June 19, 2019

MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Principals
Officers-In-Charge
Public and Private Schools

ACADEMIC WRITING AND RESEARCH WORKSHOP
FOR TEACHERS AND STUDENTS

Attached is Regional Letter No. 126, s. 2019 dated May 20, 2019 re: Academic Writing and Research Workshop for Teachers and Students on August 1-2, 2019 at Assumption College, San Lorenzo Drive, Makati City, content of which is self-explanatory, for information and appropriate action.

Immediate and wide dissemination of this Memorandum is desired.

For:

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

By:

NIDA P. ANDRADA
Public Schools District Supervisor
Officer-in-Charge
Office of the Schools Division Superintendent
To: SCHOOLS DIVISION SUPERINTENDENTS
   Public and Private School Heads

Dear Sirs/ Mesdames:

The Health Education of Australasia Consultancy (HEAC) Corporation is inviting all teachers, researchers, and students of private and public schools to attend in the Academic Writing and Research Workshop for Teachers and Students which was rescheduled from June 27-29, 2019 to August 1-2, 2019 at Assumption College, San Lorenzo Drive, Makati City.

Please find the attached Letter-Request, for reference.

Attendance to the said activity is subject to the No Disruption of Classes Policy of the Department, stipulating that prior arrangements must be made by the School Heads about the affected classes to maximize students' learning time.

For other queries, please address them to Ms. Marie E. Arzaga, President at mobile number +639991731599 or e-mail at heacphilippines@gmail.com.

Very truly yours,

WILFREDO E. CABRAL
Officer-In-Charge
Office of the Regional Director

Encl: As stated

Regional Letter No. 126 s. 2019
pprd/5

Kirstine Andrea C. Vinluan
20th May 2019

DIRECTOR WILFREDO CABRAL
Department of Education
Misamis St. Bago Bantay, Quezon City, National Capital Region
Telephone Numbers: (02) 920-58-24; 921-42-74

Dear Sir/Madam,

Health Education of Australasia Consultancy (HEAC) Corporation is a Filipino-Australian consultancy and training company duly registered under the Securities and Exchange Commission (SEC) in the Philippines. We are requesting for your office a letter of endorsement of our upcoming activity which we believe will benefit students and teachers.

We are hosting a workshop entitled “Academic Writing and Research Workshop for Teachers and Students” led by our expert trainer from Australia, Prof. Michael David Suss to be held at the Assumption College, San Lorenzo Drive, Makati, Philippines on August 1-2, 2019.

The workshop aims to:
- Help improve the academic competence of educators and students in research writing.
- Provide thorough discussion of the research components needed by teachers and students for their thesis and dissertation work.
- Introduce innovative approach in teaching and learning academic and researching writing.
- Bridge the gap that hinders teachers and students alike to fulfill their academic writing requirements.
- Identify the challenges of teachers and students in conducting contextual research study through interactive discussions.
- Provide an overview of the resources and procedures required to help researchers publish their research works.

For your guidance, please see attached copies of the program of activities and registration fee for your reference. We can be contacted at the given email and telephone numbers below.

Thank you very much and looking forward to hearing for your positive response.

Faithfully yours,

MARIE E. ARZAGA
President

Unit 510 Campos Rueda Building 101 Urban Avenue Plo Del Pilar, Makati 1230 Philippines
Email: heacphilippines@gmail.com Mobile: +63 999 173 1699 Web: www.heaceducation.net
31st May 2019

Dear Sir/Madam,

This letter seeks to invite you and any of your faculty to attend our comprehensive workshop on research writing essential for all teachers and students concerned.

We are hosting a workshop entitled “Academic Writing and Research Workshop for Teachers and Students” led by our expert trainer from - Australia, Prof. Michael David Suss (see attached document of speaker’s profile for your perusal).

