



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

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**Division Advisory No. 129, s. 2024**

December 11, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013 this advisory is issued not for endorsement per DO 28, s. 2001, but only for the information of Division Office officials, personnel/staff, as well as the concerned public.

**CONDUCT OF ASSESSMENT ACTIVITIES IN  
PUBLIC ELEMENTARY AND SECONDARY SCHOOLS**

Attached is a letter from Ms. Almera A. Manalili, School Principal, Conperey Integrated Learning School, Inc., Caticlan Malay, Aklan, relative to its proposal, in partnership with Worldline Development Program Services, to conduct qualifying assessment activities in public elementary and high schools in this Schools Division for its enhanced computer Literacy Program.

The School Heads are given the discretion to act on this matter, subject to existing rules and regulations of the Department.

For more information, you may contact:

*ALMERA A. MANALILI*

*Principal*

*Telephone/Telefax No.: (034)-288-7053*

*Email: [WeAreCONPEREY@hotmail.com](mailto:WeAreCONPEREY@hotmail.com)*



Poblacion, Numancia, Aklan

Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 |  
(036) 265 3740 | (036) 265 3741

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Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
Division of Aklan  
DISTRICT OF MALAY  
Malay, Aklan

2<sup>ND</sup> Indorsement  
November 22, 2024

NOV 26 2024  
10:53am  
J

Respectfully forwarded to the Schools Division Superintendent of Division of Aklan, the herein proposal of Almera A. Manalili, Principal of Conperey Integrated Learning School, Inc., in partnership with Worldline Development Program Services. This initiative aims to introduce an enhanced Computer Literacy Program for elementary and high school students, offering innovative and advanced computer education aligned with the curriculum at minimal cost.

The program also requests approval to conduct assessments in Malay District public schools to identify eligible students. This initiative has great potential to improve technological skills among learners. I trust in your favorable consideration to support this advocacy, recommending appropriate action.

**JESSIE S. FLORES**  
Public Schools District Supervisor





# CONPEREY INTEGRATED LEARNING SCHOOL, INC

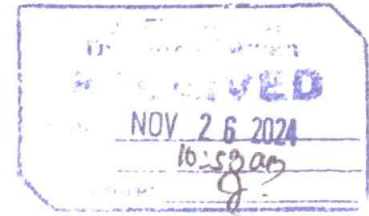
CATICLAN, MALAY, AKLAN, PHILIPPINES

TELEPHONE/TELEFAX NO. (036) 288 - 7053

E-MAIL ADDRESS: WeAreCONPEREY@hotmail.com

October 28, 2024

**FELICIANO C. BUENAFE, JR., CESO VI**  
School Division Superintendent  
Division of Aklan



Dear Mr. Buenafe,

Greetings of Love & Peace!

We are pleased to inform you that Conperrey Integrated Learning School, Inc. has commenced a partnership with Worldline Development Program Services for the promotion of enhanced computer Literacy Program for elementary and high school students. The program is to introduce innovative and advanced computer education at a very low cost which will be based on our curricular program.

Hence, we would like to recommend the approval for Wordline Development Program Services from your good office to allow them to conduct assessment activities in public elementary and high schools under your division in order to determine who will be qualified to avail the program.

We are looking forward to your positive response and support in this advocacy. With ardent desire and fervent hope, we pray.

Very truly yours,

  
**ALMERA A. MANALILI**  
Principal

**SPECIAL SCIENCE COMPUTER EDUCATION DEVELOPMENT PROGRAM**

**WORDLINE DEVELOPMENT PROGRAM SERVICES**

Project Proposal

Project Title : Special Science and Computer Literacy Program  
Thru : *Wordline Development Program Services*  
Area of Coverage : Region NCR, I to XII  
Target of Recipients :Secondary Level / Elementary Level  
Project Proponent :

**OBJECTIVE**

To be able to extend an Educational Development Program to interested recipients at very low and affordable cost especially on Computer Literacy in coordination with an accredited institution which will provide the facilities for learning and thus serves as a gateway for science and technology expanded knowledge acquisition.

