



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**Office of the Schools Division Superintendent**

**May 25, 2026**

**DIVISION MEMORANDUM**

SGOD-2026 - 261

To : Assistant Schools Division Superintendent  
Division Chiefs  
Education Program Supervisors  
Public School District Supervisors  
Public School Heads  
Public School Teachers  
All Others Concerned

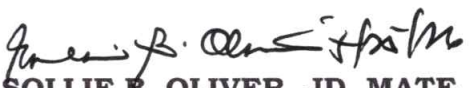
Subject: **INVITATION TO PARTICIPATE IN THE ADVANCE SKILLS SYSTEM TUTORIAL SERVICES**

1. This is in reference to the 1st Indorsement dated May 21, 2026 signed by Allan G. Farnazo, Director IV, the herein invitation letter of Gelanda G. Alberca, Managing Director, Advance Computer Skills System (ADCSS), Tutorial Services, re: "Advance Skills System Tutorial Services.
2. Participation in the activity should only be voluntary and prior arrangement of the concerned school heads and teachers shall be made in compliance with DepEd Order No. 9 s. 2005 re: "Instituting Measures to Increase Engaged Time-on Task and Ensuring Compliance Therewith" ensuring that no classes shall be disrupted and no DepEd funds shall be used.
3. Relevant details and information are provided in the enclosures.
4. Attendance/participation is on official time only.
5. For information and wide dissemination.

For and in the absence of the  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RECEIVED**  
DATE: 25 MAY 2026 TIME: 1:19 PM

Enclosed: As stated.  
BY: SGOD/jsa

  
**SOLLIE B. OLIVER, JD, MATE**  
Chief Education Supervisor - SGOD  
Officer In-Charge



SDC



Republic of the Philippines  
**Department of Education**  
DAVAO REGION



1<sup>st</sup> Indorsement  
May 21, 2026

Respectfully referred to all Schools Division Superintendents, inviting attention to the attached letter of Gelandra G. Alberca, Managing Director, Advance Computer Skills System (ADCSS), Tutorial Services, re: "Advance Skills System Tutorial Services." Participation to this activity is at the discretion of the Schools Division Superintendents. Further, the No Disruption of Classes Policy as stipulated in DepEd Order No. 9 s. 2025, entitled Instituting Measures to Increase Engaged Time on Task and Ensuring Compliance Therewith, must be strictly observed.

**ALLAN G. FARNAZO**  
Director IV

DEPARTMENT OF EDUCATION ROC  
RECORDS SECTION  
**RELEASED**

By: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: May 21, 2024

Re: Gelandra G. Alberca  
Managing Director  
Advance Computer Skills System, Tutorial Services

Enclosed: As stated  
ROC2/mlib



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: region11@depd.gov.ph  
Website: www.depedroxi.ph



**ADVANCE COMPUTER SKILLS SYSTEM ADCSS, TUTORIAL SERVICES**

In coordination with the Department of education (DepEd)

Science and Computer Literacy Program

Main Office 12680 Luna Extension, Digos City

TIN#: 639-745-869-00000/ DTI#: 5418438

Cell#: 0909 4577 868

**ALLAN G. FARNAZO, CESO IV**

Regional Director

Department of Education Region XI

Davao City

DEPARTMENT OF EDUCATION REGION XI

RECORDS SECTION

RECEIVED

5/4/2026

20 MAY 2026

H-4 ✓

Dear Sir/ Madam:

Greetings of Peace!

The ADVANCE COMPUTER SKILL SYSTEM ADCSS, TUTORIAL SERVICES, existing in accordance with law, has launched a program called Science Computer Literacy Program, wants to operate in this region, DepEd Region XI, its aim is to enhance the students' knowledge in Science and Computer usage. Attached herewith are the permit from DTI, and BIR Certificate.

With sincere intention of helping learners and out-of-school youths in this region under your jurisdiction, please allow me to conduct qualifying examination in both primary, elementary, and secondary level, students of the school for only 10 minutes without test fee. The said endeavor will be scheduled anytime this year. A privilege will be granted for students who succeeded in passing the test, and if anyone has attained 95% and above the score, he/she is automatically free from any obligation. Likewise, we give chances to one or two interested teachers in availing the program for free. The following modules to be tackled are: Microsoft Office Application, Canva, Adobe Photoshop, Multimedia, Programming, AutoCAD, and English Proficiency.

At the end of the course, Certificate of Completion will be awarded to the deserving students as a representation of their effort and sacrifices and a proof of being computer-skilled individual. The same Certificate of Completion will be given to teachers, together with the Certificate of Meritorious Achievement.

The universal fact stands that the more we learn, the greater is our chances for success. May this be given a thoughtful consideration and positive response. May God reward you! Thank you very much and God bless you.

Sincerely yours,

  
**GELANDA G. ALBERCA**  
Managing Director



Republic of the Philippines  
**Department of Education**  
 DIVISION OFFICE

**Office of the Regional Director**

In Indorsement  
 January 2, 2024

Respectfully referred to all **Schools Division Superintendents**, inviting attention to the attached letter of Gelande G. Alberca, Managing Director of Advance Computer Skill System ADCSS, Tutorial Services, which is self-explanatory. The discretion of the Schools Division Superintendents is hereby reiterated. Further, the Policy and Guidelines on "No Disruption of Classes" must prevail.

