



**University Bids and Awards Committee
Resolution No. 93, S. 2024**

DECLARING FAILURE OF REQUEST FOR QUOTATION AND RECOMMENDING NEGOTIATED PROCUREMENT FOR THE SUPPLY AND DELIVERY OF MEALS AND SNACKS AND OTHER MATERIALS FOR THE BALIK CYBER ESKWELA EXTENSION PROGRAM OF MinSU MAIN CAMPUS

WHEREAS, the **Mindoro State University (MinSU)**, through the Bids and Awards Committee (BAC) has advertised in the PhilGEPS and MinSU Website the Request for Quotation (RFQ) for the project **"Supply and Delivery of Meals and Snacks and Other Materials for the Balik Cyber Eskwela Extension Program of MinSU Main Campus"** with an Approved Budget for the Contract (ABC) amounting to **Ninety-Five Thousand Two Hundred Fifty Pesos (Php95,250.00)**;

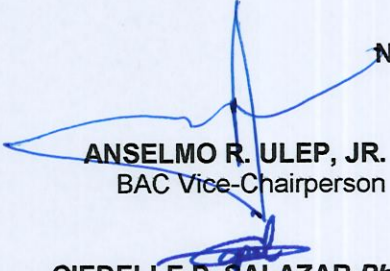
WHEREAS, in response to the first publication of the project on April 18,2024; one (1) supplier was found in the document request list however, no supplier submitted the Request for Quotation (RFQ) thus, declared failure of RFQ;

WHEREAS, based on the declared failure, the BAC recommended for the second publication of the project on May 02,2024; one (1) supplier was found in the document request list however, no supplier submitted RFQ for the second time;


NOW, THEREFORE, the of Bids and Awards Committee (BAC) **HEREBY RESOLVED AS IT IS HEREBY RESOLVED** that the BAC recommend to the University President approval of resorting to Alternative Method of Procurement through Negotiated Procurement under Section 53 "Annex-H" of the R.A. 9184 for the **"Supply and Delivery of Meals and Snacks and Other Materials for the Balik Cyber Eskwela Extension Program of MinSU Main Campus"**;

RESOLVED, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 10th day of May, 2024.


NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson



ANSELMO R. ULEP, JR.
BAC Vice-Chairperson


ELVI C. ESCAREZ, Ph.D.
BAC Member


CIEDELLE P. SALAZAR Ph.D
BAC Member


MELGAR G. FADRIQUELAN
BAC Member

Approved/Disapproved


CHRISTIAN ANTHONY C. AGUTAYA Ph.D.
OIC, Office of the University President
Date: _____



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10810743
Procuring Entity MINDORO STATE UNIVERSITY
Title Supply and Delivery of Meals & Snacks and Other Materials for the Balik Cyber Eskwela Extension Program of MinSU Main Campus
Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ 2024-77	Status	Closed
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Food Stuff		
Approved Budget for the Contract:	PHP 95,250.00	Document Request List	1
Delivery Period:	30 Day/s		
Client Agency:		Date Published	02/05/2024
Contact Person:	MARK LESTER A MAGPANTAY Head, BAC Secretariat Alcate Victoria Oriental Mindoro Philippines 5205 63-9-154612960 macmagpantay@minsu.edu.ph	Last Updated / Time	02/05/2024 00:00 AM
		Closing Date / Time	09/05/2024 17:00 PM

Description

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the address stated in the last page.

NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

Note: 1. All entries must be typewritten.

2. Delivery Period within ____ calendar days.

3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.

4. Price validity shall be a period of 30 calendar days.

5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.

6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).

7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No. Unit ITEM AND DESCRIPTION QTY. UNIT PRICE TOTAL AMOUNT

Lot 1- Meals and Snacks

1 lot Snacks 2

Snacks (AM and PM)

April 12 & 13, 2024 (250 Participants x 30.00=P7,500.00)

April 19 & 20, 2024 (250 Participants x 30.00=P7,500.00)

Created by	Annabelle Quinto Madrigal
Date Created	01/05/2024

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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10765780
Procuring Entity MINDORO STATE UNIVERSITY
Title Supply and Delivery of Meals & Snacks and Other Materials for the Balik Cyber Eskwela Extension Program of MinSU Main Campus
Area of Delivery Oriental Mindoro

Solicitation Number:	RFQ 2024-77	Status	Closed
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Food Stuff	Date Published	18/04/2024
Approved Budget for the Contract:	PHP 95,250.00	Last Updated / Time	18/04/2024 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	25/04/2024 17:00 PM
Client Agency:			
Contact Person:	MARK LESTER A MAGPANTAY Head, BAC Secretariat Alcate Victoria Oriental Mindoro Philippines 5205 63-9-154612960 macmagpantay@minsu.edu.ph		

Description

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the address stated in the last page.