The workshop aims to:
- Help improve the academic competence of educators and students in research writing.
- Provide thorough discussion of the research components needed by teachers and students for their thesis and dissertation work.
- Introduce innovative approach in teaching and learning academic and researching writing.
- Bridge the gap that hinders teachers and students alike to fulfill their academic writing requirements.
- Identify the challenges of teachers and students in conducting contextual research study through interactive discussions.
- Provide an overview of the resources and procedures required to help researchers publish their research works.

For your guidance, please see attached copies of the program of activities and registration form at this link: https://heacworkshops.blogspot.com/2019/04/academic-writing-and-research-workshop.html

Should you have any further questions, please do not hesitate to get in touch with us and we will get back to you within 24 hours.

Faithfully yours,

MARIE B. ARZAGA
President

Unit 510 Campos Rueda Building 101 Urban Avenue Pio Del Pilar, Makati 1230 Philippines
Email: heacphilippines@gmail.com Mobile: +63 999 173 1599 Web: www.heaceducation.net
WELCOME TO THE EVENT!

ACADEMIC WRITING & RESEARCH WORKSHOP

FOR TEACHERS & STUDENTS

August 1-2, 2019 | 9AM - 5PM
Assembly Hall, Assumption College, San Lorenzo Village, Makati, Philippines
PROGRAM OF ACTIVITIES

DAY 1 AUGUST 1, 2019 (THURSDAY)
Registration starts at 8:30AM

I. Opening..........................................................Mr. Stephen Webb, CEO- HEAC
II. National Anthem and Invocation..........................AV presentation
III. Introduction of Guest Speaker.............................Ms. Marie Arzaga, President-HEAC
IV. Phase 1: Components of Research Writing...............Prof. Michael Suss
   • Title
   • Abstract
   • Introduction and Statement of the Problem
   • Scopes and Limitations
   • Methodology
   • Review of Related Literature
   • Body: Argument
   • Conclusion
   • References

====Lunch Break====

V. Phase 2: Research Title and Abstract: Planning and Selecting Topic
VI. Phase 3: Research Introduction and Statement of the Problem
====Coffee Break====

VII. Phase 4: Research Design, Scope and Methodology
VIII. Phase 5: Data Gathering & Statistical Tools (Excel Demo for Statistics)

====Coffee Break====

IX. Presentation and Forum

DAY 2 AUGUST 2, 2019 (FRIDAY)

I. Warm up activity..............................................Mr. Kristian Yves Lovendino
II. The Review of Related Literature
III. The Body: Academic Writing Tone

====Lunch Break====

IV. Writing Conclusion
V. Making Citations and References

====Coffee Break====

VI. Presentation and forum

====Coffee Break====

VII. Research Grants and Funding Awareness
VIII. Research and Publication Information
IX. Social Networking
XI. Closing and Awarding of Certificates...................Ms. Marie Arzaga, President-HEAC

Mr. Kristian Yves M. Lovendino, MAEd
Host
CONFERENCE PAYMENT DETAILS & PACKAGES

ACADEMIC WRITING & RESEARCH WORKSHOP
FOR TEACHERS & STUDENTS
By: Prof. Michael David Suss, MBA, MEdP&A, MEDStud (TESOL), Med(IntEd)
AUGUST 1-2, 2019

<table>
<thead>
<tr>
<th>Amount</th>
<th>Date Valid</th>
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<tbody>
<tr>
<td>General Admission</td>
<td>P5,500</td>
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</tbody>
</table>

**PAYMENT DETAILS**

Bank Information
Name of Bank: Banco De Oro
Address: BDO Quirino Hi-Way, Bacoor Cavite
Account Name: HEALTH EDUCATION OF AUSTRALASIA CONSULTANCY (HEAC) CORP.
Account Number: 00354 0131 358

1.) Email deposit slip to: heacphilippines@gmail.com
2.) Write complete names of attendees
3.) Keep deposit slip for OR on the day of the conference

Western Union or MLhuillier
Name of Recipient: Marie Christie Arzaga
Address: Unit 510 Campos Rueda Building 101 Urban Avenue, Pio Del Pilar, 1230 Makati City

Paypal Payment
Email
Address: heacphilippines@gmail.com
Note: All charges such as the handling fee (0.05%) will be billed on top of the registration fee to the participant. Participants should provide their Paypal email address for the issuance of invoice.

