



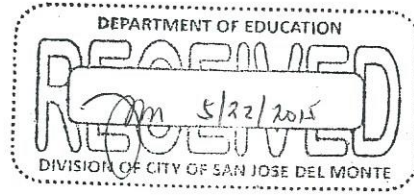
Meycauayan College

Meycauayan City, Bulacan
www.meyc-college.edu.ph

*Committed to Excellence
Dedicated to Service*

May 11, 2015

The Principal



Dear Sir/ Madam:

Greetings!

Meycauayan College, as one of the Certiport Authorized Testing Centers (since 2009) in the Philippines is offering teachers the opportunity to validate their skill and knowledge by taking ICT Certifications. Among our ICT Certifications are Adobe Certified Associate (ACA), Microsoft Office Specialist (MOS), Microsoft Technology Associate (MTA) and Internet & Computing Core Certification (IC3).

This Summer 2015, Meycauayan College will conduct Seminar/Training/ Certification in MOS – Microsoft Office Specialist via Certiport from May 4 to 30 at the College Computer Laboratory B. The objective of this activity is to provide Microsoft Word/ Excel Training to the teachers and after passing the testing level, to proceed with the Certification Online via Certiport. The schedule of the training and examination are the following:

Batch 1	May 25 - 27	(for Rotary ICT Training Awardees)
Batch 2	May 21, 22, 23	
Batch 3	May 28, 29, 30	

Other school:

*Aug. 13-15, 2015
Aug. 20-22, 2015*

Day 1	8AM to 5PM	Registration/ Orientation/ Training
Day 2	8AM to 5PM	Training
Day 3	8AM to 12NN	Testing Assessment
	1PM to 3PM	Mock Exam
	3PM to 5PM	Online Examination

It is in this regard that we would like to invite your teachers to attend the said training. Registration fee is P 1, 500.00 for three (3) days which is inclusive of the following: Review materials, Certificate of Appearance, Certificate of Training Completion, Score Sheet, and a copy of being *Certified* in MOS which serves as their International Certification for passing the Microsoft Online Exam (issued by Microsoft USA).

For further inquiries and/or confirmation of attendance, please contact:

MOS Organization Administrator

Ms. Imelda DC. Reyes, MOS, MAEd

Mobile No. 0917-882-2104 / 0925-722-1004

Email Address: ymellereyes@yahoo.com

Very truly yours,


MR. RENATO P. OCAMPO, CPA

