



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
RECORDS SECTION
RELEASED
000647
Name: _____
Signature: *f*
FEB 21 2024 Time: _____

Office of the Schools Division Superintendent

Division Advisory
February 19, 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 information of DepEd officials, personnel, staff, and as well as the concerned public.

SEMINARS OFFERED BY JVD TRAINING SERVICES

Attached is a letter from Ms. Jocel V. De Guzman, President of JVD Training Services dated February 12, 2024 regarding their seminar offerings on March and April 2024, for information of all concerned.

Attendance to activities like this will be on a **VOLUNTARY BASIS**. Public and private school teachers and other officials should observe the **no-disruption-of-classes policy** as stipulated in DepEd Order No. 9, s.2005 entitled “*Instituting Measures to Increase Time-on-Task and Ensuring Compliance Therewith*”.

For more information and clarifications, please contact JVD Training Services through mobile no. 09161700559.

Dissemination of this Advisory is desired.

LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

/SGOD-HRDS-KDA

*“DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead.”*

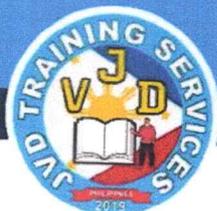


Malusak, Boac, Marinduque
Email: marinduque.deped@gov.ph
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Tayo Marinduque

FEB 13 2024

0224-091

RECEIVED



JVD TRAINING SERVICES

5/F WIL-VIC Building # 125 Kamias Road, Quezon City
Email - jvdtraining@yahoo.com
Tel No. 8 5516287 / Mobile No.0916 1700559

February 12, 2024

DR. LYNN G. MENDOZA
OIC, Schools Division Superintendent
DEPED – MARINDUQUE DIVISION OFFICE
Boac, Marinduque

Dear Sir/Madam:

JVD Training Services will be conducting two (2) seminars on the following subjects as follows:

- ❖ Effective Communication & its Importance in Handling Public Complaints
March 25 and 26, 2024
8:00am – 5:00pm
Camelot Hotel #35 Mother Ignacia Ave., Diliman Quezon City.
Registration fee: Php 4,000.00
- ❖ Fiber and IP Network Essential
April 17 18, and 19, 2024
8:00am – 5:00pm
Camelot Hotel #35 Mother Ignacia Ave., Diliman Quezon City.
Registration fee: Php 6,000.00

The registration fee shall be paid in cash / check **per participant**, payable to JVD Training Services. This includes the module of subject matter, breakfast, lunch, snacks and certificate of completion.

We hope you will send your representatives to this training.

To confirm your attendance, please kindly reply with your filled-up registration form. For inquiries and clarifications, you may reach out to us at Mobile # (0916) 1700559 and look for Ms. Cristy

God bless and Mabuhay!

Truly yours,

JOCEL V. DE GUZMAN
President



Course Title	Effective Communication & its Importance in Handling Customer Complaints
Duration	2 days
Schedule	March 25 - 26, 2024, 8am - 5pm
Venue	Camelot Hotel, Quezon City
Course Overview	When we deal with other people, most of us tend to rely on instinct. Studying the art of communication will enable us to do this much more effectively. In this course, you will be aware of the flow of communication and have the opportunity to practice effective communication techniques, particularly when handling complaints in the office or workplace.
Learning Outcomes	<ul style="list-style-type: none">● Identify the principles and concepts behind communication● Demonstrate the skills necessary to practice effective communication● Effectively apply communication skills in handling customer complaints
Brief Outline	<ol style="list-style-type: none">I. Communication concepts<ol style="list-style-type: none">a) Definitionb) Kinds of Communicationc) The Communication ProcessII. Communication Skills<ol style="list-style-type: none">a) Steps to Effective Communicationb) Understanding Communication Barriersc) Situational Communication: Role PlayingIII. Communicating with the Customer<ol style="list-style-type: none">a) Who is your Customerb) Different Customer NeedsIV. Handling Customer Complaints<ol style="list-style-type: none">a) Why Customers Complainb) Customer Expectationsc) Value and Impact of Customer Complaintsd) Complaint Handlinge) Role Playing

Registration Form

Effective Communication & its Importance in Handling Customer Complaints

Class Schedule : March 25-26, 2024
Class Hours : 8:00 am to 5:00 pm
Venue : Camelot Hotel, #35 Mother Ignacia Avenue, Quezon City
Standard Course Fee: Php 4,000.00 (live out seminar) or Php 6,000.00 (live in seminar)
*Kindly check the box for which package they will opt of

Course fee includes class instruction, course materials, certificate of completion, and use of ancillary equipment and hardware. Audio or video recording of the training course is strictly prohibited. JVD Training Services reserves the right to make changes to the information contained herein without prior notice.

