



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

**Division Advisory No. 025, s. 2024**

February 21, 2024

In compliance with DepEd Order No. 8, s. 2023  
this advisory is issued not for endorsement per DO 28, s. 2001,  
but for the information of DepEd SDO Capiz  
officials, personnel/staff, as well as the concerned public.  
(Visit [www.depedcapiz.ph](http://www.depedcapiz.ph))

Attached is a letter from Mindtech Learning Hub in partnership with Victorem Roxas Online Tutorial Services in connection with the conduct of computer literacy assessment of learners in school, with information that participation is voluntary, with parental consent on the part of the learners, subject to compliance with DepEd Order No. 066, s. 2017 titled “*Implementing Guidelines on the Conduct of Off-Campus Activities*”, DepEd Order No. 9, s. 2005 titled “*Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith*”, DepEd Order No. 19, s. 2008 titled “*Implementation of No Collection Policy in All Public Elementary and Secondary Schools*”, DepEd Order No. 22, s. 2023 titled “*Implementing Guidelines in the School Calendar and Activities for the School Year 2023-2024*” and DepEd Order No. 3, s. 2024 titled “*Amendment to DepEd Order No.22 s. 2023*”.

For more information, please contact:

MARK ANTHONY CANETE PUNONGBAYAN  
Owner/CEO  
MindTech Learning Hub  
Head Office: 2<sup>nd</sup> Floor Botica Jesus Nazareno Bldg.,  
Arnaldo Blvd., Roxas City  
Mobile: 09173241992  
FB Page: MindTech Learning Hub

LISANDER C. OROPIO  
Owner/CEO  
Victorem Roxas Online Tutorial Services  
Brgy. Tanque, Roxas City



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
**Email Address:** [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)



**MINDTECH**

"

*Leaders in Technology"*



In proud partnership with

**VICTOREM ROXAS ONLINE TUTORIAL SERVICES**

**Head Office:** 2nd Floor Botica Jesus Nazareno Bldg., Arnaldo Blvd., Roxas City

**Contact Number:** 0917-324-1992

**FB Page:** MindTech Learning Hub

**MR. MIGUEL D. APOSIN, EdD, CESO V**

Schools Division Superintendent

Capiz Division, Roxas City, Capiz

Dear Sir / Madam,

Good day, and May we always be blessed by the almighty God!

A prerequisite of the Department of Education for each learner is the **INNOVATIVE LEARNING PLATFORM** concerning a digital Era. Computer literacy on the other hand plays a major role that leads the learner to be more competitive in the field of learning.

In this regard, **MINDTECH** is offering private tutorial study that concentrates on the following:

1. Introduction to Computer Hardware and Computer System
2. Microsoft Word
3. Microsoft Power Point
4. Microsoft Excel
5. Basic PC test (Spreadsheet)
6. Photo and Video Editing
7. Animation

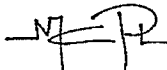
The goal of the program is to make the learners ready in the field of **Information and Communication Technology** as their necessity in becoming future professionals as prescribed by the Philippine Curriculum and cater to them how advanced computer education is being learned. This program consists of sixteen (16) Saturdays / Sundays that are surely organized to sustain the demands of every learning institution in providing accurate knowledge, particularly in the field of computers.

With our strong desire and passion to educate our dear learners, and to make them innovatively ready to work, we are appealing to your good office by asking permission and acceptance to conduct computer literacy assessment among the learners at your reputable learning institution.


It is to inform you as well that the said assessment is a free of charge that only aims to evaluate how far is the knowledge of our dear learners in terms of Communication and Information technology. And to those learners that will pass the assessment, they will be qualified to take the study program to enhance their skills in computer technology. Our company is offering the opportunity to the learners necessity in a voluntary basis and non-recommendation policy from the school Administration.

For your preference and security, our company will follow the rules and guidelines of the school administration. Proper coordination among school personnel will surely be observed. And for your preference, you are free to contact and communicate with us at the given contact details.

Respectfully yours,



**MARK ANTHONY CANETE PUNONGBAYAN**  
Owner / CEO  
MINDTECH



**LYSANDER C. OROPIO**  
Owner/ CEO  
VICTOREM ROXAS ONLINE TUTORIAL SERVICES





This certifies that

**MINDTECH LEARNING HUB**  
(NATIONAL)

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry.

This certificate issued to

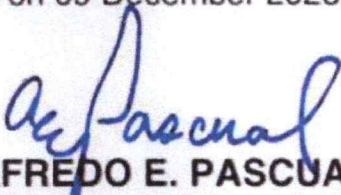
**MARK ANTHONY CAÑETE PUNONGBAYAN**

is valid from 09 December 2023 to 09 December 2028 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

**Certificate of Business Name Registration**

and issue the same on 09 December 2023 in the Philippines.

  
**ALFREDO E. PASCUAL**  
Secretary

**Business Name No.5436813**

This certificate is not a license to engage in any kind of business and valid only at the scope indicated herein.



