Advisory No. **380** s. 2025

December 12, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013,
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

MINDTECH SYNERGY INCORPORATED (MSI) ENGLISH PROFICIENCY, LANGUAGE, LITERACY, NUMERACY AND COMPUTER LITERACY PROGRAM

MindTech Synergy Incorporated (MSI), an institution dedicated to providing high-quality tutorial, academic, and skills-development programs tailored to support both educators and learners, invites all schools to join the MSI English Proficiency, Language, Literacy, Numeracy, and Computer Literacy Program.

For more details, please contact:

ENGR.MARK ANTHONY C. PUNONGBAYAN
Chief Executive Officer
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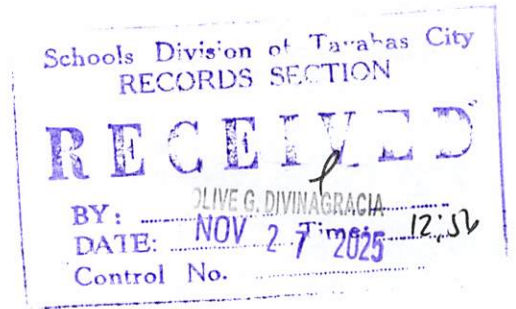
MINDTECH SYNERGY INCORPORATED

Head Office: San Roque St Brgy. 4, Nasugbu, Batangas
SEC Permit #: 2024110176744-00 | Contact Number: 043-416-0270
FB Page: MindTech Incorporated

November 27, 2025

Dr. CELEDONIO BALDERAS JR., CESO V.
The Schools Division Superintendent
Department of Education – City Schools Division of Tayabas
Brgy. Potol Tayabas City, Quezon

Dear Dr. Balderas,

Greetings of continuous learning and innovation!

I am writing on behalf of MindTech Synergy Incorporated, an institution dedicated to providing high-quality tutorial, academic, and skills-development programs tailored to support both educators and learners. In pursuit of our mission to strengthen foundational and advanced competencies essential in the 21st century, we respectfully seek your advisory and support for the implementation of our English Proficiency, Language Literacy, Numeracy, and Computer Literacy Program.

This comprehensive program is specifically designed to empower teachers and learners by enhancing their communication abilities, academic foundations, and technological skills. As the world continues to advance rapidly in the field of Information and Communication Technology (ICT), it is vital that learners develop strong literacy, numeracy, and digital competencies to thrive in both academic and real-world environments.

Through this program, participants will benefit from:
- Strengthened **English Proficiency** for effective written and oral communication;
- Improved **Language Literacy**, including reading comprehension, vocabulary building, and grammar enhancement;
- Enhanced **Numeracy Skills** essential for problem-solving, analytical thinking, and academic performance;
- Increased **Computer Literacy**, focusing on essential computer operations, digital tools, and foundational ICT applications;
- Enriched **academic preparedness** through structured tutorial sessions;
- Upgraded **technical knowledge and ICT awareness** aligned with modern industry requirements;
- Development of **career-ready skills** that support future academic and professional endeavors.

We believe that this program will significantly contribute to the holistic development of your learners—strengthening their academic foundation, digital fluency, and overall confidence. Additionally, this initiative supports teachers by providing them with supplementary tools and strategies that enhance effective instruction in the evolving digital landscape.
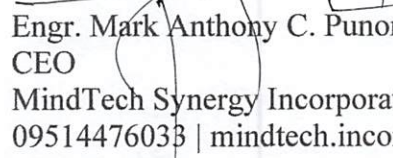
We remain committed to delivering structured, learner-centered, and high-impact training and academic support.

Feel free to contact us at 09514476033 if you would like to discuss this proposal further. Thank you very much for your continued dedication to quality education and for considering this program for the benefit of your learners.

Respectfully yours,

Engr. Mark Anthony C. Punongbayan
CEO
MindTech Synergy Incorporated
09514476033 | mindtech.incorporated@gmail.com

ACADEMIC ENRICHMENT PROGRAM

✓ *MATH-Excel* –The Math-Excell Program is a specialized academic support and enrichment initiative designed to build strong numeracy skills, deepen mathematical understanding, and boost academic performance among learners of all grade levels. The program focuses on mastery, confidence-building, and the practical application of math concepts—helping students excel both in school and in real-world problem-solving.

✓ *Instant Reader in 20 Days* – The Instant Reader in 20 Days Program is an intensive reading intervention designed to develop reading fluency, comprehension, and confidence in learners of all levels. Through structured, progressive, and interactive sessions, learners gain essential reading skills that support academic success across all subjects.

✓ *Spoken English* – The Spoken English Program is designed to help learners and professionals develop confident, clear, and effective oral communication skills in English. Through interactive lessons, practical exercises, and real-life conversation practice, participants gain the tools they need to communicate fluently, professionally, and confidently.

✓ *Effective Writing* – is designed to help learners, students, and professionals enhance their writing skills for academic, professional, and personal purposes. Through structured lessons, practical exercises, and continuous feedback, participants learn how to communicate ideas clearly, accurately, and persuasively in written form.

✓ *MindTech Summer Camp Program* is an engaging and educational initiative designed for learners to explore new skills, enhance their knowledge, and develop personal growth in a fun and interactive environment. Our summer camp integrates academic enrichment, technical skills, and life skills development to provide a well-rounded learning experience.

✓ *Academic One-on-One School Tutorial Program* - is designed to provide individualized and focused learning support to students across all grade levels. This program offers personalized instruction that strengthens academic performance, builds confidence, and enhances understanding in all subject areas.

SKILLS ENHANCEMENT PROGRAM

✓ *Advance Computer Education Program* – The focus of the course is on Microsoft Windows operating system MS OFFICE-Excel, MS Power Point, MS Word, and MS Access. It includes hardware and computer programming.

✓ *Fundamentals of Business Accounting Program* is designed to provide learners with a solid understanding of essential accounting principles, processes, and practices. This program equips students and professionals with the skills needed to manage financial records accurately and make informed business decisions.

✓ *Events Management Services* involve the planning, organizing, coordinating, and executing of various types of events for individuals, organizations, and institutions. These services ensure that every aspect of an event—from concept to completion—is handled professionally, efficiently, and creatively.

✓ *Call Center Service Program* is designed to equip learners and trainees with the essential skills needed to excel in the call center and customer service industry. This program focuses on professional communication, problem-solving, and interpersonal skills required to provide high-quality service in business process outsourcing (BPO) environments.