NEMESIO H. DAVALOS, Ph.D.

BAC Chairperson

Note: 1. All entries must be typewritten.

2. Delivery Period within ____ calendar days.

3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.

4. Price validity shall be a period of 30 calendar days.

5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.

6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).

7. Mode of delivery: [] Pick-up (Schedule) [] Door to Door Delivery

Item No. Unit ITEM AND DESCRIPTION QTY. UNIT PRICE TOTAL AMOUNT

Lot 1- Meals and Snacks

1 lot Snacks 2

Snacks (AM and PM)

April 12 & 13, 2024 (250 Participants x 30.00=P7,500.00)

April 19 & 20, 2024 (250 Participants x 30.00=P7,500.00)

Created by	Annabelle Quinto Madrigal
Date Created	17/04/2024

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APPROVED BUDGET FOR THE CONTRACT (ABC)
Supply and Delivery of Meals & Snacks and Other Materials for the Balik Cyber Eskwela Extension Program of MinSU Main Campus
Alcate, Victoria, Oriental Mindoro
Project Name and Location

Stations: Mindoro State University
Length:

Contract Duration:															
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS					TOTAL COST	UNIT COST
									INFLATION, CURRENCY		VALUE	VALUE	VALUE		
									%						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(11) / (3)		
								</							



Mindoro State University
Victoria, Oriental Mindoro 5205 Philippines



JOHN EDGAR S. ANTHONY, MSIT
College Dean



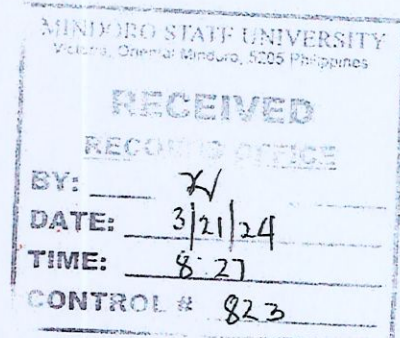
College of Computer Studies

2/F Physical Science Building
MinSU Main Campus
Alcate, Victoria, Oriental Mindoro

Email: minscatccsdean@gmail.com
Mobile: +63 917 716 97 07

March 18, 2024

DR. CHRISTIAN ANTHONY C. AGUTAYA
OIC- Office of the University President
This University



Dear **Sir President**,

Warm Greetings!

In behalf **College of Computer Studies and Information Technology Department**, we would like to respectfully request from your good office to allow us to conduct an Extension Program entitled "**Balik Cyber Eskwela: A Training on Computer Operations and Microsoft Application for Grade IV, V and VI Pupils of Villa Cerveza and Minas Elementary School**" on April 12, 13, 19, 20, 26, 27 and May 3, 4, 2024 from 7:30 AM to 5:00 PM at MinSU Main Campus, Computer Laboratories to promote digital literacy and improve the capacities of Grade IV, V & VI Pupils. Also, to contribute significant knowledge and skills in computer.

In this regard may we request your approval in conducting such program and be of great help in repining the knowledge that they have in the computer program. We also would like to request assistance on providing the budgetary requirements with the estimated amount of **P 95,250.00** to cover the indicated items of expenses for holding these training activities.

Attached herewith are the proposal, budget proposal, extension program/activities and other related documents.

We are looking forward to your kind consideration and approval regarding this matter.

Thank you very much and May God bless you a thousandfold!

Very truly yours,

JOHN EDGAR S. ANTHONY
Dean, College of Computer Studies

Recommending Approval:

LOURDES V. ICALLA, DVM
Director for Extension, Knowledge & Technology Transfer

Approved:

CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
Vice President for Research, Development & Extension/
OIC- University President



VISION

The Mindoro State University is a center of excellence in agriculture and fishery, science, technology, culture, and education of globally competitive lifelong learners in a diverse yet cohesive society.