DXIE153815515556



2303

REVISED: APRIL 2019

REPUBLICA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS

REVENUE REGION NO. 09A - CAVITE-BATANGAS-MINDORO-ROMBLON

REVENUE DISTRICT OFFICE NO. 056 - BATANGAS CITY, WEST BATANGAS

OCN: 058RC2024000000472

Date OCN Generated: January 17, 2024

CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 401-930-554-00000		NAME OF TAXPAYER PUNONGBAYAN, MARK ANTHONY CANETE		TIN ISSUANCE DATE December 7, 2010	
REGISTERING OFFICE X		Head Office		Branch	
REGISTERED ADDRESS SAN ROQUE ST. COR. F. ALIX ST.		BARANGAY 4 4231 NASUGBU BATANGAS PHILIPPINES			
TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE	
INDIVIDUAL INCOME TAX	1701Q	November 11, 2015	QUARTERLY	1st Quarter-on or before MAY 15 2nd Quarter-on or before AUGUST 15 3rd Quarter-on or before November 15	
INDIVIDUAL INCOME TAX	1701	November 11, 2015	ANNUALLY	On or before April 15 of each year covering income for the preceding taxable year.	
PERCENTAGE TAX- QUARTERLY	2551Q	January 1, 2018	QUARTERLY	Within twenty five (25) days after the end of each taxable quarter.	
REGISTRATION FEE	0605	October 31, 2015	ANNUALLY	On or before the last day of January.	
TAXPAYER TYPE/S		SINGLE PROPRIETORSHIP ONLY (RESIDENT CITIZEN)			
BUSINESS INFORMATION DETAILS					
TRADE NAME 1 (PSIC)		MINDTECH LEARNING HUB		CATEGORY	REGISTRATION DATE
Line of Business		85590-OTHER EDUCATION N.E.C.		Primary	January 17, 2024
		LEARNING HUB			

REMINDERS:

1. An annual registration fee shall be paid upon registration and every year thereafter on or before the last day of January, using BIR Form No. 0605.
2. Filing of required tax return/s to conform with the above tax types, whether with or without business operation, to avoid penalties.
3. For new business registrants, application for registration of manual Books of Accounts (B/As) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/As shall be before its use.
4. Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.
5. For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% Income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect "PT", unless qualified and opted to avail of the 8% Income tax rate annually.



**2303**

REVENUE REGION NO. 09A - CABAMIRO (CAVITE-BATANGAS-MINDORO-RUMBLON)  
REVENUE DISTRICT OFFICE NO. 055 - BATANGAS CITY, WEST BATANGAS

REVENUE DISTRICT OFFICE NO. 058 - BATANGAS CITY, WEST BATANGAS

OCN: 058RC2024000000472

Date OCN Generated: January 17, 2024

# CERTIFICATE OF REGISTRATION

401-930-554-00000

**PUNONGBAYAN, MARK ANTHONY CANETE**

December 7, 2010

**x** Head Office

**REGISTERED ADDRESS**  
SAN ROQUE ST. COR. F. ALIX ST.

**T. BARANGAY 4 4231 NASUGBU BATANGAS PHILIPPINES**

RDO DRY SEAL

**MICHELLE U. MOLIG**  
OIC-Chief, Client Support Section  
RD058 - West Batangas

**CHRISTINE M. CARDONA**

REVENUE DISTRICT OFFICER  
(Signature over Printed Name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS





Republic of the Philippines  
Province of Batangas  
Municipality of Nasugbu  
BARANGAY IV POBLACION



OFFICE OF THE SANGGUNIANG BARANGAY  
BARANGAY BUSINESS CLEARANCE

INFORMATION:

Applicant's name: MARK ANTHONY CAÑETE PUNONGBAYAN  
Address: BARANGAY PANTALAN, NASUGBU, BATANGAS  
Birthday: OCTOBER 01, 1988 Age: 35

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that the following is currently in service and operational and permitted by the barangay to engage in the pursuit of his/her business.

MINDTECH LEARNING HUB

*Name of Business*

SAN ROQUE ST. COR F. ALIX ST.

POBLACION 4 NASUGBU  
*Business Address*

This certification has been requested by the above named party in compliance and requirement purposes in securing and/or renewal of municipal business permit/license.

Issued this 4th of JANUARY, 2024 at Barangay IV, Nasugbu, Batangas.

Prepared by:

MYRA LIA M. RAMOS  
Secretary

Certified by:

HON. HENRY B. BAUTISTA  
Barangay Chairman

MARK ANTHONY C. PUNONGBAYAN  
Signature of Owner/Operator/Manager

Brgy. Chair: Hon. HENRY B. BAUTISTA  
Brgy. Councilors:

Hon. AGNES A. DACILLO  
Hon. CHRIS ALVIN V. REYES  
Hon. ALICIA B. VILLALUNA  
Hon. ERWIN P. BALASI  
Hon. ADRIAN CARLO M. ZAFRA  
Hon. RICARDO C. CALINGASAN  
Hon. ROBERT C. LLAIT

