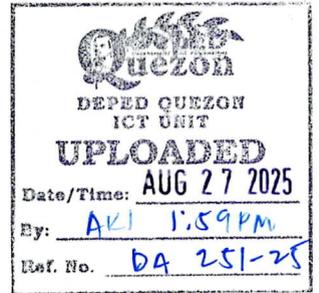




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**DIVISION ADVISORY NO. 251, s. 2025**  
August 18, 2025

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

**INVITATION TO ONLINE BASIC COMPUTER LITERACY, SECURED USER AND FOUNDATION OF AI WORKSHOP**

The Yisrael Solutions and Training Center Inc. will conduct an In-house Workshop on Basic Computer Literacy, Secured User Practices, and the Foundation of Artificial Intelligence (AI) on September 17-19, 2025 and November 26-28, 2025 via Zoom Platform. The workshop is ideal for individuals seeking to build or strengthen their fundamental computer skills, understand best practices for secure online behavior, and gain insight into how AI is shaping the future. In relation, the organization is inviting individuals to participate in the said activity.

Please be advised that participation to the said activity should be **voluntary**, and other related costs which may be incurred by the applicants shall be on **personal expense**. They are also reminded to **strictly observe Time-On-Task Policy**, and **strict compliance to No Disruption of Classes Policy of the Department as stipulated in DepEd Order No. 09, s. 2005**.

For further details, please see attached document for reference.

sgolap08/18/2025  
DEPEDQUEZON-TM SDS-04-011-003



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**YISRAEL SOLUTIONS AND TRAINING CENTER, INC.**

**Subject: Invitation to attend an Online Basic Computer Literacy, Secured User and Foundation of AI Workshop**

Good day!

We are writing to propose a collaborative initiative to conduct an **In-House Workshop on Basic Computer Literacy, Secured User Practices, and the Foundation of Artificial Intelligence (AI)**. This program aims to empower participants with fundamental digital skills, awareness of cybersecurity, and an introductory understanding of artificial intelligence and its applications in daily life.

This workshop is ideal for individuals seeking to build or strengthen their fundamental computer skills, understand best practices for secure online behavior, and gain insight into how AI is shaping the future. The three (3) days sessions will be facilitated by experienced professionals in IT and AI domains.

Course Title	Basic Computer Literacy, Secured User and Foundation of AI
Duration	Three (3) Days
Mode of Learning	Online

**A. Course Objectives:**

1. Learn about the key components of a computer (hardware and software), operating systems, and how a computer works.
2. Gain hands-on experience with using file systems, managing files and folders, and performing simple troubleshooting tasks.
3. Learn about common cyber threats upon using the internet and practice safe navigation in cyberspace.
4. Know the best practices to secure computers, system applications, and mobile devices.
5. Understand basic AI concepts and their primary applications in our everyday life.
6. Explore AI Tools and platforms to experience beginner-friendly AI tools to run simple machine learning models.

**B. Training Modules**

The training program will cover the following modules:

Module	Objectives	Training Hours
<b>DAY 1</b>		
Module 1: Introduction to Computer and its Functions	<i>This module provides a foundational understanding of computers, their components, and their functions. Participants will explore the basic hardware and software of a computer system, as well as its process and data.</i>	2 hours

Module 2: Operating Systems Structure & File Systems	<i>By understanding the Operating system (OS) and how to manage the files and system resources, participants will gain hands-on experience in navigating the file system and understanding the OS functions.</i>	2 hours
Module 3: Protecting systems using Anti-viruses	<i>Participants will know the importance of antivirus software and how to install and update it.</i>	2 hours
Hands-on exercise and basic troubleshooting	<i>Participants will apply and implement the principles and concepts during this exercise.</i>	1.5 hours
<b>DAY 2</b>		
Module 4: Internet Safety & Securing Network Connections	<i>The participants will learn the importance of data encryption, secure browsing practices, and safe network connection methods.</i>	2 hours
Module 5: Securing Email Communications	<i>This module covers email security practices by protecting information when it is in transit using proper email communications.</i>	2 hours
Module 6: Secure Mobile Devices	<i>Participants will explore security techniques for securing mobile data, applications, and devices against common threats.</i>	2 hours
Hands-on exercise and basic troubleshooting	<i>Participants will apply and implement the principles and concepts during this exercise.</i>	1.5 hours
<b>DAY 3</b>		
Module 7: Introduction to Artificial Intelligence & Machine Learning	<i>This module introduces the basic concepts of Artificial Intelligence (AI) and Machine Learning (ML) through understanding how AI works and its application in real-world scenarios.</i>	2 hours
Module 8: Machine Learning (ML) Models	<i>Participants will explore different ML models by taking a deeper understanding of different types of ML models and how it is used for solving specific problems.</i>	2 hours
Module 9: Security on	<i>This module explores the security challenges related to social media</i>	3 hours