**REBONFAMIL R. BAGUIO**  
 Director III  
 Officer-In-Charge  
 Office of the Regional Director

Re: Gelande G. Alberca  
 Managing Director  
 Advance Computer Skill System ADCSS  
 Tutorial Services

Enclosed: As Stated.

nc11/jmp

DEPARTMENT OF EDUCATION  
 REGIONAL OFFICE  
 DIVISION OFFICE  
 RECEIVED  
 REBONFAMIL R. BAGUIO

DATE: JAN 02, 2024  
 20717



REVISED APRIL 2019

**REPUBLIC OF THE PHILIPPINES**  
**KAGAWARAN / BARANGAYAN**  
**KAWANHAN / DISTRICT**  
**REVENUE REGION**  
**REVENUE DISTRICT OFFICE**

Date OCN Generated: December 6, 2023  
 OCN: 1-5RC028000005960

<b>TIN &amp; BRANCH CODE</b>	<b>NAME OF TAXPAYER</b>	<b>ISSUANCE DATE</b>
689-745-869-00060	ABEROA, GELANDA GALLAWAN	December 6, 2023
<b>REGISTERING OFFICE</b>	<b>Head Office</b>	<b>Branch</b>
<b>REGISTERED ADDRESS</b>	<b>CITY/TOWN/VILLAGE</b>	
1268 LUNA EXT. ZONE 3 (POB)	8002 CITY OF DIGOS (CAPITAL) DAWAO DEL SUR PHILIPPINES	
<b>TAX TYPES</b>	<b>FORM TYPES</b>	<b>FILING FREQUENCY</b>
<b>INDIVIDUAL INCOME TAX</b>	1701/17	ANNUALLY
	01A	January 15 of each year covering income for the preceding taxable year
<b>INDIVIDUAL INCOME TAX</b>	700C	QUARTERLY
	01A	April 15 of each year covering income for the 1st Quarter on or before MAY 15, 2nd Quarter on or before AUGUST 15, 3rd Quarter on or before NOVEMBER 5
<b>PERCENTAGE TAX</b>	255/Q	QUARTERLY
	0605	January 15 of each year covering income for the preceding taxable year
<b>REGISTRATION FEE</b>	0605	ANNUALLY
		January 15 of each year
<b>TAXPAYER TYPE/S</b>	SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)	

<b>BUSINESS INFORMATION DETAILS</b>	<b>CATEGORY</b>	<b>REGISTRATION DATE</b>
		December 6, 2023
<b>TRADE NAME</b>	<b>ADCS TUTORIAL SERVICES</b>	
<b>(PSIC)</b>	3590 OTHER EDUCATION IN EC	
<b>Line of Business</b>	TUTORIAL SERVICES	

**REMINDEES**

- An annual registration fee shall be paid upon registration and every year thereafter on or before the last day of January using BIR Form No. 0606
- Filing of required tax returns to conform with the above tax types whether with or without business operation to avoid penalties.
- For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier from the date of registration. Registration of new set of manual B/As shall be before the use of the same.
- Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1906.
- For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P9,000,000 and who prefer to pay a flat rate, the tax type Percentage Tax (PT) shall be reflected in the certificate of Registration (COR). However, at the start of each taxable year such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect PT unless qualified and opted to avail of the 8% income tax rate annually.

**BIR FORM**  
**2003**  
REVISED: APRIL 2019

**REGISTERED TAXPAYER IDENTIFICATION CERTIFICATE**  
**REVENUE DISTRICT OFFICE - DAVAO CITY**  
**REVENUE DISTRICT OFFICE - Digos, Davao del Sur**

OCN: 115R025000005960  
Date OCN Generated: December 6, 2023

TIN & BRANCH CODE	NAME OF TAXPAYER	ISSUANCE DATE
639-745-869-00000	ALBERTA GERARDA GALWAN	December 6, 2023

REGISTERING OFFICE: Head Office  
REGISTERED ADDRESS: 1268 LUNA EXT. ZONE 3 (PROB), 8002 CITY OF DIGOS (CAPITAL), DAVAO DEL SUR - PHILIPPINES

I hereby certify that the above named person/s is/are registered as indicated above under the provision of the National Internal Revenue Code as amended.

**SA ABUBIN L. MAPARAMBON**

SOIC-REVENUE DISTRICT OFFICER  
(Signature over Printed Name)



**THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS**

**Office of the  
Revenue District Officer  
Client Support Section**



This certifies that

**ADCSS TUTORIAL SERVICES**  
(BARANGAY)

ZONE 3 (POB.), CITY OF DIGOS (CAPITAL) DAVAO DEL SUR - REGION XI (DAVAO REGION)

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

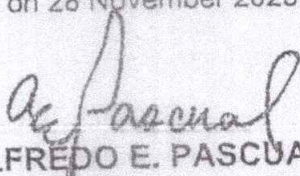
**GELANDA GALLAWAN ALBERCA**

is valid from 28 November 2023 to 28 November 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 28 November 2023 in the Philippines.

  
**ALFREDO E. PASCUAL**  
Secretary

**Business Name No.5418438**

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



FXWE422215491676

Documentary Stamp Tax Paid Php 30.00