SK Chair: JOHN PAUL S. ILAO  
Treas.: Ms. AILEEN B. VILLALUNA

Res. Cert No. 2996224  
BBP No. 2024-01-04-005  
Six Months Validity 01/04/2024

BARANGAY KO MAHAL KO



Republic of the Philippines  
Municipality of Nasugbu  
**BATANGAS**  
OFFICE OF THE MAYOR

2024049

**PERMIT**

**TO ENGAGE IN THE PURSUIT OF THE OCCUPATION / CALLING / BUSINESS**  
**TRADE OR INDUSTRY**

**TO WHOM IT MAY CONCERN:**

**PERMIT HERE GRANTED TO MINDTECH LEARNING HUB of SAN ROQUE ST.  
COR. F. ALIX ST. BRGY. 4 NASUGBU, BATANGAS to engage in the pursuit of the following.**

***SERVICES - TUTORIAL***

Occupation / calling / business / trade industry within the territorial jurisdiction of this municipality, subject to the following terms and conditions.

1. The PERMIT is valid up to and until December 31, 2024 unless sooner revoked;

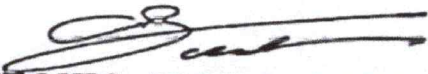
2. That the PERMIT together with the official receipts evidencing payment of the same and the corresponding Municipal License Tax shall be exhibited in or exercised, or in the physical possession of the holder or his authorized representative in case there is no fixed place thereof;

3. That this PERMIT granted pursuant and the subject to all the applicable provisions of the NASUGBU MUNICIPAL TAX ORDINANCE No.62 of 2014, as amended by Revenue Code of the Municipality of Nasugbu, Province of Batangas, approved on Nov. 3, 2014.

4. That violation of any of the foregoing terms and conditions and / or of any law, ordinance, rules, and regulations now existing or which may hereafter be promulgated shall be cause for revocation of this PERMIT and corresponding Municipal License and shall further the owner/holder to the penalties, fines and surcharges imposed by the applicable laws and ordinance.

Issued this 18th day of January 2024 at Nasugbu, Batangas.



  
**ANTONIO JOSE A. BARCELON**  
Municipal Mayor

29653435	20240490	29653435	20240490
401-930-554-000	400.00	401-930-554-000	400.00
NASUGBU, BATANGAS	34247609BTG	NASUGBU, BATANGAS	34247609BTG
January 18, 2024	01/18/2024	January 18, 2024	01/18/2024





This certifies that

**VICTOREM ROXAS ONLINE TUTORIAL SERVICES**  
(CITY/MUNICIPALITY)

CITY OF ROXAS (CAPITAL), CAPIZ - REGION VI (WESTERN VISAYAS)

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry.

This certificate issued to

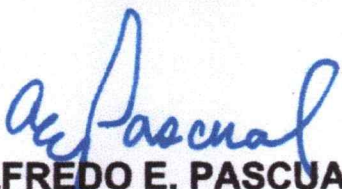
**JOAN DENAGA OROPIO**

is valid from 01 February 2023 to 01 February 2028 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

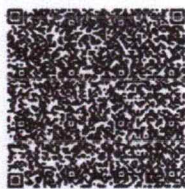
**Certificate of Business Name Registration**

and issue the same on 01 February 2023 in the Philippines.

  
**ALFREDO E. PASCUAL**  
Secretary

**Business Name No. 4620466**

This certificate is not a license to engage in any kind of business and valid only at the scope indicated herein.



YQWN518714495424





Republic of the Philippines  
Province of Capiz  
City of Roxas  
**BARANGAY TANQUE**



**OFFICE OF THE PUNONG BARANGAY**

**BARANGAY BUSINESS PERMIT NO. 2024-0066**


This clearance is hereby granted to JOAN DENAGA OROPIO, **Business of**  
VICTOREM ROXAS ONLINE at Barangay Tanque, City of Roxas, pursuant to the Provision of  
Barangay Revenue Ordinance No. 01 Series of 2011 of this Barangay.

It is understood that the issuance of this Barangay Clearance shall not exempt the license  
from the fulfillment of other requirements in connection with the operation of the business or in  
the conduct of an activity prescribed under the existing Barangay Ordinance.

Name of Applicant: JOAN DENAGA OROPIO  
Applicant Address: WESTLAKE SUBD. BRGY. TANQUE, ROXAS CITY  
Business Location: 2nd/F, BOTICA JESUS NAZARENO BLDG. ARNALDO BLVD, BRGY. TANQUE  
Nature of Business: VICTOREM ROXAS ONLINE TUTORIAL SERVICES  
Marital Status: MARRIED  
Type of Organization: SOLE PROPRIETORSHIP  
Invested Capital/Gross Sale: \_\_\_\_\_  
Invested Capital: \_\_\_\_\_  
Clearance Expiry Date: JANUARY 5, 2025

Issued this 5th day of JANUARY 2024 at Brgy Tanque, Roxas City,  
Philippines.

Paid Under O.R. No. 8142917  
Date Paid: January 5, 2024  
AMOUNT PAID: 500.00

  
**HON. ANITA A. BITO-ON**  
PUNONG BARANGAY