



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS

San Francisco High School Compound, Misamis St. Bago
Bantay, Quezon City



September 1, 2010

MEMORANDUM TO:

Assistant Schools Division Superintendents
Division Supervisors
Elementary/Secondary School Principals
Head Teachers and Teachers In-Charge

Enclosed is a letter from Mr. Dennis O. delos Reyes, Marketing Head, STI College, Quezon Ave, Quezon City, re: ***"Computer Aided English Enhancement Program"***, the contents of which are self-explanatory for the information and guidance of all concerned.

Immediate dissemination of this Memorandum is desired.

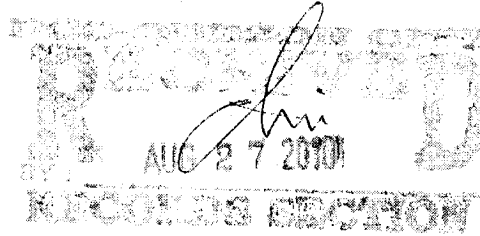
CORAZON C. RUBIO

Asst. Schools Division Superintendent
Officer In-Charge
Office of the Schools division Superintendent

August 27, 2010

Ms. Corazon Rubio

DepEd Superintendent
Division Office, Quezon City



Greetings from STI Quezon Avenue!

We are pleased to inform you that STI College Quezon Avenue will be conducting "**Computer Aided English Enhancement Program**" a two (2) day seminar intended for senior elementary and high school students, pursuant still to our mission of providing quality education within reach.

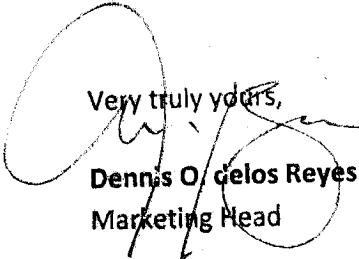
In this regard, we would like to request your usual support by way of sending an endorsement letter in this connection addressed to the school officials that will enable us to strongly deliver a message of encouragement to our recipients.

Attached file is the project brief of the said activity for your perusal.

We will be closely coordinating with your office in this connection. But should you have initial concerns or questions, please feel free to call us at **413.1180** or at **411.8065** and look for the undersigned.

We wish you more power, and hoping for your positive response, Thank you very much and best regards.

Very truly yours,


Dennis O. Delos Reyes
Marketing Head

Computer-Aided English Enhancement Program for Elementary & High School Students

STI College Quezon Avenue is an educational institution that firmly believes in the basic ideals of community service through quality education. This institution is very fortunate to acquire *Auralog-Tell Me More* Program. This is a computer-based-teaching-English enhancement tool. It provides authentic samples of communicative situations (i.e. introduction, in a party, describing ones' family, etc.) where the students are asked to give correct responses based on these situations. The program helps enhance students' macro skills (reading, listening, speaking, reading and writing) through computer games and activities.

Through this project, STI-QA will help strengthen the English language ability of the selected Elementary & High School students. This is our way of thanking the very community that helps nurture our institution.

The following are the details for your guidance

- A. **First day:** Students will be given an introduction in four (4) macro skills in English such as: Listening, Writing, Reading and Speaking
- B. **Second day:** Students will be provided a hands-on application through Tell me more software, a computer-based-teaching-English enhancement tool.

Procedures and Guidelines

1. **Venue:** Participating schools will be given an option to choose whether to conduct the first day of seminar in STI QA or within the participating school's vicinity provided that the school has to prepare the following materials such as: sound system and microphone.
2. **Schedule:** The school may choose schedule from November 5, 2010 – February 29, 2011. This is on first-come-first-serve basis.
3. **Confirmation Slip:** Please send the confirmation slip signed by the School Principal. We will confirm your chosen schedule as soon as we have received your confirmation slip, or work out another date should another school has chosen the said date ahead of you.
4. **Program Inclusions:** Each participant will receive a Training Certificate and Scholarship Discount Certificate (10%).
5. **Culminating event:**
The culminating event will be highlighted by an **Oratorical Speech Competition**. Your school may choose your representative or you may confer with our Trainer-Teacher in selecting your contender. (*Procedures and guidelines to follow*)

Winners will receive the following prizes:

Champion	:	P5, 000 cash,
1st Runner-up	:	P3, 000 cash,
2nd Runner-up	:	P2, 000 cash.

The students will have a four (4) hour session for two consecutive days. At the end of these sessions, the students are expected to:

- a. listen and produce the correct responses in the given exercises and tests;
- b. comprehend authentic American English samples and respond accordingly;
- c. brush up on their basic idioms and recognize the meaning and significance of the changes in voice inflection and other nuances of the American English Language;
- d. review basic grammar through games and simulations; and
- e. feel confident about the way they use the English language

Class	Schedule	Session/Time
1	November 5 & 6, 2010	AM
2	November 5 & 6, 2010	PM
3	November 12 & 13, 2010	AM
4	November 12 & 13, 2010	PM
5	November 19 & 20, 2010	AM
6	November 19 & 20, 2010	PM
7	November 26 & 27, 2010	AM
8	November 26 & 27, 2010	PM
9	December 3 & 4, 2010	AM
10	December 3 & 4, 2010	PM
11	December 10 & 11, 2010	AM
12	December 10 & 11, 2010	PM
13	January 7 & 8, 2011	AM
14	January 7 & 8, 2011	PM
15	January 14 & 15, 2011	AM
16	January 14 & 15, 2011	PM
17	January 21 & 22, 2011	AM
18	January 21 & 22, 2011	PM
19	January 28 & 29, 2011	AM
20	January 28 & 29, 2011	PM

STI College Quezon Avenue
Computer-Aided English Enhancement Program

CONFIRMATION SLIP

Kindly fill-out and submit to STI College Quezon Avenue, c/o Dennis delos Reyes, at Fax No. 411.80.65
or e-mail to sti.quezonavenue@gmail.com.

.....
Please fill and check the information provided

☐ **YES**, we are allowing STI Quezon Avenue to conduct the seminar

☐ **NO**, we will not allow for some reasons.

Venue	Specific venue	No of participants (1 st day)	No of participants (2 nd day)
STI Quezon Avenue	Big Room / Computer Lab.3		
In our school <i>(please specify)</i>	_____		
Date preferred:	_____	<input type="checkbox"/> AM session	<input type="checkbox"/> PM session

Teacher In-Charge (Companion): _____

School Coordinator
(Signature over Printed Name)

School Principal
(Signature over Printed Name)

Date Sent to STI Quezon Avenue: _____