



September 25, 2024

Dear Participant,

Greetings!

We are pleased to inform you that you are qualified for the training on **CYBERCRIME: EFFECTIVE REPUTATION MANAGEMENT TECHNIQUES, ILCD_CO_CYBERCRIME_2024_02** SCHEDULED ON **OCTOBER 14-18, 2024 | 8:00AM – 12:00NN**.

Please reply to this email and attach the SIGNED commitment form to confirm your attendance until SEPTEMBER 30, 2024. Failure to do so will automatically forfeit your slot to give chance to waitlisted participants.

For the proper guidance in attending this training, we are providing you with the following information:

SESSION DETAILS (ONLINE)

- ✚ Kindly wait for the Zoom meeting link to be emailed by the assigned Course Officer 3 days before the scheduled training.
- ✚ When joining the Zoom Webinar, please make sure that your COMPLETE NAME is entered/reflected.
- ✚ Only registered and confirmed participants from the Registrar Office will be given the link and certificate.

SESSION DETAILS (FACE TO FACE)

- ✚ The venue of the training will be emailed by the assigned Course Officer 3 days before the scheduled training.
- ✚ Additional training requirements (if necessary) will also be emailed by the assigned Course Officer.
- ✚ No WALK-INS allowed. Only registered and confirmed participants from the Registrar Office will be accommodated.

DEFERMENT/NON SHOW

- ✚ Deferment/Dropping must be done 5 days before the start of the training, otherwise, he/she will be considered banned for any trainings offered by the ILCDB for (1) year.
- ✚ Participants, who have taken a graded exercise, quiz, examination or case study, but cannot continue the course for whatever reason, shall be considered FAILED.

TRAINING REQUIREMENTS/DEADLINES

- ✚ By the end training, the Course Officer will be requiring you to submit the Evaluation Form for your insights, reflections or realizations to the training. The outputs per training will also be submitted and will be checked by the Course Officer for the creation of the Report of Grades to be submitted to the Registrar Office. Submission on time is STRICTLY observed for the creation and issuance of the certificate.

CERTIFICATE:

Certificate of Completion (for graded course)	Attendees who PASS the course and submitted all the training requirements.
Certificate of Participation	Attendees who submitted and complied the training requirements and completed the 80% training days.
Certificate of Attendance	Attendees who have not submitted training requirements but have attended at least 80% of the training days.
Certificate of Attendance (for graded training courses)	Attendees who failed the course but have attended 80% of the training sessions.
No Certificate	Attendees who is not included in the official list of participants, incomplete

	in training requirements and below 80% of the training days, deferred and drop-out.
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- ✚ E-Certificates will be issued via email 20 working days except holidays after completing the training requirements.

CONTACT INFORMATION:

- ✚ For further questions and inquiries, please contact Registrar Office through ilcdb.registrar@dict.gov.ph.

Sincerely yours,

The Registrar
Training Management Division
ICT Literacy and Competency Development Bureau

I have read and understood the GENERAL RULES AND REGULATIONS of ICT Literacy and Competency Development Bureau. I shall abide by it and agree to the consequences of any violation or misconduct.

CONFORME:

Participant signature over printed name

NOTED BY:

Supervising Head signature over printed name