

MMAOMAS_P4PEPIEK



**STELLAR TRAINING
CONSULTANCY SERVICES**

Bringing Excellence to Professionals



Certificate of Completion

IS PRESENTED AND GIVEN TO

ALJUN BRYAN A. LACASA, LPT

for successfully completing the

ADVANCED OFFICE MANAGEMENT AND ADMINISTRATION SKILLS TRAINING

on January 29, 30, and 31, 2025 through Stellar Training Consultancy Services Learning Management System

Given this 31st day of January 2025 by Stellar Training Consultancy Services, Davao City, Davao del Sur, 8000, Philippines


GENISA D. YBANEZ, LPT

Training Specialist / Training Instructor

Public Speaker and Technical Vocation Coordinator


JHUNMAR A. HIDALGO, MBA, CHRA

Training Specialist / Training Instructor

Managing Director, STCS

MODULE 1: Introduction to Office Management and Administration Skills / Importance of Office Management / Office Management Based on Procedures Manual

MODULE 2: Advantages of Having Good Office Management / Disadvantages of not Having Office Management / List of important Administrative Skills

MODULE 3: Business Acumen and Administrative Judgment / Decision Making as an Administrative Skill / Leadership as an Administrative Skill / Critical Thinking as an Administrative Skill



WEBSITE:

www.stellartraining.asia

EMAIL US:

hello@stellartraining.asia

TALK TO US:

0968 582 4232



DTI Cert. No.: 4150542



In partnership with
Department of Information & Communications Technology
as a private Tech4ED Center in Lucena City

INFITECH TRAINING CENTER

Certificate of Training

This certificate is issued to

ALJUN BRYAN A. LACASA

For having successfully completed the 10 days online training/seminar in

Basic Computer Literacy

COMPETENCY ACQUIRED: Operate a PC, Using an Email and searching on the Internet, Microsoft Word, Excel and PowerPoint, PC Troubleshooting and Graphic Design using Adobe Photoshop.

From January 2, 2025 to January 11, 2025

(Total of 80 hours)

Information and Communications Technology - ICT Certificate

Your enthusiasm and efforts are significant in making this training successful!

Issued on this 11th day of January 2025
3rd floor Unit B - LSC Building, Quezon Ave. Brgy. 1
Lucena City, Quezon Province 4301


Justin Christopher Jacoba
President & Founder

Certificate No.: BCL-08309