Name of Participants:

- 1. _____ Position: _____ Email/Mobile: _____
- 2. _____ Position: _____ Email/Mobile: _____
- 3. _____ Position: _____ Email/Mobile: _____
- 4. _____ Position: _____ Email/Mobile: _____
- 5. _____ Position: _____ Email/Mobile: _____

***If registering individuals exceed five (5), kindly use multiple copies of this registration form.**

AUTHORIZING OFFICER / CONTACT PERSON:

Name: _____ Position: _____
Company Name/Department: _____
Tel / Mobile No. _____ Signature _____ Printed Name _____

POLICIES ON REGISTRATION

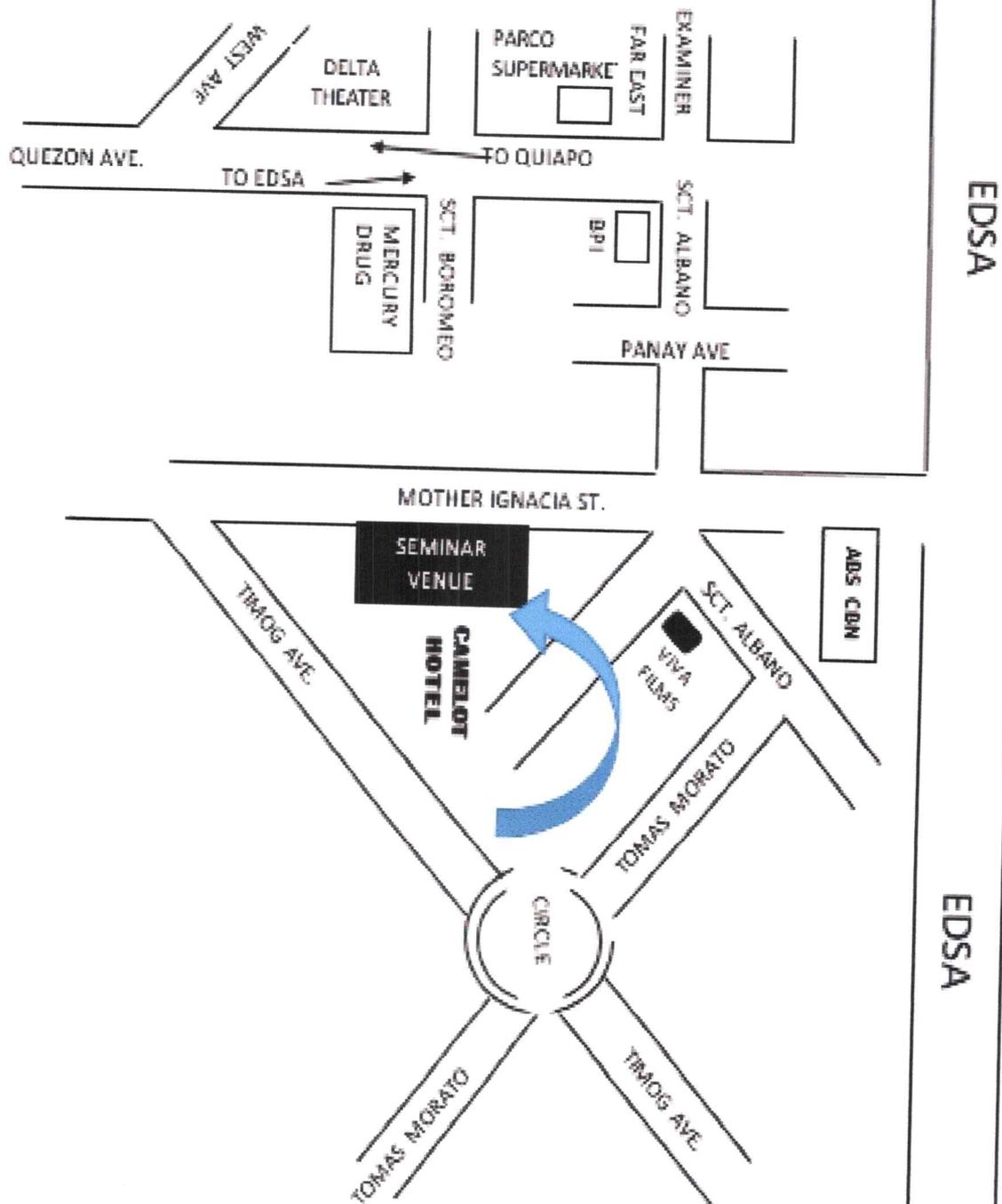
- 1. Standard Registration fee of PHP 4,000/ PHP 6,000 can be paid during the training day itself or deposit the registration fee under JVD Training Services with SB (Security Bank) Account no. **00000-30849320**.
- 2. **Cancellations are accepted (3) working days prior to the training dates. Note: No Advice of cancellation is considered to be paid. Substitutions can be made any time.**
- 3. Kindly email back this reservation form to us at jvdtraining@yahoo.com or call us at (02) 85236242 / Mobile # 09106497534 / 0945 3856995 to ensure your seat is reserved.

