



2605-1920

Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

Advisory No. 112, s. 2026

09 JUN 2026

In compliance with DepEd Order (DO) No. 8, s. 2023  
This advisory is issued not for endorsement per DO No. 28, s. 2001,  
But only for the information of DepEd Officials,  
Personnel/staff, as well as the concerned public.

**INVITATION TO ATTEND THE ARCZONE PROFESSIONAL DEVELOPMENT  
SPECIALIZED ONLINE SEMINAR-WORKSHOPS**

The ARCZONE Professional Development, Inc., is respectfully inviting all interested teaching and non-teaching personnel from both public and private schools to attend the following specialized online seminar-workshops designed to equip school personnel with practical competencies, updated knowledge, and responsive educational practices:

Seminar-Workshop	Theme	Schedule and Modality	Registration Fee
1. 3-Day Seminar-Workshop for Non-Licensed Guidance Counselors/ Coordinators	“Strengthening School-Based Guidance and Counseling Services for Holistic Learner Development”	June 23-25, 2026 Online via Zoom	Php 1,500
2. 3-Day Seminar-Workshop for Non-Licensed Librarians	“Empowering School Library Personnel for 21st Century Learners”	June 30-July 2, 2026 Online via Zoom	Php 1,500
3. 3-Day Seminar-Workshop on Campus Journalism for Coaches and School Paper Advisers	“Empowering Young Journalists for Truth, Integrity, and Innovation in the Digital Age”	July 7-9, 2026 Online via Zoom	Php 1,500

These seminar-workshops aim to provide meaningful and enriching learning experiences through engaging discussions, collaborative workshops, and practical applications that participants may readily utilize in their respective schools.

Participation of public and private schools shall be voluntary and subject to the no- disruption-of-classes policy stipulated in DepEd Order No. 9, s. 2005 titled, “Instituting Measures to Increase Engaged Increase Engaged Time-on-Task and Ensuring Compliance Therewith”.

For registration details, see attached letter invitation.

For more information, please contact:

**MARY ANN D. TORRES**  
Training Coordinator  
Email: [arczone\\_eduphil@yahoo.com](mailto:arczone_eduphil@yahoo.com)  
Mobile No.: **0921-576-1676**



SGOD/aff/ADV\_ARCZONE  
June 8, 2026



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May 29, 2026

2605-1920 E931

**DR. VILMA D. EDA**

Schools Division Superintendent  
DepEd - Schools Division of Vigan City  
Mena Crisologo St. cor. Rivero St.  
Barangay IX, Vigan City, Ilocos Sur

Dear Dr. Eda:

Warm greetings!

As schools continue to nurture learners in an ever-evolving educational environment, the need for capable and well-supported school personnel becomes more significant than ever. Guidance coordinators, library personnel, and campus journalism advisers play essential roles in shaping learner development, promoting student well-being, strengthening literacy and information services, and fostering responsible student communication within both public and private school communities.

In line with this, ARCZONE Professional Development, Inc. respectfully presents the following specialized online seminar-workshops designed to equip school personnel with practical competencies, updated knowledge, and responsive educational practices:

No.	Seminar-Workshop	Theme	Schedule and Modality	Registration Fee
1	3-Day Seminar-Workshop for Non-Licensed Guidance Counselors/Coordinators	<i>"Strengthening School-Based Guidance and Counseling Services for Holistic Learner Development"</i>	June 23-25, 2026 Online via Zoom	Php 1,500
2	3-Day Seminar-Workshop for Non-Licensed Librarians	<i>"Empowering School Library Personnel for 21st Century Learners"</i>	June 30-July 2, 2026 Online via Zoom	Php 1,500
3	3-Day Seminar-Workshop on Campus Journalism for Coaches and School Paper Advisers	<i>"Empowering Young Journalists for Truth, Integrity, and Innovation in the Digital Age"</i>	July 7-9, 2026 Online via Zoom	Php 1,500



These seminar-workshops aim to provide meaningful and enriching learning experiences through engaging discussions, collaborative workshops, and practical applications that participants may readily utilize in their respective schools. The programs are carefully designed to strengthen professional competence, improve service delivery, and support the holistic development of learners.

For twenty-two (22) years, ARCZONE Professional Development, Inc. has remained committed to providing quality professional development programs nationwide. The institution is proudly recognized as an accredited Continuing Professional Development (CPD) Provider by the Professional Regulation Commission (PRC) and an accredited Learning and Development Institution (ALDI) by the Civil Service Commission (CSC).

In this regard, may we respectfully seek your valuable support in disseminating this invitation to interested teaching and non-teaching personnel from both public and private schools within your division who may greatly benefit from these timely and relevant training opportunities.

Attached herewith are the complete program details, registration links, QR codes, and other pertinent information for your review and consideration.

We sincerely look forward to collaborating with your esteemed office in supporting continuous professional growth, strengthening learner-centered services, and empowering school personnel toward educational excellence.

Thank you very much for your continued commitment and support to the development of educators and learners.