MISION

The University commits to produce 21st – century skilled professionals and generate and commercialize innovative technologies by providing excellent and relevant services in instruction, research, extension, and production through industry-driven curricula, collaboration, internationalization, and continual organizational growth for sustainable development.

GOAL

Provide and broaden the access to quality education responsive to an ever growing and dynamic society.

OBJECTIVES

Strengthen the capabilities of the institution to:

1. Offer quality education.
2. Provide opportunities for the youth to develop their potential as human being and as productive members of society.
3. Expand financial assistance to poor but deserving student toward greater access to education.
4. Maximize productivity to sustain income generation and;
5. Intensify research and extension services, which are relevant to the needs of the community.

1. PROGRAM PROFILE:

A. Cluster Program:

INFORMATION COMMUNICATION & TECHNOLOGY

B.1. Head of the Agency:

CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.

OIC - University President

B.2. Project Leader/ Proponent /Coordinator:

JOHN EDGAR S. ANTHONY

Dean, College of Computer Studies

Project Title: **BALIK CYBER ESKWELA: A TRAINING ON COMPUTER OPERATIONS AND MICROSOFT APPLICATION FOR GRADE IV, V, AND VI PUPILS**

B.3 Cooperating Agencies:

MinSU, Villa Cerveza Elementary School & Minas Elementary School

C. Implementers:

Ms. Carol M. Maur, Extension Unit and CCS Faculty Members and IT Society Officers

C. Resource Persons:

Engr. Jennie T. Fernando

Ms. Christine A. Luzon-German

Mr. Cirile Dominic A. Horlador

Mr. Darius M. Abog

Engr. Jake C. Siscar

Ms. Jozel Mina M. Dacanay

Mr. Lee-mar M. Arcon

IT Society Officers and Members

CCS, MIS, and Flexible Learning Staff

E. Project Cost:

Villa Cerveza Elementary School: P 49, 000.00

Minas Elementary School: P 46, 250.00

Total Cost: P 95, 250.00

F. Project Site:

Villa Cerveza Elementary School, Minas Elementary School and MinSU Main Campus Alcate Victoria, Oriental Mindoro

G. Participants/Direct Beneficiaries:

Teachers and Grade IV, V & VI Pupils of Villa Cerveza and Minas Elementary School, CCS Faculty Members, IT Society Officers and Members, & CCS, MIS, and Flexible Learning Staff

H. Activity Duration:

Villa Cerveza Elementary School: 4 Fridays
(April 12, 19, 26 and May 3, 2024)

Minas Elementary School: 4 Saturdays
(April 13, 20, 27 and May 4, 2024)

I. Funding Agency:

MinSU-Extension Unit



II. TECHNICAL DESCRIPTION

Rationale

The Philippine Government has shown serious commitment to ICT in education by announcing a series of initiatives to apply ICT in teaching and learning. These were aligned to the Millennium Development Goals and the Education for All Movements. Other key policy document like the Five-Year ICT Strategic Plan have identified the need for ICT reform with the education sector and these have resulted in more prioritizing from regions, schools, and teachers regarding the incorporation of ICT into the education system.

Among the 55 nations included in the Information Society Index (ISI) 43, the Philippines is ranked 48th in terms of preparedness and ability to absorb advances and growth in information and communication technologies (ICT). Recognizing the need for improvements in the use of ICT in education and training, the Philippines Government has enacted laws to foster the use of ICT for widening access to education, improving the quality of teaching and fostering the development of lifelong learning skills.

The political acceptability and the objectives of the Philippines' "Information and Communication Technology Plan for the 21st Century" (1998) to provide physical infrastructure and technical support that will make ICT accessible and useful to students, teachers, administrators and support staff and to develop competence among teachers in using technology, urged the MinSU Main Campus Graduate School in providing Extension Services to Education sector.

Information and Communications Technology (ICT) has come to play such a persistent and critical role in education that is very indispensable. Through education it will enables a person to achieve and attain knowledge and skills to facilitate future learning, enhance participation in national development and to improve living condition. The school as a specialized agency for education caters for the provision and the realization of said educational goals. However, development challenges continually face the education sector as brought about by economic and technological evolution both globally and locally. These oblige schools to effectively cope with the rapid growth and development trends of the changing society.

