Senior High School Students  
**Duration:** 16 Weeks (2 Hours per Week)  
**Delivery Mode:** Blended (In-School Assessment; Off-Campus Weekend Training)

### I. RATIONALE

This program is designed to support the Department of Education's goal of enhancing learners' digital literacy, technical competencies, and career readiness. It aligns with TESDA Computer Systems Servicing (CSS) NC II Training Regulations and aims to prepare learners for National Certification, employment opportunities, and lifelong learning in a technology-driven environment.

### II. OBJECTIVES

➤ **General Objective:**

To develop learners' competencies in digital literacy, computer systems servicing, and career readiness aligned with industry and TESDA standards.

➤ **Specific Objectives:**

Validate learners' baseline competencies in digital literacy and ICT.

Develop fundamental skills in visual graphics, animation, and business software applications (Canva).

Introduce basic programming concepts using Java.

Equip learners with core competencies in Computer Systems Servicing (CSS NC II).

Prepare learners for National Certification (NC II) assessment.

Enhance employability skills, including communication, work ethics, and job readiness.

### III. CONTENT AND LEARNING COMPETENCIES

Week	Content Standard	Performance Standard	Learning Competencies
1	Understanding ICT and Digital Literacy	Demonstrates responsible use of ICT	Explain ICT concepts and digital responsibility
2-4	Visual Graphics & Canva	Creates digital visual outputs	Apply design principles and develop outputs using Canva
5-6	Animation	Produces basic animations	Demonstrate animation techniques and tools
7-9	Java Programming	Develop simple programs	Apply basic programming logic and syntax
10-12	Computer Systems Servicing (CSS)	Performs basic servicing tasks	Install, configure, and troubleshoot computer systems
13-14	Career Readiness	Demonstrates employability skills	Prepare resume and portfolio
15	Job Preparation	Demonstrates interview readiness	Apply job interview skills
16	Culminating Activity	Presents outputs	Showcase acquired competencies

#### **IV. TEACHING AND LEARNING STRATEGIES**

Lecture-discussion (teacher-guided instruction)  
Demonstration and guided practice  
Hands-on activities and performance tasks  
Project-based learning  
Peer collaboration and mentoring

#### **V. ASSESSMENT AND EVALUATION**

Diagnostic Assessment (Pre-assessment; free of charge)  
Formative Assessments (weekly outputs and activities)  
Summative Assessment (final project and presentation)  
Skills Assessment aligned with TESDA CSS NC II competencies  
Portfolio-based evaluation (Canva outputs, Java exercises, CSS tasks)

#### **VI. IMPLEMENTATION GUIDELINES**

The program strictly adheres to DepEd policies, including the No Collection Policy.  
Assessments shall be conducted during learners' vacant periods (5–10 minutes per classroom).  
Training sessions shall be conducted off-campus during weekends to avoid disruption of academic schedules.

Participation beyond assessment requires parental consent and is strictly voluntary.  
Close coordination shall be maintained with school administrators and GPTA.  
Learner safety and welfare shall be always prioritized.

#### **VII. EXPECTED OUTPUTS**

Digital design portfolio (Canva-based outputs)  
Basic Java programs  
Computer systems servicing performance outputs  
Resume and employment portfolio  
Readiness for TESDA CSS NC II assessment



# BAGUIO ENHANCEMENT OF TECHNOLOGY INCORPORATED

“Leading Computer, Generation”

## Program Matrix

### -PRIMARY LEVEL-

WEEKS	DURATION	SESSIONS	LECTURER
<b>WEEK 1</b> SATURDAY/SUNDAY	2 HOURS: 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• History of Computer</li> <li>• Introduction to Computer</li> <li>• Parts of the Computer Including On and Off Computers</li> <li>• Parts of the Keyboard</li> <li>• Typing Test</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 2</b> SATURDAY/SUNDAY	2 HOURS: 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Introduction to Microsoft Office Suite</li> <li>• Shortcut Keys</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 3</b> SATURDAY/SUNDAY	2 HOURS: 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Microsoft Word Interface</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 4</b> SATURDAY/SUNDAY	2 HOURS: 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Microsoft Word</li> <li>• Page Layout &amp; Formatting</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>