Social Networking Platforms and Deepfakes	<i>platforms and the emerging threat of deepfakes.</i>	
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**ZOOM ONLINE SCHEDULES FOR THE YEAR 2025**

**SEPTEMBER 17-19      NOVEMBER 26-28**

**PROMO ALERT! PROMO ALERT! PROMO ALERT!**

**REGISTRATION FEE:**  
**1 – 2 Participants**  
**6,500.00 per Participant for three (3) days.**

**3 & more Participants**  
**6,000.00 per Participant for three (3) days.**

Kindly fill up the attached Confirmation Form which requires a list of your participants and email at [christopher@yisraelsolutions.com](mailto:christopher@yisraelsolutions.com) for your workshop schedule. Please deposit the payment and email the deposit slip then a meeting ID and a password will be sent to your email. Payment should be made on the account of **YISRAEL SOLUTIONS AND TRAINING CENTER INC.**

We also conduct an in-house workshop wherein a central office can organize its regions to attend an online workshop. If you are interested, please inform us at the contact numbers stated below.

For inquiries and/or clarification, please contact us by email at [christopher@yisraelsolutions.com](mailto:christopher@yisraelsolutions.com) (attention to: Christopher Sentin); or through text at mobile number 0968-595-9169(Smart).

Our team, though working from our own homes, would like to remind you to sanitize your gadgets, aside from washing hands frequently, as an added precautionary measure to prevent the spread of the virus.

We hope to see you in our online workshops!



REBECCA M. SANTOS  
 CEO/President  
**YISRAEL SOLUTIONS AND TRAINING CENTER INC.**

## PRIVACY STATEMENT

We are committed to maintaining the accuracy, confidentiality, and security of your personally identifiable information ("Personal Information"). As part of this commitment, our privacy policy governs our actions as they relate to the collection, use and disclosure of Personal Information.

We are responsible for maintaining and protecting the Personal Information under our control. We have designated an individual or individuals who is/are responsible for compliance with our privacy policy.

Personal information will generally be collected directly from you through the use of any of our standard forms, over the internet, via email, or through a telephone conversation with you. We may also collect personal information about you from third parties acting on your behalf (for instance, agents or contact person).

**ATTENTION TO:** Christopher Sentin

**Confirmation Date:** \_\_\_\_\_

**MESSAGE:** Please fill out the form below (readable and correct name spelling of participants) and email it to: [christopher@yisraelsolutions.com](mailto:christopher@yisraelsolutions.com)

**CONFIRMATION FORM**

**(Basic Computer Literacy, Secured User and Foundation of AI Workshop)**

**Please take note that Confirmation/Reservation is on First Come First Serve Basis)**

<b>Name of Company:</b>				
<b>Address: (For LBC)</b>			<b>Region:</b>	
<b>Type of Organization:</b>				
<b>Contact Person:</b>		<b>Tel. No.</b>	<b>Mobile No.</b>	<b>Fax No.</b>
<b>Participants Details:</b>				
First Name	Middle Initial	Last Name	Mobile No	Position
<b>Email Address:</b>				

Please reserve me/us on this workshop schedule:

<b>SCHEDULE</b>	<b>Online</b>	<b>No. of Slot Reserve</b>	<b>Total Amount per Pax ONLINE – 6,500</b>

<b>PAYMENT METHOD</b> All payments shall be made in Philippine Pesos. <input type="checkbox"/> Cash <input type="checkbox"/> Check payment Please make check payable to: <b>YISRAEL SOLUTIONS AND TRAINING CENTER INC.</b>	<b>Pls deposit your payment to our LandBank Account</b> <b>BANK DETAILS:</b> <b>Account Name: YISRAEL SOLUTIONS AND TRAINING CENTER INC</b> <b>Account Number: 1641-1087-11</b> <b>Pasig-C. Raymundo Ave. Branch</b> <b>(Pls email the payment to: <a href="mailto:christopher@yisraelsolutions.com">christopher@yisraelsolutions.com</a>)</b>
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Requested by:  _____ Signature over printed Name	<b>REGISTRATION POLICY:</b> <b>GUARANTEED SEATS</b> Please fill up the confirmation form to guarantee your slots. Those who are confirmed will be given "priority status" contingent upon the availability of seats. <b>CANCELLATION POLICY</b> NO cancellation will be made upon confirmation however, substitutes are allowed only when there is a written notice to the Yisrael Solutions and Training Center Inc. at least five (5) working days prior to the seminar. <b>Please take note that there is a LATE-CANCELLATION and NON- ATTENDANCE CHARGE of Php 1000.00/day per participant to cover training costs.</b>
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**PRIVACY NOTICE:**  
"We from Yisrael Solutions and Training Center Inc. will make sure that all of the personal informations you have provided will be secured and remain confidential as much as possible. We collect informations with your proper consent and that necessary personal in information with the intent to fulfil the purpose in transacting with us."