**DURATION OF THE PROJECT:**

1. Sixteen (16) sessions
2. Everyn Saturday or Sunday
3. Schedule – two (2) hours every sessions,as per schedule
4. Period- 4 months

**CURRICULUM:**

1. MS Office ( Word, Excel, Powerpoint)
  2. Webpage Design
  3. Animation
  4. Multimedia Flash
  5. Basic Autocad
-

## CERTIFICATE OF PARTNERSHIP

**TO WHOM IT MAY CONCERN:**

This is to certify that **CONPEREY INTEGRATED LEARNING SCHOOL, INC.** and **WORDLINE DEVELOPMENT PROGRAM SERVICES** are partners in delivering Basic Computer Literacy Training to Elementary and Secondary students in the region.

This Certification is issued upon request of **interested party** for whatever legal purpose this may serve.

Issued this 5<sup>th</sup> day of August 2024 at Caticlan, Malay, Aklan, Philippines.

  
**ALMERA A. MANALILI**  
Principal



This certifies that

**WORDLINE DEVELOPMENT PROGRAM SERVICES**  
(NATIONAL)

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry.

This certificate issued to

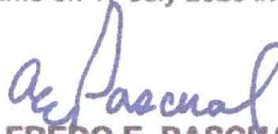
**ARVIN POLICARPIO TIAGA**

is valid from 17 July 2023 to 17 July 2028 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

**Certificate of Business Name Registration**

and issue the same on 17 July 2023 in the Philippines.

  
**ALFREDO E. PASCUAL**  
Secretary

**Business Name No.5108094**

This certificate is not a license to engage in any kind of business and valid only at the scope indicated herein.



WQZX115215098989



Republic of the Philippines  
 Province of Aklan  
 Municipality of Tangalan  
 Office of the Municipal Mayor

Business ID No. T-060417-00296  
 Business TIN 111-111-111-11111  
 Business Permit No. 2024-0600417000-0861  
 Date Issued 2024-02-01  
 Valid Until 2024-12-31  
 Type of Application Renewal

### Business Permit

To whom it may concern,

Pursuant to the revenue code of this Municipality/City, after payment of taxes, fees and charges, etc., and compliance with existing requirements, Permit is hereby granted to the herein Taxpayer.

**OWNER'S NAME**

**ARVIN POLICARPIO TIAGA**

**BUSINESS NAME**

**WORLDLINE DEVELOPMENT PROGRAM SERVICES**

**BUSINESS ADDRESS**

**PUROK 7 JAWILI, TANGALAN, AKLAN**

Business Plate No.:  
**2024-0861**

No. of Employees:  
**1**

Official Receipt No.:  
**8767841**

Official Receipt Date:  
**2024-02-01**

Payment Mode:  
**Annual**

DTI Registration No.  
**05459427**

Type of Business:  
**Sole Proprietorship**

**NOTES:**

1. Exhibit this Permit in Your Establishment.
2. This Permit is only a privilege and not a right, subject to revocation and closure of Business Establishment for any violation of existing Laws and Ordinances and conditions set forth in the Permit.
3. This Permit must be renewed on or before January 20 of the following year unless sooner revoked for cause. Failure to renew within the time required shall subject the Taxpayer to a surcharge of 25% of the amount of taxes, fees or charges due, plus an interest of 2% per month of the unpaid taxes, fees or charges including surcharges.
4. Your Business Establishment is subject to final inspection or regulatory compliance.
5. Surrender this Permit upon retirement of your Establishment.

