



Republic of the Philippines
Cordillera Administrative Region
PROVINCE OF KALINGA
Capitol Hills, Bulanao, Tabuk City



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE
Capitol Hills, Bulanao, Tabuk City
in cooperation with
KALINGA STATE UNIVERSITY
College of Business, Administration and Accountancy
Dagupan, Tabuk City, Kalinga

Awards this

CERTIFICATE OF RECOGNITION

to

Eric A. Paloy

In grateful acknowledgement of his distinguished and invaluable service rendered as **RESOURCE SPEAKER** during the In-house Learning and Development on Computer Skills on Application of Information Management System in Office Management conducted on October 20-22, 2020 at Kingsquare Davidson Hotel, Bulanao Norte, Tabuk City, Kalinga.

Given this 22nd day of October, 2020 at Keila Hall, Davidson Hotel, Bulanao Norte, Tabuk City, Kalinga.


GRACE M. KIDANG – FLORES
Provincial Human Resource Management Officer


EDUARDO T. BAGTANG, CPA, DEM
SUC President III, Kalinga State University


HON. FERDINAND B. TUBBAN
Provincial Governor



KALINGA *Shines*



PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE
Capitol Hills, Bulanao, Tabuk City

September 28, 2020

EDUARDO T. BAGTANG, CPA, DBM
SUC President III
Kalinga State University
Hilltop, Purok 6, Bulanao, Tabuk City, Kalinga

KALINGA STATE UNIVERSITY
OFFICE OF THE PRESIDENT
RECEIVED

SEP 29 2020

SIR:

Warm Greetings!

The Provincial Government of Kalinga through the Provincial Human Resource Management Office will be conducting an In-House Learning and Development on Computer Skills focusing on Microsoft Office Version Upgrades to include Adobe Photoshop to Microsoft PowerPoint, Spreadsheets to Databases, Email: Microsoft Outlook to Internet Basics: Microsoft Internet Explorer and everything in between which is scheduled on October 20-22, 2020 at the Keila Hall, Davidson Hotel, Bulanao, Norte, Tabuk City, Kalinga. This professional development intends to provide our employees valuable skills in computer literacy and office productivity operations beneficial to records management and better access to information they need to do their jobs.

In line with this, may we request the below listed IT personnel of your esteemed agency to be our SPEAKERS considering their immense knowledge and experience:

- Mr. Giarhard C. Awis - Assistant Professor IV
- Mr. Stallen Clemence L. Puyoc - Assistant Professor IV
- Mr. Eric A. Paloy - Instructor I
- Mr. Reyman G. Pan-oy - Instructor I

We have Seventy Five (75) participants who are Records Officers, Private Secretaries, Administrative Aides & Officers and personnel incharge of the database/system in the different Offices of the Provincial Government and with strict adherence on the COVID 19 health protocols. As indicated in the attached Course Outline, they will be our subject matter experts for the whole duration of the training.

Thank you and we look forward to more collaboration. Best regards

Very truly yours,

GRASMC
AUTHENTICATED
Date: 08/15/23
APPROVED FOR UPLOADING



Republic of the Philippines
KALINGA STATE UNIVERSITY
Tabuk City, Kalinga

September 30, 2020

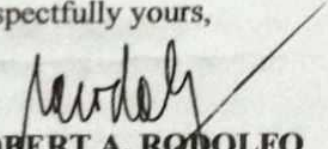
GIARHARD C. AWIS
OIC-Director
DICT
This University

Sir:

Informing you on the request of the Provincial Government of Kalinga as hereby attached for action. In this regard kindly coordinate with the identified personnel of our university to address and prepare for the said training. Likewise you are requested to collaborate with the Provincial Human Resource Management Office for the success of the activity.

Thank you and your positive response to this request is highly appreciated.

Respectfully yours,


ROBERT A. RODOLFO
Bulanao-Campus Administrator





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PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

**EMPLOYEE TRAINING & DEVELOPMENT:
COMPUTER SKILLS**
October 20-22, 2020
Keila Hall, Davidson Hotel, Bulanao, Norte, Tabuk City, Kalinga.

DATE	PARTICULARS	SPEAKERS
October 20, 2020		
8:00am-8:15am	REGISTRATION	L&D Secretariat
8:16am-8:59am	PRELIMINARIES - National Anthem - Invocation - Opening Remarks - Rationale & Course Outline - Message of the LCE - House Rules - Pre Test	HON. FERDINAND B. TUBBAN Provincial Governor
9:00am-4:45pm	Computer Skills focusing on Microsoft Office Version Upgrades to include Adobe Photoshop to Microsoft PowerPoint	MR. GIARHARD C. AWIS Assistant Professor IV Kalinga State University
October 21, 2020		
8:00am-8:15am	-Invocation -Recapitulation	L&D Secretariat
9:00am-4:45pm	Databases: Microsoft Access Spreadsheets: Microsoft Excel Word Processing: Microsoft Word	MR. REYMAR PAN-OY And MR. ERIC PALOY Instructors I Kalinga State University
October 22, 2020		
8:00am-8:15am	-Invocation -Recapitulation	L&D Secretariat
9:00am-4:45pm	Email: Microsoft Outlook Internet Basics: Microsoft Internet Explorer	MR. STALLEN CLEMENCE L. PUYOC, Assistant Professor IV Kalinga State University

