

The Learning-Mate Tutorial Center *"Live Smarter"*

Dr. Diosdado M. San Antonio
Regional Director
Department of Education Region IV-A
Karangalan ES, Karangalan Village Cainta, Rizal

14131391

Dear Dr. San Antonio:

Subject: Training for Contractuals, Job Orders and Permanent Employees for the Upcoming Civil Service Examination on 6 April 2014

Greetings from the Learning Mate Tutorial Center!

The Learning-Mate Tutorial Center provides educational assistance and exceptional training to further improve its client's academic performance and abilities. It is committed to the empowerment of minds through its holistic system of instruction that is designed to meet each client's needs as well as enhance their innate strengths. It is our desire to develop lifelong learners who are equipped with the fundamental knowledge and study skills needed to attain self-advancement. Furthermore, it addresses clients concerns to help them cope up in their weaknesses and to prepare them for advance studies.

In line with this, we would like to offer the following for Civil Service Examination Review for all your employees:

Our Competitive Advantages:

- a. All our teachers are graduates with cum laude honors from University of the Philippines
- b. We have updated materials for the civil service examinations (2013 edition) (professional and sub-professional level). Every year, we are constantly updating the materials through interviews of our top passers to ensure its quality.
- c. We have a rich experience in conducting in- house trainings for government agencies. We have been of service to twelve (12) national and thirteen (13) local government agencies³¹.
- d. One of our teachers ranked 5th last 2008 on the Civil Service Examination last March 2008.
- e. Attuned in implementing adult learning style.
- f. We have a 88% passing rate in Civil Service Examinations

Hence, we can help you in training your employees by offering an arrangement stated below:

1. A copy of an updated training review materials and practice exercises (October 2013 edition).
2. A copy of 1 Diagnostic Practice and Mock examinations complete with questionnaires, answer sheets and answer keys (with explanation) (15 December 2013 edition- Special Examination)

³¹ The Learningmate Tutorial Center regularly handles the Department of Foreign Affairs Civil Service Review under DFA Ladies Foundation. Fortunately, the center handled it again for the third time last 30 June 2013.

"The Leading Training Provider for Civil Service Examination"

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3. Sessions of 100% Sure-fire method guidelines and techniques in taking civil service examinations. We will be offering training sessions. This will ensure that the participants will get all the information needed for the examination.
4. We will give an exit examination to inform you the current status of the participant.
5. **A copy of lecture notes with step by step solution** to examination questions
6. **Test-taking coaching skills** for all the participants - this is needed to ease pressure for each participant.
7. A copy of *PowerPoint presentations* given during training sessions
8. Competitive teacher/s that can provide tried and tested techniques. We will also provide teacher who ranked 5th in the last Civil Service Examination. Further consultation and access to the facilitators will also be available thru additional (free) meetings, e-mail, and chat.

PROMO! We will be offering a 20% discount for government agencies who will be contracting our services from January to March 2013 (from Php 2,400 to Php 1,920 each person. Special promos will also be offered for partnerships towards government agencies.

Our training sessions will be conducted on- site- exclusive to your institution during weekends. The review sessions can be customized and tailor- fitted to suit your employees' needs. On-site and customized seminars offer the following benefits:

1. Tailor- fitted design- The course can be modified to address your particular training needs.
2. Convenience- your chosen venue would be the most accessible and conducive for your employees.
3. Cost- effective- Affords you substantial savings for at least twenty (20) participants compared to the prices of review sessions offered to the public. Further, installments are allowed for individual and group clients

You may reach us at 0932-9249035 and/or 560-1045 and send us an email at learning_mate@yahoo.com and learningmategroup@gmail.com. Please visit www.learningmategroup.com for more service offerings.

Thank you very much and God bless.

Kind Regards,



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Received: Joseph
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