With its tremendous capabilities, computer technology should inevitably be reflected in the educational system. Institutions such as MinSU which upholds the core values of Resilience, Integrity, Commitment and Excellence could be tapped to promote technological education by intensive instruction and training. Through this linkage, the students of Villa Cerveza and Minas Elementary School will harness the potentials of the computers as a tool to learning.

One of the needs identified during Needs Assessment is the conduct of Training on Computer Operations and Microsoft Application for Primary and Secondary Schools in rural area.



To successfully implement the training, the Extension department of the College ought to: 1) identify level of ICT training knowledge of the participants through pre-assessment evaluation; 2) create curriculum and training design; 3) conduct technical sessions; 3) assess participants' acquired knowledge through post-evaluation; 4) evaluate the overall impact of the training to the participants; and 5) monitor the impact of the training to the participants

Objectives

General:

To cater to the needs of pupils of Villa Cerveza and Minas Elementary School on computer education.

Specific:

By the end of this training, the participants are expected to:

1. Learn the basic computer operations and concepts.
2. Perform hands-on activities in basic office applications which will help them to practice and master the concepts presented.
3. Apply the use of Microsoft Office Essentials such as MS Word, Excel and PowerPoint as office productivity tools in projects and another computer related activities.

Expected Outputs, Outcome, and Impact

Most public schools especially in a rural area are lacking ICT equipment in order to facilitate and teach lessons related to ICT. With that, MinSU conducted Computer Literacy to the different public schools in Oriental Mindoro.

At the end of the training, participants or pupils are expected to gain knowledge on computer operation and application software. Specifically, the pupils will gain knowledge on the computer parts and how-to operate computer alone, know the importance and how to use the different MS Office Suite application software such as MS Word, MS Excel and MS PowerPoint and apply the different keyboard shortcut keys.

Through this program the pupils will be equipped with substantial knowledge on basic computer operations and concepts; be given variety of hands-on activities which will help them recall, review and master the concepts and develop and/or improve their skills in basic office applications; and apply the relevant operational functions of each software application.

Moreover, the participants are expected to apply what they have learned in real-life applications such as in making and printing their school project using MS Word like research outputs. The participants/pupils can also use MS Excel in making Graphs and others projects that required calculations. In addition, they will use MS Power Point to



make presentation like presenting and doing their assigned reports or topics. They will also apply the different keyboard shortcut keys and proper way in typing.

After the conduct of the training the project implementers together with the teachers will continuously apply reinforcement activities and exercises related to the subject matter. Such as the following: Proper typing and keyboarding, and applying the basic use of MS Word, Excel and PPT in projects and other related activities (ex. Reporting, compilations, presentations). The facilitation and documentation will be done by the teachers and the reports submitted will be checked and analyzed by the project head. The project implementers will have monthly monitoring. They will see to it that the students really learn based from their output and presented projects which will be compiled and documented by their respective teachers. Furthermore, quarterly evaluation will also be done, the project implementers will check if the application of knowledge is maintained and enhanced through one-on-one testing of the skills learned by the students. Each student will undergo tests and several exercises in MS Word, Excel and PPT. The activities to be performed by the students will be chosen by the evaluators, this is to see if the students really possess efficiency in using Microsoft application. The students are expected to complete the task within the time allotted. This will be the basis of students learning and growth in using the Microsoft application. The evaluators will check, take note of problems and mistakes in performing the activity.