CAMELOT HOTEL

#35 Mother Ignacia Ave. Diliman, Quezon City

(02) 373 2101

LOCATION MAP





JVD TRAINING SERVICES

FIBER AND IP NETWORK ESSENTIAL

April 17, 18 and 19, 2024

Description:

A three-day course designed to provide participants in-depth knowledge and skills on fiber optic technology and IP network. This includes discussion and demonstration of fiber optic installation (splicing) and testing and setting-up of an IP Network. Basic understanding on cybersecurity will also be discussed.

Objectives:

- Familiar with the applications of Fiber Optic in networking technology;
- Acquire skills on installation and testing of fiber optic cable
- Identify different IP network technology and protocols
- Set-up and configure IP Network

Course Outline:

A. Fiber Optic Network Technology

1. Fiber Optic Properties
2. Fiber Optic Network Components
3. Basic Design: Fiber Optic Loss Budget
4. Splicing and Testing (Demonstration)

B. Networking Concepts

- a. Network Architectures
- b. Network Topologies and Standards
- c. Network Components
- d. IP Addressing
- e. IP Addresses Classes
- f. Assigning IP Addresses
- g. Subnetting
- C. Setting-up/Configuring IP Network (Wired & Wireless)
 - a. Network Cabling (UTP and Fiber Optic Cable)
 - b. Configure Wired LAN
 - c. Configure Wireless LAN
 - d. Configuring a Router for WAN/Internet Connection

Registration Form

FIBER AND IP NETWORK ESSENTIAL

Class Schedule : April 17, 18 and 19, 2024

Class Hours : 8:00 am to 5:00 pm

Venue : Camelot Hotel, #35 Mother Ignacia Avenue, Quezon City

Standard Course Fee: Php 6,000.00 (live out seminar) or Php 12,000.00 (live in)
**Kindly check the box for which package they will opt of*

Course fee includes class instruction, course materials, certificate of completion, and use of ancillary equipment and hardware. Audio or video recording of the training course is strictly prohibited. JVD Training Services reserves the right to make changes to the information contained herein without prior notice.

