



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2023- 382

To: : Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Public School Heads  
CESWE Passers

Subject : **THREE-DAY REVIEW FOR THE SCHOOL DIVISION SUPERINTENDENT  
EXAMINATION OR EDUCATIONAL MANAGEMENT TEST (EMT)**

Date : August 18, 2023

This is in reference to the invitation letter dated August 17, 2023 signed by Mary Anne D. Torres, Review Coordinator of the ARCZONE, re: Three-Day Online Review for the School Division Superintendent Examination or Educational Management Test (EMT) on August 23-25, 2023 via Zoom.

This Office interposes no objection to the above-mentioned activity and that the participation of DepEd Personnel is voluntary in nature and adherence to the policy on "No Disruption of Classes" per DepEd Order No. 9, s. 2005 entitled "Instituting Measures to Increase Engaged Time-on-Task and no government funds must be incurred".

All other details of the said activity are found in the enclosures for ready reference.

For widest dissemination and information of all concerned.

For and in the absence of the  
Schools Division Superintendent:

**TITO M. ENDRINA, PhD**  
Education Program Supervisor  
Officer-In-Charge

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
22-106888  
DATE: AUG 22 2023 TIME: 6:42P  
BY:

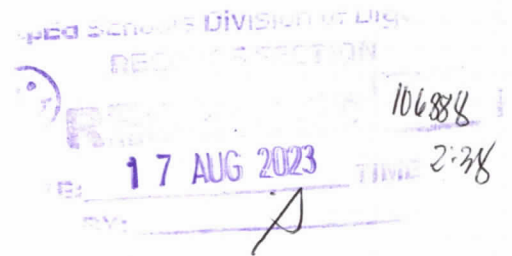
Enclosed: As stated  
SGOD/rbd





August 17, 2023

**DR. MELANIE P. ESTACIO**  
Schools Division Superintendent  
DepEd – Schools Division of Digos City  
Roxas Street cor. Lopez Jaena Street, Zone II,  
Digos City



Dear **Dr. Estacio:**

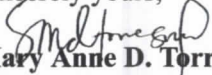
As part of our commitment to support all the efforts of the Department of Education in providing professional advancement to educators, our company is pleased to offer a 3-day review for the **School Division Superintendent Examination or Educational Management Test (EMT)**. This exam preparation program aims to equip the candidates with test taking skills and techniques that would help them in analyzing test items. Moreover, this program thoroughly reviews the concepts covered in each section of EMT.

The Review Program will provide comprehensive and up-to-date materials and resources to help them prepare for the Schools Division Superintendent or Educational Management Test. It will be facilitated by experienced and highly qualified educators who have a wealth of expertise in educational leadership.

We believe that this Review Program will greatly benefit professionals like yourself, as it will equip them with the necessary knowledge and skills to excel in their respective roles and responsibilities. Moreover, it will provide them with valuable insights and strategies to address the challenges faced by educational leaders in our ever-evolving educational landscape.

In line with this, may we invite the schools division and district supervisors, public elementary and secondary school principals, division chiefs and administrators, who hold Certificate of Registration as Professional teachers issued by the Professional Registration Commission (PRC) and all aspirants for the School Division Superintendent position in your area?

Attached are the details of the review class. We look forward to having you as our partner in assisting SDS aspirants be part of the successful examinees of 2023!

Sincerely yours,  
  
**Mary Anne D. Torres**  
Review Coordinator



## 3-Day Review for the Educational Management Test (EMT)

**Schedule:** August 23-25, 2023

**Venue:** Online via Zoom

**Review Fee:** 3,800.00

### RESERVATION IS A MUST.

Dates	Topics
Day 1	<b>AM - Policy Action and Strategic Planning (PASP)</b>  Strategic planning is a disciplined effort that produces fundamental decisions and actions that shape and guide what an educational organization is, who it serves, what it does, and why it does it, with a focus on the future. Effective strategic planning articulates not only where the educational organization is going and the actions needed to make progress, but also how it will know if it is successful.
	<b>PM - Curriculum, Instruction and Management (CIM)</b>  Curriculum defines what is taught, instruction determines how it is taught, and management ensures effective implementation of educational policies and practices. These three interrelated components form the foundation of the educational system, encompassing the key elements necessary for effective teaching and learning. Educational leaders have a multifaceted role in overseeing these components within their districts to improve educational outcomes, provide support to schools and teachers, and foster a conducive learning environment for all students.
Day 2	<b>AM - Research and Evaluation (RE)</b>  Research and evaluation in the school setting is an important aspect of effective leadership in schools. Good leaders make decisions based on empirical data such as instructional designs for students' progress in learning, motivating teachers' performance and instruction, and overall management of the teaching force. The domain tackles the different aspects of the research cycle, different research designs, methods, approaches, and data analysis.
	<b>PM - Educational Leadership and Management (ELM)</b>  This domain covers the different theories and models of leadership and management. The theories and models are presented by looking at its overview, characteristics of a leader, empirical basis, its components, and some examples.
Day 3	<b>AM - Integration (Essay)</b>  The integration session provides the participants with vignettes describing a situation a superintendent might commonly encounter and be required to



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respond to. The vignette is followed by a focused question that asks what the superintendent might do next, what factors the superintendent should consider in responding to the situation, how the superintendent might handle the situation or dilemma presented, or what the potential consequences of action are in the situation. The candidate is required to answer the question with specific details and to give a rationale for the answer when appropriate. This category includes vignettes that deal with situations drawn from such content areas as group processes, facilitation of student learning, and organizational resources and operations, as well as other content areas identified in their job scope.

**PM - Final Practice Test**

**REPLY SLIP**

(Reservation is a MUST. Please send this slip or contact us for reservation. You may use a separate sheet.)

*Name of Participant (s)*

*Contact Numbers*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Name of Division and Contact Number (s): \_\_\_\_\_



**For inquiries and reservations, please contact:**

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## ARCZONE

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# EDUCATIONAL MANAGEMENT TEST *Review*

✓ **Online**

📅 **August 23-25, 2023**



### REGISTER NOW!

SCAN  
ME! >>>



Deadline of Registration: **August 20, 2023**

🔗 <https://tinyurl.com/Registration-EMT>

**FOR INQUIRIES,  
CONTACT US:**



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