**INCLUSIONS TO THE PRICE:**

- Lunch and morning and afternoon snacks for 2 days
- Hand Outs
- Certificate of Training

**EXCLUSIONS TO THE PRICE:**
The participants are reminded that the Workshop is in LIVE-OUT hence, hotel accommodation, fares or other extra expenses incurred during the event will be shouldered by the participating individual.

**REFUND POLICY**
A refund is allowed 50 days before the first day of the event minus 25% administrative charge and any other charges the refund process may take. The refund process will be processed not later than 14 working days.

**THE ORGANIZER**

HEAC is a boutique education consultancy and language and skills training provider dedicated to assist Filipino and foreign students pass IELTS and train for other English courses for communication, work, migration and study abroad purposes.

HEAC (Health Education of Australasia Consultancy) Corp., is committed to provide quality and positive life-changing opportunities to all dedicated students and professionals in their quest for success through various education, training and consulting services.
Michael David Suss  
MBA, MEdP&A, MEdStud(TESOL, Med(IntEd))  
Migration Agent (MARN:0957379)

<table>
<thead>
<tr>
<th>Period</th>
<th>Position and Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 2003 – Present</td>
<td>Trainer/ Assessor Supervisor Position Duties</td>
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<tr>
<td></td>
<td>English as an Additional Language (EAL) and Business Management Trainer</td>
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<tr>
<td></td>
<td>Contract Trainer/Workplace Trainer and Assessor and Business Development Consultant at various Registered Training Organisations, including AVETAF College, Professional Pathways (Monash College), Monash University, iAscend, IEGT, Meridian Int., MCIE, Carrick Institute of Education (Contracted Trainer to South Pacific International Pty Ltd)</td>
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<tr>
<td></td>
<td>Student Faculty of Education- La Trobe University, Australia</td>
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<tr>
<td></td>
<td>Policy Researcher- Government of Australia</td>
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<tr>
<td>April 2002- December 2003</td>
<td>Gould League</td>
</tr>
<tr>
<td></td>
<td>National Business Development Manager/IT Manager</td>
</tr>
<tr>
<td></td>
<td>Responsible for the promotion of the organisation through the media and the design, development and maintenance of a membership database</td>
</tr>
<tr>
<td>March 1998- October 1998</td>
<td>Travel Bag/American Express Pty Ltd</td>
</tr>
<tr>
<td></td>
<td>Senior Travel Consultant/Director</td>
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<tr>
<td></td>
<td>Commercial Unit Consultant – Indonesia</td>
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<tr>
<td>December 1993- September 1997</td>
<td>The Travel Bag/American Express Pty Ltd</td>
</tr>
<tr>
<td></td>
<td>Senior Travel Consultant/Director</td>
</tr>
</tbody>
</table>

**EDUCATION**

**Doctor of Education (in progress)**
La Trobe University Commenced 2010
Completing a statistical analysis of the world’s renowned IELTS English language proficiency test  (9 years)

**Graduate Certificate in Australian Migration Law & Practice**
Australia National University, 2008

**Master of Education (International Education)**
Monash University, 2006
Emphasis on the benefits of the Australian educational services to overseas students.

**Master of Educational Studies (TESOL)**
University of South Australia, 1998
Emphasis on English learning by non-English Speakers.

**Master of Educational Policy and Administration**
Monash University, 1996
Emphasis on governance and administrative processes within the school system
To: SCHOOLS DIVISION SUPERINTENDENTS
Public and Private School Heads

Dear Sirs/ Mesdames:

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Very truly yours,

WILFREDO E. CABRAL
Officer-In-Charge
Office of the Regional Director

Encl: As stated

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Work toward excellence... play to win!
May 20, 2019

To: SCHOOLS DIVISION SUPERINTENDENTS
Public and Private School Heads

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