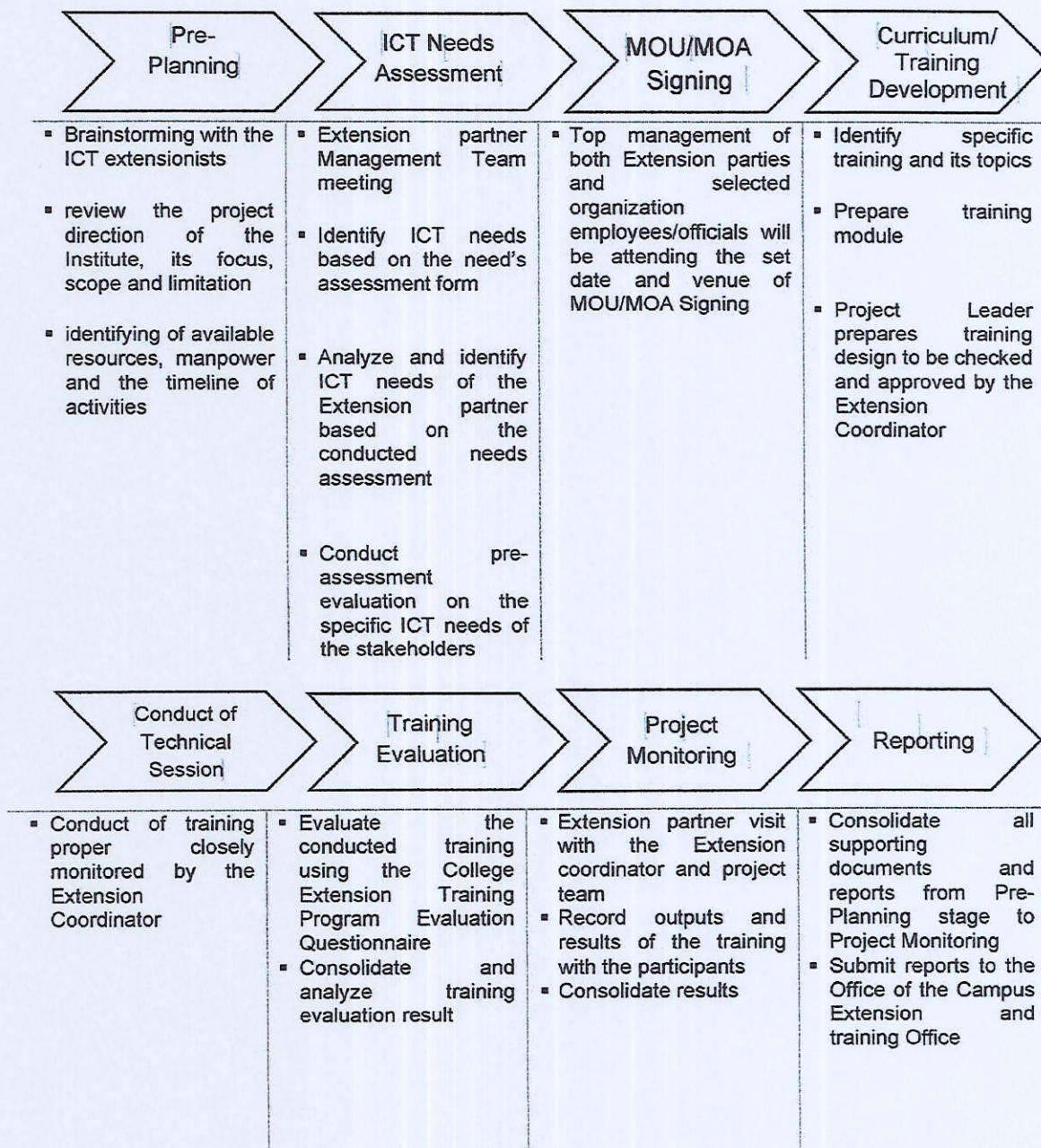
Meanwhile, the analyzed results can be the basis for possible improvement and adjustment in the next related projects to come in order to come up with new and effective strategies in teaching the basic Microsoft application. However, only 20% from the participants are expected to completely demonstrate the complete learning of the concepts imparted by the project implementers. This is due to lack of computer facilities in the said school. The complete learning that is expected to be demonstrated are the following: showing familiarity in computer parts, using of mouse and keyboard and proper keyboarding; starting and navigating MS Word, Excel; creating and printing documents and worksheets; formatting paragraphs, inserting pictures and creating tables; entering data and creating formula into worksheets; creating creative and professional presentations using design template, inserting graphics and applying transitions and animations.

On the other hand, MinSU and the project leader will out-source possible linkages in the public and private sectors to donate computer units. With the help of implementors and linkages, the poor status of computer skills and knowledge of the elementary students will be addressed. With proper implementation and monitoring, the level of computer proficiency of the beneficiaries will be identified and developed. Likewise, demonstrating literacy in using computer and software applications will not only be applied for the time being but up until they are in the secondary and even tertiary level. Thus, the success of the project could inspire other ICT instructors in addressing the ICT Knowledge poverty of the elementary students not only in the Province of Oriental Mindoro but also the Education sector in the Philippines.