LINE OF BUSINESS	KINDS OF FEE/TAX	AMOUNT
SALES AND MARKETING (INCLUDING TELEMARKETING) ACTIVITIES	Business Tax	1,000.00
	Occupational Tax	200.00
	Health Certificate	60.00
	Police Clearance	40.00
	Barangay Clearance Fee	100.00
	Mayors Permit	300.00
	Locational Clearance Fee	100.00
	Annual Inspection Fee (Structural)	120.00
	Health Examination Fee	200.00
	Sanitary Permit Fee	100.00
	Interest	0.00
Surcharge	0.00	



REMARKS:



**GRAND TOTAL 2,220.00**



**BASIC COMPUTER LITERACY TRAINING  
CURRICULUM MATRIX**

TOPICS	COMPETENCIES	ACTIVITIES	# OF SESSIONS
<p style="text-align: center;"><b>MS OFFICE</b></p> <ul style="list-style-type: none"> <li>* MS Word</li> <li>* MS Excel</li> <li>* MS Office</li> </ul>	<ol style="list-style-type: none"> <li>1. Determine which tasks each of the major Office programs can perform</li> <li>2. Create professional-looking documents, presentations, and spreadsheets</li> <li>3. Familiarize with some advanced Office functions, including Mail Merge (Word) and formulas (Excel)</li> <li>4. Apply how to use Word, Excel, and PowerPoint in a variety of professional, educational, and personal situations</li> </ol>	<p>Activity 1: Letter            Activity 2: Family Chart            Activity 3: Family Chart PPT            Activity 4: Monthly Expenses            Activity 5: Grade Table Using Average Function</p>	<p><b>3 sessions</b></p>
<p style="text-align: center;"><b>PHOTO EDITING</b></p> <ul style="list-style-type: none"> <li>* Adobe Photoshop</li> <li>* Publication</li> </ul>	<ol style="list-style-type: none"> <li>1. Add images into Photoshop</li> <li>2. Familiarize Photoshop interface and basic tools</li> <li>3. Zoom and navigate images</li> <li>4. Resize and crop images</li> </ol>	<p>Activity 6: Basic Tools            Activity 7: Tarpaulin            Activity 8: Collage and Abstract            Activity 9: Flyer Making            Activity 10: Advertising Poster</p>	<p><b>4 sessions</b></p>

	<ol style="list-style-type: none"> <li>5. Use layers in Photoshop</li> <li>6. Make selections in Photoshop</li> </ol>		
<p style="text-align: center;"><b>SKETCHUP</b></p>	<ol style="list-style-type: none"> <li>1. Familiarize Sketch App interface and basic tools</li> <li>2. Create geometry</li> <li>3. Add models from 3D Warehouse</li> <li>4. Add custom labels</li> <li>5. Create scenes</li> <li>6. Render a basic house perspective</li> </ol>	<p>Activity 11: Creating a bowl to a dome or sphere.  Activity 12: Creating a cone  Activity 13: Creating a pyramidal hipped roof  Activity 14: House Perspective</p>	<p style="text-align: center;">4 sessions</p>
<p style="text-align: center;"><b>VIDEO EDITING</b></p> <p>* Filmora</p>	<ol style="list-style-type: none"> <li>1. Identify the basic interface of filmora</li> <li>2. Import videos, Photos and audios</li> <li>3. Trim a scene or video</li> <li>4. Make video transitions</li> <li>5. Add title \ text on a video</li> <li>6. Render a video or save as video file (MP4)</li> </ol>	<p>Activity 15: Element Panel  Activity 16: Photo Collage w/ Transition  Activity 17: Song Lyrics  Activity 18: Music Video</p>	<p style="text-align: center;">3 sessions</p>

# MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is made and entered into in Kalibo, Aklan ,  
Phillipines by

and between

**Wordline Development Program Services** with office address at Barangay Jawili,  
Tangalan, Aklan represented by its President, **ARVIN P. TIAGA**, herein referred to  
as **Wordline Development Program Services**

-and-

**Conpery Integrated Learning School, Inc.** , a private school with office address in  
Caticlan ,Malay, Aklan represented by its School Principal **Almera A. Manalili**,  
herein referred to as **Conpery Integrated Learning School, Inc.**

Whereas, **Wordline Development Program Services** in its mission to enhance the  
knowledge, skills and values of the young citizens, has agreed to lead and assist  
students to **Conpery Integrated Learning School Inc.** for the proper training and  
acquisition of computer skills and knowledge, in the form of actual education in  
the formal school setting.

