



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2024- 222

To: : Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Public School Heads  
Public School Teachers

Subject : **6-DAY CRASH COURSE ON PHILIPPINE PROFESSIONAL STANDARDS FOR SCHOOL HEADS**

Date : April 12, 2024

This is in reference to the Invitation Letter of Ms. Mary Anne D. Torres, Review Coordinator of the ARCZONE Professional Development Incorporated, re: **6-Day Crash Course on Philippine Professional Standards for School Heads.**

The qualified test takers are invited to join the said crash course via ZOOM Meeting (4 hours lecture in a day) on specified dates for Batch 1 and Batch 2. However, attendance shall be on Official Time only.

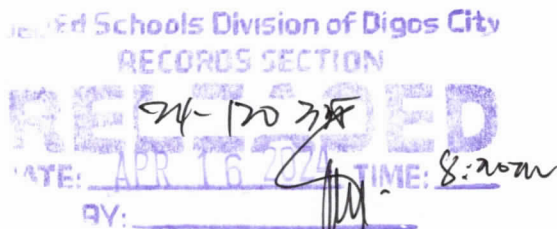
The course fee is Five Thousand Pesos (Php 5,000.00). No government funds shall be utilized for this purpose. The attendance to the said learning and development programs is voluntary basis, therefore, the compliance to DO No. 9,s. 2005 on Instituting Measures to Increase Engaged Time-on-Task is hereby directed.

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

For information and dissemination.

For and in the absence of the Schools Division Superintendent:

**MARIA GENEVIEVE T. FRANCISQUETE**  
Assistant Schools Division Superintendent  
Officer-In-Charge



Enclosed: As stated  
SGOD/rbd



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# ARCZONE

PROFESSIONAL DEVELOPMENT INC.

April 6, 2024

**DR. MELANIE P. ESTACIO**

Schools Division Superintendent

DIGOS CITY

Roxas Street cor. Lopez Jaena Street,

Zone II, Digos City

DepEd Schools Division of Digos City  
SCHOOL DIVISION SUPERINTENDENT  
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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 **6-day Crash Course on Philippine Professional Standard for School Heads (An Intensive Preparation for National Qualifying Examination for School Heads)**.

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 principals' Test.

In connection to this, may we invite the head teachers, teachers-in-charge, master teachers, teacher III and all aspirants for the Principal I position in your division to join the above-mentioned program?

This will cover the following topics:

- Leading Strategically;
- Managing School Operations and Resources;
- Focusing on Teaching and Learning;
- Developing Self and Others;
- Building Connections; and
- SOLO Taxonomy

(02) 7900-5176 | 8723-7426  
(+63) 921-576-1676 | 905-447-3534  
arczone\_eduphil@yahoo.com

2nd Flr. Overland Park Bldg. Banawe St.,  
Quezon Ave., Quezon City  
www.arczoneprofdev.com



# ARCZONE

PROFESSIONAL DEVELOPMENT INC.

Below are the details of the course:

**Venue/Platform:**

**Online via Zoom**

*(4-hours lecture a day with self-paced online exercises)*

**Dates:**

OPTION A (WEEKDAYS)		
Batch	Schedule	Deadline of Registration
1	April 22-27, 2024	April 15, 2024
2	May 13-18, 2024	April 29, 2024
OPTION B (WEEKENDS)		
1	April 19-21 & 26-28, 2024	April 12, 2024
2	May 10-12 & 17-19, 2024	April 26, 2024

**Registration Link:**

<https://tinyurl.com/nqeshrev2023>

**Course Fee:**

**PHP 5,000.00**

*(Soft copy of learning materials, final coaching and mock test)*

**Reservation is a MUST.** For inquiries and reservations, please contact us at:

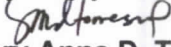
Telephone: (02) 7007-4584 / (02) 7900-5176

Mobile: 0921-576-1676

Email: arczone\_eduphil@yahoo.com

We look forward to having you as our partner in assisting Principal I aspirants be part of the successful examinees of the 2023 National Qualifying Examination for School Heads (NQESH)!

Very truly yours,

  
**Mary Anne D. Torres**

*Review Coordinator*

**Accredited by:**

**Professional Regulation Commission (PRC)**  
as CPD Provider

**Civil Service Commission (CSC)**  
as a Learning and Development Institution

**National Educators' Academy of the Philippines (NEAP)**  
of the Department of Education  
as a Learning Service Provider

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