Methodology

For the success of the training, the following methods and techniques are being followed.



Resources

MinSU Main Campus Computer Laboratory commits the free use of its computer facility and the other equipment to be used in the training. They also provide training kits and snacks for the participants. The training is for free for all the participants.



Strategies

The participants will be allotted twenty-four (24) hours for training. Training will include tutorial lessons, exercises lectures, hands-on and written exam on the following:

1. **Module 1. Basic Computer Operations and Concepts. (4 hours)** This module consists of Computer Parts Familiarization, Using the Mouse and Keyboard and Proper Keyboarding.
2. **Module 2. Using the MS Word and MS Excel. (12 hours)** This module consists of Starting MS Word and MS Excel and Navigating the Environment, Working with MS Word and Excel Basic Features, Creating and Printing Documents and Worksheets, Formatting Paragraphs, Inserting Pictures and Creating Tables, Entering Data and Creating Formula into Worksheets.
3. **Module 3. Using the MS PowerPoint (8 hours)** This module consists of Introduction to PowerPoint, Creating Creative and Professional Presentations using Design Template, Inserting Graphics, Applying Transitions and Animations.

At the end of each topic, exercises and hands – on activities are given by the facilitators to test the skills acquired by the participants/pupils. To further engage the participants, their outputs will be printed and compiled.

Evaluation

Pre-test and post-test will be administered before and after the training. To further evaluate the effectiveness of the program, MinSU will visit the respective school of the participants to conduct post-assessment and monitoring the changes on the way they used the computer and basic office applications.

Trainers/ Facilitators

Mr. JOHN EDGAR S. ANTHONY
Engr. JENNIE T. FERNANDO
Ms. CHRISTINE A. LUZON – GERMAN
Mr. CIRILIE DOMINIC A. HORLADOR
Mr. DARIUS M. ABOG
Engr. JAKE C. SISCAR
Ms. JOZEL MINA DACANAY
Mr. LEE-MAR ARCON
Mr. JOHN JAMES FERRERA
IT Society Officers and Members
CCS, MIS and Flexible Learning Staff



COMPUTER LITERACY EXTENSION ACTIVITY (Basic Computer Operation, MS Word, Excel and PowerPoint)

Sponsor	-	College of Computer Studies – Information Technology MinSU Main Campus
Clientele	-	Grade IV,V and VI pupils of Villa Cerveza and Minas Elementary School
Date	-	April 12, 19, 26 & May 3, & April 13, 20, 27 & May 4, 2024
Venue	-	Computer Laboratories, MinSU Main Campus

PROGRAM

April 12 & 13, 2024

Time	Topic/Activity	Person Responsible
7:30 – 9:00	Registration of Participants	GS Students
9:00 - 10:00	Lecture about Basic Computer Concepts and Operations	Mr. John Edgar S. Anthony/ Mr. Lee-Mar Arcon/ Ms. Jozel Mina Dacanay
10:00 – 12:00	Hands-on – Keyboarding	IT Students
12:00 – 1:00	Noon Break	
1:00 – 2:00	Lecture on Microsoft Word	Engr. Jennie T. Fernando/ Engr. Jake C. Siscar Mr. Darius M. Abog
2:00 – 5:00	Hands-on – Microsoft Word	IT Students

April 19 & 20, 2024

Time	Topic/Activity	Person Responsible
7:30 – 9:00	Registration of Participants	IT Students
9:00 - 12:00	Hands-on – Microsoft Word	IT Students
12:00 – 1:00	Noon Break	
1:00 – 2:00	Lecture -on – Microsoft Excel	Mr. Cirile Dominic A. Horlador / Engr. Jennie T. Fernando/ Ms. Christine L. German
2:00 – 5:00	Hands on – Microsoft Excel	IT Students

April 26 & 27, 2024

Time	Topic/Activity	Person Responsible
7:30 – 8:00	Registration of Participants	IT Students
8:00 - 9:00	Lectures on Microsoft Powerpoint	Ms. Christine L. German/ Mr. Darius M. Abog/ Engr. Jake Siscar
9:00 – 12:00	Hands on Microsoft Powerpoint	IT Students
12:00 – 1:00	Noon Break	
1:00 – 5:00	Hands on Microsoft Powerpoint	IT Students

May 3 & 4, 2024

Time	Topic/Activity	Person Responsible
8:00 – 11:00	Graduation Program	All persons involved



