Republic of the Philippines
Province of Cebu
Municipality of Naga
Office of the Sangguniang Bayan

RESOLUTION NO. 022-F-2009

WHEREAS, the newly established TESDA-supervised Computer Training Center of this administration under the VAL 2020 program is now ready to accept enrollees who want to understand and learn the functions of Word Processing, Spreadsheets and Presentation Software;

WHEREAS, a Student's Guide, containing the admission requirements, enrollment and registration procedure, examination and grading system, requirements for graduation, fees/charges, ID and attire and the table of offenses and penalties, has to be adopted and enacted so as to ensure order and discipline in the said Training Center;

NOW THEREFORE, Be it resolved by Sangguniang Bayan of Naga, Cebu to adopt and approve the following Ordinance:

ORDINANCE NO. 2009-002

ADOPTING THE STUDENT'S GUIDE OF THE NAGA COMPUTER TRAINING CENTER

BE IT ENACTED by the Sangguniang Bayan of Naga, Cebu that:

Section 1. The Student's Guide, containing provisions of the admission requirements, enrollment and registration procedure, examination and grading system, requirements for graduation, payment of fees/charges, ID and attire and the table of offenses and penalties, hereto attached as Annex "A", is herein approved.

Section 2. This Ordinance shall take effect immediately.

UNANIMOUSLY APPROVED this 29th day of June 2009 on mass motion.
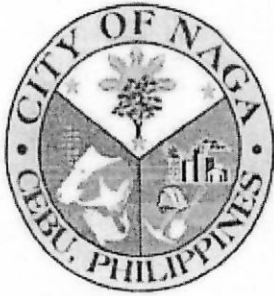
CERTIFIED CORRECT:

DELFIN R. SEÑOR
Vice Mayor/Presiding Officer

ATTESTED BY:

DELZA T. ARELLANO
Secretary to the Sanggunian

APPROVED BY:

VALDEMAR M. CHIONG
City Mayor

Republic of the Philippines
Province of Cebu
City of Naga

COMPUTER TRAINING CENTER

PC OPERATIONS
LGU Program

PROGRAM DESCRIPTION

The PC OPERATIONS/APPLICATIONS Training Program of the City of Naga is intended for individuals who want to understand and learn the functions of Word Processing, Spreadsheets, and Presentation Software which eventually be useful to them.

OBJECTIVE/S OF THE PROGRAM

- To lecture and present to interested individuals with the use of Word Processing, Spreadsheets, and Presentation Software to aid them in their daily activities especially in an office environment;
- To train involved individuals with the cyber-functions & processes for them to learn and make use of Word Processing, Spreadsheets, and Presentation Software resulting to better performance in their respective workplace.

BASIC ADMISSION REQUIREMENTS

- At least High School Level
- At least 15 years of age
- Of Good Moral Character

COURSE OUTLINE

BASIC COMPETENCIES

1. Active participation and effective communication in the workplace
2. Work in a team environment
3. Practice career professionalism
4. Practice occupational health and safety procedures

COMMON COMPETENCIES

1. Apply quality standards
2. Operate a personal computer

CORE COMPETENCY

Unit of Competency
1. Operate a Word-Processing Application   (54 Hours)
   A. Getting Started with Microsoft Word (2003)
   B. Basic Formatting
   C. Advanced Formatting
   D. Advance Word Topic

2. Use e-Mail and Search the Web using Browsers   (40 Hours)
   A. Internet Basic
   B. Using Internet Explorer/ Mozilla Firefox
   C. Email

3. Operate a Spreadsheet Application   (55 Hours)
   A. Microsoft Excel (2003) Basic
   B. Worksheet Layout & Management
   C. Charting, Printing and Page Setup
   D. Advanced Excel Topics

4. Operate a Presentation Package   (30 Hours)
   A. Powerpoint Basics
   B. Enhancing Presentation
   C. Creating A Slide Show
   D. Advanced Powerpoint Topics

COMPETENCY EXAMINATION/ TESTING/ ASSESSMENT

After the completion of each module, the trainee will undergo modular examination and testing covering all the topics of that particular module. After completion of all the required modules, a comprehensive/mastery examination on the entire course will be given to the trainee.