Name of Participants:

1. _____ Position: _____ Email/Mobile: _____
2. _____ Position: _____ Email/Mobile: _____
3. _____ Position: _____ Email/Mobile: _____
4. _____ Position: _____ Email/Mobile: _____
5. _____ Position: _____ Email/Mobile: _____

AUTHORIZING OFFICER / CONTACT PERSON:

Name: _____ Position: _____

Company Name/Department: _____

tel: _____ Mobile No. _____ Email adds _____

Signature: _____
PRINTED NAME

POLICIES ON REGISTRATION

1. Standard Registration fee of PHP 6,000 can be (Paid during the training day itself or deposit the registration fee under JVD Training Services with SB (Security Bank) Account no. 00000-30849320.
2. **Cancellations are accepted (3) working days prior to the training dates. Note: No Advice of cancellation is considered to be paid. Substitutions can be made any time.**
3. Kindly email back this reservation form to us at jvdtraining@yahoo.com or call us at (02) 87269768 / Mobile No. **09161700559** to ensure your seat is reserved.



REPUBLIC OF PHILIPPINES
KAGAWARAN NG PANANALAPI
KAWANIHAN NG RENTAS INTERNAS
REVENUE REGION NO.

07A
040

3RC0000964769

BIR Form No. 2303
Revised July 1997

CERTIFICATE OF REGISTRATION

203-561-874-000 DE GUZMAN, JOCEL VILLANUEVA 09/28/1999
UNIT G A4 BLDG. 149 ERMIN GARCIA ST.
E. RODRIGUEZ
QUEZON CITY 1102

TAX TYPE

INCOME TAX
REGISTRATION FEE
WITHHOLDING TAX - EXPANDED/OTH

PERCENTAGE TAX - QUARTERLY
WITHHOLDING TAX - COMPENSATION

TRADE NAME

J V D TRAINING SERVICES

LINE OF BUSINESS / INDUSTRY

8159 OTHER PRIVATE EDUCATION
SERVICES, N.E.C.

Business Registration
11/11/2019

REMINDERS:

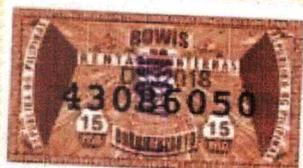
FILING OF REQUIRED TAX RETURNS TO CONFORM WITH ABOVE TAX TYPE/S WITH OR WITHOUT OPERATION TO AVOID PENALTIES

INCOME TAX			
SINGLE PROPRIETOR	CORP/PARTY/ASSOC.		
1701Q	1702Q		
1st Qtr May-15	1st Qtr	MAY 30	
2nd Qtr AUG 15	2nd Qtr	AUG 29	
3rd Qtr NOV 15	3rd Qtr	NOV 29	
1701 APR 15	1702	APR 15	

WITHHOLDING TAX - EXPANDED	
1601EQ - Every last day of the month after the close of	WITHIN 30 DAYS FROM REGISTRATION DATE
0619E - Monthly Return-every 10th of the mo.	AUTHORITY TO PRINT INVOICES AND RECEIPTS should be accomplished.
1604E - Annual Information Return - March 01	BOOKS OF ACCOUNTS shall be registered before the deadline for filing of the first quarterly income tax return or the annual income tax return whichever comes earlier.
WITHHOLDING TAX - COMPENSATION	
1601-C 10th day of the following month	RENEWAL OF ANNUAL REGISTRATION FEE ON OR BEFORE JANUARY 31 USING BIR FORM 0605
1604-CF - Annual Information Return-January 31	IMMEDIATELY INFORM THIS DISTRICT OFFICE IN CASE OF TRANSFER/CESSATION OF REGISTRATION AND OTHER CONCERNS BY FILING FORM 1905

VAT	
2550M - 20th day of the following month	
2550Q - Every 25th day after the close of each quarter	

PERCENTAGE TAX	
2551Q - 1st Quarter	April 25
2nd Quarter	July 25
3rd Quarter	October 25
4th Quarter	January 25



CORAZON R. BALINAS

Myrna F. Salazar
Chief Client Support Section

COMPLETED REQUIREMENTS

Dated: _____

- Registered by SEC as Unclassified
- Submitted Payments

Kindly deposit your payments with our bank account details below

- *Bank Name: Security Bank (SB)*
- *Account Name: JVD TRAINING SERVICES*
- *Account Number: 00000-30849320*
- *Branch: Kamias Road Corner Anonas Extension, Quezon City*

or to our Gcash account:

- *Account Name: JOCEL DE GUZMAN*
- *Gcash Number: 09161700559*