BUDGET PROPOSAL

Training: 4 Consecutive Fridays and Saturdays
Date: April 12, 13, 19, 20, 26, 27 and May 3, 4, 2024
Clients: 190 students
Trainers /Facilitators: 30

Estimated Expenses

Foods

Snacks (morning and afternoon snacks for 250 persons for 3 days (30.00 per head X 2)	-	P 45,000.00
Lunch (30 trainers / facilitators for 6 days @ 70.00 per head)	-	P 12,600.00
Graduation Program (snacks for trainers, parents & teachers 530 persons @ 30.00 per head)	-	P 15,900.00
Tarpaulin	-	P 2,000.00

Certificates and Certificates Holder/Training Kits

For Participants, Facilitators and Organizers	-	P 19,750.00
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Item Description	Quantity	Unit Cost	Total Cost
Board Paper Short	21	80.00	1,680.00
Certificates Holder (Short) Blue	40	75.00	3,000.00
Long Bond paper (substance 20)	4	300.00	1,200.00
Short Bond paper (substance 20)	4	300.00	1,200.00
Universal Ink (B, C, Y and M)	8	200.00	1,600.00
Ballpen	21	120.00	2,520.00
Expanded Envelope (Yellow)	190	20.00	3,800.00
Notebook	190	25.00	4,750.00
TOTAL			19,750.00

TOTAL

P 95,250.00

Prepared by:

JOHN EDGAR S. ANTHONY
Dean, College of Computer Studies

STF - 1071
164-200
03-378

Noted:

LOURDES V. ICALLA, DVM
Director for Extension and Public Information

Recommending Approval:

JOELENE C. LEYNES
Vice President for Administration and Finance

Approved:

CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
OIC-University President



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines



JOHN EDGAR S. ANTHONY, MSIT
College Dean



College of Computer Studies

2/F Physical Science Building
MinSU Main Campus
Alcate, Victoria, Oriental Mindoro

Email: minscatccsdean@gmail.com
Mobile: +63 917 716 97 07

March 8, 2024

DR. CHRISTIAN ANTHONY C. AGUTAYA

OIC- Office of the University President
This University

MINDORO STATE UNIVERSITY	
Victoria, Oriental Mindoro 5205 Philippines	
RECEIVED	
REGISTRATION OFFICE	
BY:	
DATE:	3/11/24
TIME:	12:03
CONTROL #	723

Dear **Sir President**,

Warm Greetings!

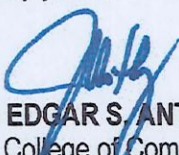
The undersigned would like to request from your good office that the **College of Computer Studies**, mainly the Information Technology Department, be allowed to accept the request of **Villa Cerveza Elementary School** to conduct **ICT Literacy Extension Program for Grade IV, V & VI Pupils** this month of April and May to promote digital literacy and improve the capacities of Grade IV, V & VI Pupils. Also, to contribute significant knowledge and skills in computer.

The undersigned will prepare the Extension Proposal, Draft of MOA, Budget Proposal, and Schedule related to this request.

I am hoping that this request will merit your favorable consideration.

Thank you very much, and may God bless you a thousandfold!


Very truly yours,


JOHN EDGAR S. ANTHONY
Dean, College of Computer Studies

Noted:


NEMESIO H. DAVALOS, Ph.D.
Vice President for Academic Affairs

Approved:


CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
OIC- University President

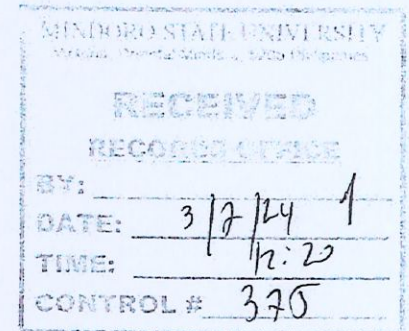


Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF ORIENTAL MINDORO
VICTORIA DISTRICT
VILLA CERVEZA ELEMENTARY SCHOOL

March 5, 2024

DR. CHRISTIAN ANTHONY C. AGUTAYA
OIC- Office of the University President
Mindoro State University
Alcate, Victoria, Oriental Mindoro

Thru: **JOHN EDGAR S. ANTHONY**
Dean, College of Computer Studies
Mindoro State University



Sir:

“The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn” (Alvin Toffler)

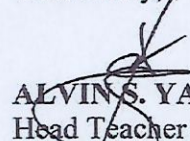
Having been recipient of your ICT Literacy Extension Program for the past years (2017-2019) is a great help to our learners. They would be able to have supplementary knowledge in computer software manipulation. It is evident to their performance during classes with ICT integration.