Thereafter, the trainee may apply for assessment *(if still available)* after passing the mastery examination at TESDA Regional Office in Cebu City for Certificate of Competency or National Competency on PC Operations.

ARTICLE I. ADMISSION REQUIREMENTS

The City of Naga Computer Learning Center (CNCLC) is open to individuals who meet the academic standards and who are personally qualified to acquire a special training likewise, willing to abide by the rules and ideals of CNCLC.

Admission requirements may vary depending on the program/module in which the applicant desires to enroll. The City of Naga Computer Learning Center reserves the right not to accept any applicant whose qualifications do not meet the standards and requirements of the program in which he desires to enroll in. Complete list or details of the requirements of each program/module are available in CNCLC office. Initial documents are required from each applicant for proper evaluation of his qualifications with which additional requirements will be submitted prior to his admission to the learning center.

ARTICLE II. ENROLMENT AND REGISTRATION PROCEDURE

Sec. 1. General Procedure

A student must enroll in person during the prescribed registration period. Detailed instructions on enrollment procedures would be posted on conspicuous places and also available in CNCLC Office where a student may wish to enroll.

All applicants desiring to enroll must bring with them the necessary credentials and all other requirements without which, enrollment is not granted to them.

Sec. 2. Student's Status

For a student to be officially enrolled:

1. His enrolment form must be properly filled in, signed, and approved by the office/person indicated in the enrolment form;
2. He must have paid the required fees with the proper receipt of payment;
3. His name must appear on the Class list issued by the CNCLC to the Office of the Overall Head Officer.

For an enrollee to be a bonafide student of the City of Naga Computer Learning Center, he must:

1. Be officially enrolled;
2. Have attended classes; and
3. Not have been dropped from the rolls.

ARTICLE III. DISCONTINUANCE OF THE COURSE/PROGRAM

Sec. 1. Withdrawal from the course or program

Any student may withdraw from any course/program, without the prejudice of penalty imposed by CNCLC if he withdraws within the enrolment period, by accomplishing the required forms and submitting them to the offices concerned.

Any student who discontinues from the course/program without satisfying any of the requirements shall be recorded as "dropped" in the records of the CNCLC.

ARTICLE IV. EXAMINATIONS AND GRADING SYSTEM

Sec. 1. Examinations

1. Four (4) modular examinations (Written and/or Practical) are given after completion of each program and one (1) comprehensive/final examination after the completion of the four (4) modular exams. Schedules for aforestated examinations are available at CNCLC office three (3) days before each takes place.
2. During the examinations:
   a. A student is not allowed to leave from his assigned place without the approval of the instructor/trainer. Any student who violates this

rule will not be allowed to continue taking the examination.
   b. Talking, possessions of any reference materials of any kind (unless authorized), giving or receiving information or any other attempt of communication, and any form of cheating shall be punished with a score of zero for that particular examination.
3. Instructors/Trainers are not obliged to give special or late examination to any student who fails to take any of the above exams at the regular time, except upon a written request approved by the overall head officer.
4. Instructors/Trainers are given the right to exempt deserving students from taking the comprehensive/final examination provided that these students have excellent/superior ratings during modular exams and that exemptions are not contrary to CNCLC policies. However, the instructor/trainer is under no obligation to grant such exemption.