Whereas, **Conpery Integrated Learning School, Inc.** entered into contract with  
**Wordline Development Program Services** to facilitate its effort to accommodate  
students to learn and acquire the necessary skills and knowledge in the field of  
computer.

Now, thereof, for and in consideration of the foregoing premises **Conpery  
Integrated Learning School, Inc.** and **Wordline Development Program Services**  
hereby agree on and stipulate the following.

1. **Wordline Development Program Services** shall undertake the recruitment  
selection and recommendation of qualified students in adherence to  
**Conpery Integrated Learning School, Inc.** policies and guidelines for this  
purpose;
    - a. take initiative to recruit students for computer learning;
    - b. collect payments from students and remit financial obligations on time
    - c. provide materials for the selection process of the qualified students;
    - d. assist the instructors in providing learning materials to students;
    - e. accommodate and assist student's processing of documents and other  
pertinent data;
    - f. organize student's specific schedule to fulfill the minimum and maximum  
capacity of the school with the designated school coordinator;
    - g. inform the school, through the coordinator other matters related to the  
student's data;
    - h. designate a representative during the student's culmination;
-

2. **Conpery Integrated Learning School, Inc.** shall:

- a. provide a teacher/professor/lecturer who will deliver a formal training to the student's;
- b. provide facilities which include computer laboratory with 1:1 computer learner ratio;
- c. designate a specific coordinator who will manage this special program;
- d. inform **Wordline Development Program Services** thru its representative matters relating to the management of the program;
- e. see to it that the students complete the agreed scope of study within the agreed duration of the program;
- f. collect a fee of **P90.00** per student per 2- hour session aside from professional fee of instructors;
- g. accomplish the student evaluation card and
- h. provide academic certificate at the end of the program.

3. **DURATION**


This AGREEMENT shall hold for the duration of 4 months or 16 weeks/class sessions every SATURDAY/SUNDAY or holidays for the Academic Year 2024-2025 and is automatically renewable every year provided that **Wordline Development Program Services** and **Conpery Integrated Learning School, Inc.** reserve their respective right to withdraw their participation in the agreement upon written notice.

IN WITNESS WHEREOF, the parties hereto have signed these presents on this *June 27, 2024*, Philippines.

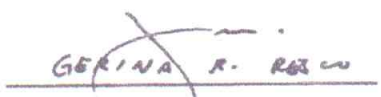
BY:


Wordline Development Program Services

Conpery Integrated Learning School, Inc.

  
ARVIN P. TIAGA  
6-27-24  
President

  
ALMIRA A. MANALILI  
06-27-24  
School Principal

  
GERINA R. ROXAS  
Witness 6-27-24

  
MARLEN LAUREL B. NAVARRO  
Witness 6-27-24

Republic of the Philippines )  
Province of Aklan) S.S.  
Municipality of Kalibo )  
x-----/

### ACKNOWLEDGMENT

BEFORE ME, a Notary Public in and for the Province of Aklan, this October 28, 2024, in Kalibo, Aklan, Philippines, personally appeared :


NAME	COMPETENT EVIDENCE OF IDENTITY
ARVIN P. TIAGA	CRN: 0111-0663096-2
ALMERA A. MANALILI	PRC Reg. No: 2181131

known to me and to me known to be the same person who executed the foregoing **Memorandum of Agreement** and who acknowledged to me that the same is their voluntary act and deed.

This instrument, consisting of two (3) pages, including the page on which this acknowledgment is written, has been signed by the concerned parties and sealed with my notarial seal.

**WITNESS MY** hand and seal on the date and place above written.

Doc. No. 301;  
Page No. 62;  
Book No. 1 ;  
Series of 2024.

  
**ATTY. RHACEL MYING ALAIR**  
Notary Public in and for the Province of Aklan  
Notarial Commission No. 60 (2024-2025)  
Commission Expires on December 31, 2025  
IBP OR No. 399728; January 4, 2024  
PTR No. 8801009/February 6, 2024/Kalibo, Aklan  
Roll of Attorney No. 89506/December 22, 2023  
MCLE Compliance (Admitted to the Bar 2023)  
Email Address: rhacelalair@gmail.com