Relative to this, we would like to request from your good office that we become one of the recipients of this years’ ICT Literacy Extension Program of the College of Computer Studies. Rest assured that our learners are willing to attend and learn, especially now that we’ve been through to pandemic wherein pupil’s knowledge on ICT is highly needed.

We are looking forward for your favorable response on this matter.

Thank you and God bless!

Yours truly,


ALVIN S. YARRA
Head Teacher I



School ID:110711 Villa Cerveza Elementary School
Villa Cerveza, Victoria, Oriental Mindoro, 5205
CP #09127034662/Email Address: 110711@deped.gov.ph



Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines



College of Computer Studies

JOHN EDGAR S. ANTHONY, MSIT
College Dean

2/F Physical Science Building
MinSU Main Campus
Alcate, Victoria, Oriental Mindoro

Email: minscccsdean@gmail.com
Mobile: +63 917 716 97 97

March 8, 2024

DR. CHRISTIAN ANTHONY C. AGUTAYA
OIC- Office of the University President
This University

MINDORO STATE UNIVERSITY Victoria, Oriental Mindoro, 5205 Philippines	
RECEIVED	
RECORDS OFFICE	
BY:	
DATE:	3/12/24
TIME:	1:51
CONTROL #	749

Dear **Sir President**,

Warm Greetings!


The undersigned would like to request from your good office that the **College of Computer Studies**, mainly the Information Technology Department, be allowed to accept the request of **Minas Elementary School** to conduct **ICT Literacy Extension Program for Grade IV, V & VI Pupils** this month of April and May to promote digital literacy and improve the capacities of Grade IV, V & VI Pupils. Also, to contribute significant knowledge and skills in computer.

The undersigned will prepare the Extension Proposal, Draft of MOA, Budget Proposal, and Schedule related to this request.

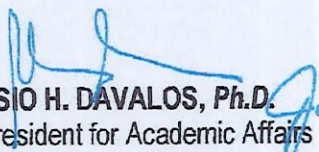
I am hoping that this request will merit your favorable consideration.

Thank you very much, and may God bless you a thousandfold!

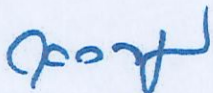
Very truly yours,


JOHN EDGAR S. ANTHONY
Dean, College of Computer Studies

Noted:


NEMESIO H. DAVALOS, Ph.D.
Vice President for Academic Affairs

Approved:


CHRISTIAN ANTHONY C. AGUTAYA, Ph.D.
OIC- University President



Republic of the Philippines
Department of Education
MIMAROPA Region
Division of Oriental Mindoro
District of Victoria
MINAS ELEMENTARY SCHOOL
Alcate, Victoria Oriental Mindoro

March 8, 2024

DR. CHRISTIAN ANTHONY C. AGUTAYA
OIC- Office of the University President
Mindoro State University
Alcate, Victoria, Oriental Mindoro

Thru: MR. JOHN EDGAR S. ANTHONY
Dean, College of Computer Studies
Mindoro State University

Sir,

Greetings in the name of public service!

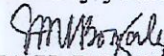
The field of information and communication technology is growing rapidly, and it is important for our students to have the necessary skills and knowledge to succeed in this industry. With this in mind, we believe that your school's expertise and resources can greatly contribute to the development of our students in this area.

In this regard, we would like to request support from Mindoro State University (MinSU) for an ICT Training Program for our intermediate pupils.

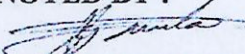
Specifically, we would like to request that Mr. John Edgar S. Anthony, a member of your team, whose experience in ICT is quite extensive may lead the training sessions. We will be much pleased to do the necessary time adjustment your office may so desired to make the training sessions a successful one.

We deeply appreciate your favourable consideration of our request.

Respectfully yours,


MADONNA V. BOONGALING
School ICT Coordinator

NOTED BY :


GIOVANNI J. FAVILA
Principal II