Sec. 2. Credits and Grading

1. *Credits.* A full time student must take prescribed number of hours for the entire program in which he desires to enroll (as specified by the office) to earn a credit.
2. *Course/Program Outline.* It is a policy of the City of Naga Computer Learning Center that on the first day of classes, all instructors/trainers should explain to their students all information pertaining to the course/program and its grading system.
3. *Grades or Ratings.* The City of Naga Computer Learning Center adopts the following grading system equivalence:

Percentage (%)	Symbolic	Standing
96 – 100	A+	Excellent
91 – 95	A	Superior
86 – 90	B+	Very Good
81 – 85	B	Good
75 – 80	C	Fair
74 – Below	D	Needs Improvement

4. *Absences and Tardiness.*
   a. Students (except those exempted) who have been absent for at least twenty percent (20%) of the number of required hours of classwork within the program period shall be considered 'DROPPED'.
   b. Any student who comes late for classes by 10 minutes to 30 minutes, shall be considered as 1 hour absent provided, that he reports and stays present in the remaining hours of the class and in subsequent daily sessions.
   c. Students who, without permission of the instructor/trainer stay out from the classroom for more than 30 minutes, shall be considered as 1 hour absent plus the remaining hours of class daily sessions.

ARTICLE V. REQUIREMENTS FOR GRADUATION

Sec. 1. Requirements for Graduation

The appropriate certificate, special award may be conferred upon the student under the following regulations:

1. The student must satisfy all Course/Program requirements and other conditions required, to be eligible for graduation.
2. The student must attend the graduation ceremony or exercises unless he is excused by the CNCLC office.

ARTICLE VI. PAYMENT AND FEES

Sec. 1. Payment and Fees

a. *Enrollment and Registration.* Registration or enrollment fees shall be paid in full by the students during the registration or enrollment period. No refund of registration fee will be given to any student who decides to withdraw immediate his enrollment unless another qualified student will enroll in his place during the registration period.
b. *Withdrawals Fees.* No refund will be given to a registrant who withdraws his enrollment fees unless another qualified student assumes the slot he is going to vacate. (Note: The student who replaces the withdrawing enrollee must likewise meet all the requirements of the program/course prior to his consideration for enrolment. He will be the one to refund the withdrawing student of the enrollment fees

paid by the latter). City of Naga Computer Learning Center (CNCLC) and the City Government of Naga, Cebu are not held liable for any agreement made by both parties (*the replacing student and withdrawing student*). No refund nor assumption on vacant / withdrawn enrollment will be entertained when the classwork already starts since admission of additional students is discouraged.

ARTICLE VII. ID AND ATTIRE

Sec. 1. Identification Card (ID)

A permanent student identification card is issued to every student after enrollment, subject to expiration. The ID card is strictly required to be displayed/worn by the students upon entry to the City of Naga Computer Learning Center and other LGU premises, and during the use of learning center facilities. It must be presented to any official or personnel in authority upon demand. In case the ID is lost, the student must secure an affidavit of loss and present it to the CNCLC for ID replacement.

Sec. 2. Attire

Although the students are not required to wear uniforms in coming to CNCLC, yet, they should come to class in decent and appropriate attire.

Appendix A
TABLE OF OFFENSES AND PENALTIES

This table is merely a general guideline on the imposition of penalties. It does not limit the rights of the Learning Center granted to it by law to penalize erring students. The investigating body may recommend and the administration may impose penalties for offenses in violation to the Learning Center and the LGU rules and regulations.

Legend:

Frequency of Occurrence		Penalty
1st	1	- Warning
2nd	2	- Reprimand
3rd	3	- Suspension (3 days, Max.)
4th	4	- Dropping or Dismissal
5th	5	- Expulsion

