

Dasmarinas Village Association Inc.

1417 Campanilla Street, Dasmarinas Village

Tel. No. 817-3316; Fax No. 810-2795

D.V.A. CIRCULAR NO. 2005 - 20

July 1, 2005

HOME SKILLS TRAINING COURSE

Dasmarinas Village Association Inc. will again hold the - HOME SKILLS TRAINING COURSE for housekeepers.

The program aims to provide our housekeepers with knowledge and enhance their skills on aspects of their work at home and instill in them values that help them carry out their jobs with greater sense of professionalism - thus upgrading the quality of service rendered to our families.

It consists of lectures and practical activities to be conducted for 10 meetings starting July 20 to September 21, 2005, from 2:00 - 4:30 P.M. at the Dasmarinas Pavillon. Please refer to the annex for the program content.

The course will be conducted by the Foundation for Professional Training Inc., its volunteer group engaged in women-in-development educational projects.

A maximum of **50 housekeepers** will be admitted to the program on a first-come-first-served basis. There will be no refund but a slot may be transferable to another housekeeper in the same household. A participant may only receive a certificate of attendance for completion of the 10 classes.

The program costs P3,500.00 for 10 meetings or P350/session. We are happy to inform you that the DVA will sponsor 50% of these fees. So you will only have to pay P1,750.00 per housekeeper.

For more information please contact Mrs. Oying Rafael at tel. no. 817-3316. We look forward to your participation in the program. Below is a reservation slip - please fill in and return to us soonest, together with your payment.


LESLIE ANNE T. CRUZ
President


JAMES O. DE JESUS
Governor & Chairman
Community Affairs Committee

Reservation Slip

Date: _____

To: **Dasmarinas Village Association Inc.**
1417 Campanilla Street

I am sending my housekeeper/s to attend your Home Skills Training Course:

Name of Participant/s

Name of Employer : _____ Tel. No.: _____

Address: _____ Enclosed is the amount of P _____

Signature of Employer

PROPOSED CALENDAR
Dasmariñas Village HOUSEKEEPERS TRAINING PROGRAM

Day	Practical Class/Workshop	Values Formation
1	Launching Day Napkin Folding/ Table Skirting	Introduction of the Course
2	Understanding the Basics of Nutrition	Dignity of Man and His Work
3	How to Make a Menu How to Make a Market List	Work in the Home: A Professional Work Work Attitude
4	Housekeeping	Marriage and Family Life
5	Social Skills: Reception Services at Home and Phone Manners Sanitation, Hygiene and Grooming	Video Presentation: Testimonies of Success Stories
6	Table Setting How to Serve at Table	Ang Pakikitungo sa Ating Diyos
7	First Aid	Ang Pakikitungo sa Ating Kapwa
8	Field Trip to Culinary School No Bake Desserts	
9	Laundry Services	Basics of Spiritual Renewal
10	Safety Measures in the Home and Community	Graduation