



National Capital Region
DIVISION OF CITY SCHOOLS
Marikina

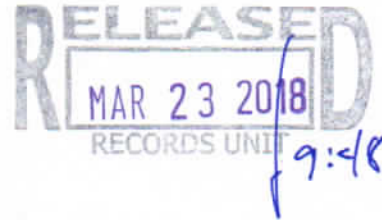
V. Gomez St., San Roque, Marikina City TeleFax.: 646-05-44 : 646-86-42

March 22, 2018

MEMORANDUM TO:

Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals'
Officer-In-Charge
Public and Private Schools

DIVISION OF CITY SCHOOLS
MARIKINA




**SERIES OF SEMINAR-WORKSHOPS OF THE
ARCZONE PROFESSIONAL DEVELOPMENT, INC.**

Attached is a letter from Ms. Jesusa F. Flores, Training Coordinator, ARCZONE Professional Development, Inc., dated March 16, 2018 re: **ARCZONE's Series of Seminar-Workshops**, content of which is self-explanatory, for information.

For more details, all concerned may contact Ms. Flores through mobile numbers 0921-5761676/0915-7959068, email address: arczone_eduphil@yahoo.com, or visit website: www.arczoneprofdev.com.

Immediate and wide dissemination of this Memorandum is desired.


SHERYLL T. CAYOLA
Officer-In-Charge

Office of the Schools Division Superintendent



Dr. Sheryll T. Gayola
Schools Division Superintendent
DepEd-Division of Marikina City
Shoe Ave. cor. Sta. Elena St. Marikina City

A-1212
DIVISION OF CITY SCHOOLS
MARIKINA
RECEIVED
19 MAR 2016
RECORDS UNIT 12:01
March 16, 2018

Dear Dr. Gayola:

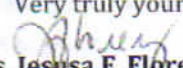
In line with the recent campaign of *ARCZONE Professional Development, Inc.* to help develop and enhance people who are working in government agencies to carry out the best possible service they can, we are delighted to present to you our upcoming seminar-workshop dubbed as **"Enhancing your leadership potential through better choice"**. This two-day workshop comprises five specific topics designed to harness the leadership potential of participants. By providing them with contemporary and cutting-edge training on effective self-presentation and interpersonal skills, it is hoped that they will integrate this knowledge as they make their own choices.

The workshop aims to reinforce one's leadership potential by:

- initiating a mindful choice of communication style that is more relevant and persuasive which helps one to be seen as competent and credible leader
- boosting social confidence through choices that reflect sensitivity and adaptability; and
- adopting fashion choices to establish leadership presence that enables one to deliver organizational goals as they align and engage others

We look forward to working with you in providing professional advancement to your employees. If you have any concerns regarding the said seminar-workshop, please do not hesitate to contact us.

Thank you!

Very truly yours,

Ms. Jesusa F. Flores
Training Coordinator

Accredited by:

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

 Professional Regulation Commission (PRC)
as CPD Provider



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(+632) 781 8885

+63921 576 1676 | +63915 795 9068

3/21/18

The Executive Revolution

"Enhancing your leadership potential through better choice"

Date: April 14-15, 2018

Venue: Teacher Camp, Leonard Wood Road, Baguio City, Benguet

Registration Fee: Php 3,500.00 (inclusive of snacks, lunches, seminar kit, handouts & a certificate)

PROGRAM OF ACTIVITIES

DAY 1	9:00 am – 12:00 nn	Topic 1: APPROPRIATE BEHAVIOR CHOICE Sub-Topic 1.1: The Art of Persuasion Sub-Topic 1.2: Developing Emotional Intelligence in the Workplace and Beyond
	12:00 nn – 1:00 pm	LUNCH
	1:00 pm – 4:00 pm	Topic 2: PRACTICAL COMMUNICATION FUNDAMENTALS Sub-Topic 2.1: Oral Communication a) What Makes a Good Speaker b) Being a Successful Host in Social Events Sub-Topic 2.2: Written Communication a) Handling Personal Correspondence b) Making Social Notes and Invitation
DAY 2	9:00 am – 12:00 nn	Topic 3: ETHICALITY Sub-Topic 3.1: General (or Global) Ethical Conduct Sub-Topic 3.2: Specific (or Situational) Ethical Conduct
	12:00 nn – 1:00 pm	LUNCH
	1:00 pm – 4:00 pm	Topic 4: ELEMENTS OF PHYSICAL WELL-BEING Sub-Topic 4.1: Non-Impact and Controlled Exercises for Flexibility and Definition Sub-Topic 4.2: Appropriate Bearing Choices
	12:00 nn – 1:00 pm	LUNCH
	1:00 pm – 4:00 pm	Topic 5: AESTHETIC HARMONY Sub-Topic 5.1: The Discipline of Grooming Sub-Topic 5.2: Coherent Attire Choice

Upcoming Events

PAMPANGA: Social Action Center of Pampanga (SACOP)

Date: April 21-22, 2018

Venue: SACOP (Pampanga)

Registration Fee: Php 3,600.00

PANGASINAN: Regency Hotel

Date: April 28-29, 2018

Venue: Pangasinan Regency Hotel,

Nalsian, Calasiao, Pangasinan

Registration Fee: Php 3,700.00

REPLY SLIP

(Reservation is REQUIRED.) Please send this slip or contact the secretariat for reservation. You may use a separate sheet.)

Name of Participant (s)

Contact Numbers

Company Name and Contact Number (s): _____



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