Nature of the Offense		Offenses and Penalties				
		1st	2nd	3rd	4th	5th
1.	Cheating in the examinations	1	2	3	4	
2.	Loitering, loud noises in stairways and immediate areas of on going classes.	1	2	3		
3.	Violation of the office rules, valid orders of competent school authority, regulations on the use of the school facilities and other acts against cleanliness and sanitation in the learning center.	1	2	3		
4.	Disrespect, refusal or disregard of apprehension, summons and notices of personal appearance before persons in authority.	1	2	3		
5.	Smoking inside the classroom and other smoke-free areas.	1	2	3		
6.	Failure to wear the proper attire.	1	2	3		
7.	Obstruction/disruption of classes, school activities administrative work and the like by creating disturbances.	1	2	3		
8.	Defamation/abusive behavior against fellow students, teachers, visitors, employees, officials or their representative.	1	2	3	4	
9.	Entering/representing the learning center or LGU or using its insignia or symbols without proper authority.	1	2	3		
10.	Formation of, participation of the organizations not approved or not recognized by the learning center and the LGU.	1	2	3	4	
11.	Unauthorized meetings, assembles, rallies, strikes pickets or demonstrations against the learning center, within its premises or immediate vicinity outside the learning center, without proper permits.	2	3	4		
12.	Coming to school drunk or under the influence of liquor, or drinking hard drinks inside the school premises.	2	3	4		
13.	Borrowing, lending, tampering of issued school ID or willful possession of more than one of the same, or using, circulating, lending or borrowing their fake/xeroxed versions.	2	3			
14.	Physical assault, intimidation, threats against a school visitor, student, or any other member of the learning center and the LGU.	2	3	4(5)		
15.	Gross dishonesty (i.e. plagiarism, theft, estafa, etc.)	2	3	4		
16.	Illegal purchase, use possession, distribution or sale of the narcotics or dangerous prohibited drugs and similar things.	3	4(5)			
17.	Violation of penal statutes, unauthorized carrying of firearms, explosive materials or other deadly weapons/objects inside the learning center.	4				
18.	Misusing, forging, tampering of school records and other school papers, or using fake or forged school credentials and other papers.	4				
19.	Furnishing mass media or other 3rd parties any false or derogatory information about the learning center or any of its members or employees.	4				
20.	Vandalism, hooliganism, hazing acts offensive to law, good custom/tradition, catholic morality and such other acts that place the learning center in bad light.	4				

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CITY OF NAGA COMPUTER LEARNING CENTER

COMPUTATION OF PAYMENT/CHARGES

Voltage	220volts	
I main	current at main conductor less additional loads	31amps
Pm	Power at main (220 x 31 Amp)	6,820 W

Assume maximum power rating of additional loads

Load 1 - 4 units orbit ceiling fan at 300 watts	1,200 W
Load 2 - Unit projector at 500 watts	580 W

Total Power (Pr)

$$PT = Pm + load\ 1 + load\ 2$$
$$= 6,820 + 1,200 + 580 \qquad 8,600\ W$$

Veco Rate per kw – hr	Php 7.20 / Kw-hr
Cost / Bill per Hour = 8,600 W- hr x Php. 7.20 / kw-hr/Hr	Php 61.92 / Hr
Internet Access (Internet Service Provider) rate per month	PHP 4,000.00
Cost / Bill per Hour = [Php 4000.00 / (22 days x 8 hours)]	Php 22.73 / Hr
TOTAL (Elec. Consumption & Internet Access)	**Php 84.65 / Hr**

COMPUTATION OF FEES BASING ON 25 ENROLLEES

A. Assuming 25 enrollees

B. Php 84.65 + 77.2% (maintenance and other operating expenses) **PHP 150.00**

MAINTENANCE FEE = Php 150 / 25 enrollees	**Php 6.00 / Hr**
PROFESSIONAL FEE (Basing TESDA Rate per Hour)	

* *Instructor/Teacher*	=	*Php 100.00 / Hr*
* *Support Staff*	=	*Php 25.00 / Hr*

i.) Office Hours Class Sessions .

Instructor/Teacher (LGU Employee)	NO Charge
Instructor/Teacher (Non-LGU Employee) = Php 100 / 25 Enrollee	**Php 4.00 / Hr**
Support Staff (LGU Employee)	NO Charge
Support Staff (Non-LGU Employee) = Php 25 / 25 Enrollee	Php 1.00 / Hr

ii.) Beyond/Non-Office Hours Class Sessions

Instructor/Teacher = Php 100 / 25 Enrollee	**Php 4.00 / Hr**
Support Staff = Php 25 / 25 Enrollee	Php 1.00 / Hr

ENROLLMENT FEE = (Maint Fee + Prof. Fee) x Program No. of Hours

Prepared by:

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