MEMORANDUM TO:

OIC- Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Principals
Officers-in-Charge
Public Schools

June 27, 2019

BUSINESS COMMUNICATION WORKSHOP
OF THE HEALTH EDUCATION OF AUSTRALIA CONSULTANCY CORP


This is issued for information purpose only and not an endorsement of the activity.

Wide dissemination of this Memorandum is desired.

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

Maka-Diyos, Makatoo, Makakalikasan at Makabansa
30th May 2019

DR. UDEL T. TORRECAMPO
OFFICER-IN-CHARGE
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
SDO - MARIKINA

Dear Sir/Madam,

HEAC Corporation is a Filipino-Australian consultancy and training company duly registered under the Securities and Exchange Commission (SEC) in the Philippines.

We write to invite you and your team to join in our upcoming business communication workshop entitled “Writing and Presentation Skills with an Impact – A Communication Workshop for Business Professionals” as an answer to the demand on improving the communication skills of every person doing business. The workshop will be lead and facilitated by Prof. Michael David Suss - A business development manager, management trainer and English training expert based in Melbourne, Australia (see attached profile).

The event will be focused on writing professional business correspondence and improving oral communication skills with concentration on public speaking and social interaction geared towards the development of self-confidence of your team representing your company.

The finer details are designed to:
- Reflect a professional and confident image of your company that clients can trust through your written communication.
- Convey an effective message with the use of right phrases in the right context
- Address the needs of clients as they think they need and not what companies feel their clients need
- Tailor the approach to deliver the right message to the right audience and get the right results.
- Avoid content that does not reflect the company’s expectation and that of the clients
- Speak with confidence at all times
- Form alliances through social networking

For your guidance, please see attached copies of the program of activities and registration form.

Faithfully yours,

MARIE E. ABREAGA
President

Unit 510 Campos Rueda Building 101 Urban Avenue Pio Del Pilar, Makati 1230 Philippines
Email: heacphilippines@bunhill.com Mobile: +63 989 173 1580 Web: www.heaceducation.net
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>8:30M</td>
<td>REGISTRATION</td>
</tr>
<tr>
<td>9AM</td>
<td>INVOCATION, OPENING REMARKS, INTRODUCTION OF SPEAKER</td>
</tr>
<tr>
<td>9:15AM</td>
<td>SELF ASSESSMENT - WHAT DOES YOUR LETTER SAY ABOUT YOU?</td>
</tr>
<tr>
<td>9:45AM</td>
<td>COFFEE BREAK</td>
</tr>
<tr>
<td>10AM</td>
<td>WRITING BUSINESS LETTERS FOR VARIOUS PURPOSES</td>
</tr>
<tr>
<td></td>
<td>PROPOSALS, BUSINESS PLANS, MEMOS, REQUESTS, COMPLAINTS, PURCHASE</td>
</tr>
<tr>
<td>12:NN</td>
<td>LUNCH BREAK</td>
</tr>
<tr>
<td>1PM</td>
<td>WRITING FOR A POSITIVE IMPACT. CONSIDER: FORMAT, CLARITY, TONE, RHETORIC</td>
</tr>
<tr>
<td></td>
<td>WORD CHOICE, INGENUITY</td>
</tr>
<tr>
<td>3:PM</td>
<td>EMAIL WRITING: HOW IMPORTANT IS IT?</td>
</tr>
<tr>
<td>3:30PM</td>
<td>RESPONSIVE WRITING ACTIVITY: USEFUL PHRASES</td>
</tr>
<tr>
<td>4PM</td>
<td>COFFEE BREAK</td>
</tr>
<tr>
<td>4:15PM</td>
<td>PLENARY (FORUM)</td>
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By: Michael David Suss
CONFERENCE PAYMENT DETAILS & PACKAGES

WRITING & PRESENTATION SKILLS WITH AN IMPACT:
A COMMUNICATION WORKSHOP FOR BUSINESS PROFESSIONALS
By: Prof. Michael David Suss, MBA, MEdP&A, MEdStud (TESOL), Med(IntEd)

AUGUST 3-4, 2019

<table>
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<tr>
<th>General Admission</th>
<th>Amount</th>
<th>Date Valid</th>
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<tbody>
<tr>
<td></td>
<td>P3,800</td>
<td>March 28- July 31, 2019</td>
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PAYMENT DETAILS

Bank Information
Bank Payment
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

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.

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

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 40 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, 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.
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

Master of Business Administration
Central Queensland University, 1996
Emphasis on Asian Banking and Financial Systems and business processes

Bachelor of Education
La Trobe University, 1983
Emphasis on comparative education systems.

Bachelor of Arts
Monash University 1976
Double major in Political Science

AFFILIATIONS
• Member of Australian Friends of Tel Aviv University
• Member, Joint JNF/UIA Arava Desert Partnership 2000.
• Member of the International Association for Educational Assessment
• Volunteer Migration Agent for Western Suburbs Legal Service
• Member of the Australian Computer Society.
• Committee Member of the Australia-Indonesia Business Council.
• Member of the Victorian Association for Environmental Education (VAEE)
• Member of the Australian Association for Environmental Education (AAEE)
• Committee member, Joint JNF/UIA Arava Desert Partnership 2000.
• Committee member of Progressive Business Association, the fundraising arm of the Victorian branch of the ALP.
• Member of IKAMA, Indonesian organisation for Australian graduates.
• Member of Australia-Indonesia Association of Victoria.
• Member of American-Australian Association.
• Member of Monash University Alumni Association.
• University of South Australia Alumni Association.
• Member of Central Queensland University Alumni Association.
• Member of Deakin University Alumni Association.
• Member of La Trobe University Alumni Association.

Useful links about the speaker:
https://en.m.wikipedia.org/wiki/Computer_Edge_v_Apple