WEEKS	DURATION	SESSIONS	LECTURER
<b>WEEK 5</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Microsoft PowerPoint Interface</li> <li>• Creating a good presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 6</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Microsoft PowerPoint</li> <li>• Recording of Video Presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 7</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Microsoft Publisher</li> <li>• Graphic &amp; Journal Layout</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 8</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Microsoft Excel</li> <li>• Function &amp; Formulas</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 9</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Introduction to HTML</li> <li>• History of HTML</li> <li>• Basic Structure of HTML</li> <li>• Headers</li> <li>• Paragraph &amp; Line Break</li> <li>• Text Formatting</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 10</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• HTML and CSS</li> <li>• Styles</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>

WEEKS	DURATION	SESSIONS	LECTURER
<b>WEEK 11</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Image</li> <li>• Media</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 12</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Table</li> <li>• List</li> <li>• Forms and Input</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 13</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• History of Photoshop</li> <li>• Photoshop Interface</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 14</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Photoshop Lecture</li> <li>• Photoshop Activity</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 15</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Computer Hardware Servicing (Assembly &amp; Disassembly)</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 16</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR REVIEW 1HR TEST	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Post-Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>



# BAGUIO ENHANCEMENT OF TECHNOLOGY INCORPORATED

“Leading Computer, Generation”

Program Matrix

-JUNIOR AND SENIOR HIGH SCHOOL LEVEL-

WEEKS	DURATION	SESSIONS	LECTURER
<b>WEEK 1</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Program Orientation &amp; Digital Literacy</li> <li>• Course overview</li> <li>• Digital Trends</li> <li>• Responsible Technology use</li> <li>• Understand program scope</li> <li>• Digital fundamentals</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 2</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Introduction to Visual Graphics</li> <li>• Principles of design (layout, color, typography)</li> <li>• Apply basic design principles</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 3</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Canva Fundamentals Interface, tools, templates, branding basics</li> <li>• Create simple visual materials using Canva</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 4</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Advanced Canva Applications</li> <li>• Social media design, presentations, marketing materials</li> <li>• Produce professional-quality outputs</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>

WEEKS	DURATION	SESSIONS	LECTURER
<b>WEEK 5</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Introduction to Animation</li> <li>• Basic animation concepts and tools</li> <li>• Understand animation principles</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 6</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Animation Development Frame animation, transitions, storytelling</li> <li>• Create simple animated outputs</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 7</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Introduction to Java Programming</li> <li>• Java basics, syntax, variables, data types</li> <li>• Understand fundamental programming concepts.</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 8</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Java Control Structures</li> <li>• Conditional statements and loops</li> <li>• Apply logic in programming</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 9</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Java Application Development</li> <li>• Basic programs and simple problem-solving</li> <li>• Develop simple Java applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 10</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Computer Systems Servicing (CSS) Fundamentals</li> <li>• Hardware components, safety procedures</li> <li>• Identify and handle computer components.</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>

WEEKS	DURATION	SESSIONS	LECTURER
<b>WEEK 11</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• CSS Installation &amp; Configuration</li> <li>• OS installation, basic troubleshooting</li> <li>• Perform basic system setup.</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 12</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• CSS Maintenance &amp; Troubleshooting</li> <li>• Diagnostics, preventive maintenance</li> <li>• Apply troubleshooting techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 13</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Career Readiness Fundamentals</li> <li>• Work ethics, communication skills</li> <li>• Demonstrate professional behavior.</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 14</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Resume Writing &amp; Portfolio Development</li> <li>• CV/resume preparation, digital portfolio (Canva)</li> <li>• Develop employment documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 15</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR LECTURE 1HR COMPUTER LAB	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Job Readiness &amp; Interview Skills</li> <li>• Interview techniques, workplace expectations</li> <li>• Prepare for employment opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>
<b>WEEK 16</b> SATURDAY/SUNDAY	<b>2 HOURS:</b> 1HR REVIEW 1HR TEST	<b>TOPICS</b> <ul style="list-style-type: none"> <li>• Final Project Presentation</li> <li>• Presentation of outputs, evaluation, feedback</li> <li>• Demonstrate acquired competencies.</li> <li>• Post-Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned Lecturer</li> <li>• Teacher</li> </ul>