Respectfully yours,

  
Mary Anne D. Torres  
Training Coordinator



## 3-Day Online Seminar–Workshop for Non-Licensed Guidance Counselors/Coordinators

*“Strengthening School-Based Guidance and Counseling Services for Holistic Learner  
Development”*

### Rationale

Many private school guidance practitioners serve learners without formal counseling licensure or full academic training in guidance and counseling. This seminar-workshop aims to equip them with foundational knowledge, practical counseling skills, and school-based program management competencies aligned with **RA 9258 (Guidance and Counseling Act of 2004)**, **DepEd policies**, and **child protection standards**. Through interactive sessions, workshops, and peer collaboration, participants will strengthen their capacity to deliver ethical, learner-centered, and responsive guidance services.

The seminar recognizes the unique challenges faced by non-licensed guidance practitioners, including limited access to structured training, handling diverse student needs, and navigating program implementation within private school settings. By providing a structured learning environment that balances theory and practice, the workshop encourages participants to reflect on their current practices, enhance their professional competence, and apply evidence-based strategies in their respective schools.

### Program Description

The seminar-workshop is designed to provide participants with a **comprehensive understanding of the principles, practices, and practical applications of school-based guidance and counseling services**. Participants will be guided through interactive learning experiences that include discussions, hands-on activities, case studies, and collaborative exercises, allowing them to translate knowledge into actionable practices.

The training emphasizes:

- The **roles, responsibilities, and ethical standards** of guidance practitioners in basic education settings.
- **Counseling and communication skills** necessary to address students’ academic, personal–social, and career concerns.
- Practical approaches to **designing and implementing a school guidance program** that responds to learners’ holistic needs.
- Tools and strategies for **student assessment, case documentation, referrals, and intervention planning**.
- Building effective **collaboration with stakeholders**, including teachers, parents, administrators, and external partners, to enhance learner outcomes.



## General Objectives

By the end of the 3-day training, participants will be able to:

1. Understand the scope, roles, and ethical standards of non-licensed guidance practitioners in basic education settings.
2. Demonstrate basic counseling and communication skills applicable to school-based support services.
3. Design and implement a school guidance program responsive to learners' academic, personal-social, and career needs.
4. Apply appropriate tools for student assessment, case documentation, referrals, and intervention planning.
5. Strengthen collaboration with stakeholders (teachers, parents, administrators, and external partners) for holistic learner development.

**Target Participants:** Guidance Coordinators/Counselors/Teachers Performing Guidance and Counseling Services without RGC license

**Dates:** June 23-25, 2026

**Modality:** Online via Zoom

**Registration Fee:** Php 1,500

To register, kindly scan the QR code or click the link below.



Link: <https://tinyurl.com/DepEd-NI-Guidance>



## **3-Day Online Seminar-Workshop for Non-Licensed Librarians**

*“Empowering School Library Personnel for 21st-Century Learning”*

### **Rationale**

School libraries play a vital role in supporting literacy development, curriculum delivery, and lifelong learning. In many schools, however, library services are handled by non-licensed librarians, teachers, or support staff who have limited formal training in library management. This seminar-workshop is designed to address this need by providing practical and relevant training that will enhance the competencies of school library personnel and strengthen the contribution of school libraries to 21st-century learning.

### **Program Description**

The 3-Day Seminar-Workshop for Non-Licensed Librarians, with the theme “Empowering School Library Personnel for 21st-Century Learning,” aims to equip participants with essential knowledge and skills in basic library management, organization of resources, and information literacy. The program combines lectures, hands-on workshops, and collaborative activities to help participants manage school libraries more effectively, integrate digital tools, and support teaching and learning in their respective institutions.

### **Program Objectives**

At the end of the 3-day seminar-workshop, participants will be able to:

1. Understand the roles and responsibilities of school librarians in supporting literacy and learning.
2. Apply basic library management and organization practices in school library operations.
3. Utilize digital tools and information literacy strategies appropriate for 21st-century learners.
4. Strengthen collaboration and advocacy skills to enhance the effectiveness of school library services.

### **Target Participants**

- Non-licensed private school librarians
- Library personnel or support staff
- Teachers assigned as library in-charge
- Literacy coordinators or information resource officers



**ARCZONE**  
PROFESSIONAL DEVELOPMENT INC.

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



**Dates:** June 30-July 2, 2026

**Modality:** Online via Zoom

**Registration Fee:** Php 1,500

**To register, kindly scan the QR code or click the link below.**



**Link:** <https://tinyurl.com/DepEd-NL-Librarians>



## 3-Day Seminar-Workshop on Campus Journalism for Coaches and School Paper Advisers

*“Empowering Young Journalists for Truth, Integrity, and Innovation in the Digital Age”*

### Rationale

Campus journalism plays a vital role in developing students’ writing, critical thinking, and responsible reporting skills. As the digital landscape evolves, campus journalists must not only master traditional journalistic principles but also adapt to emerging trends, multimedia platforms, and ethical challenges. This 3-day seminar-workshop aims to **equip campus journalism coaches and school paper advisers** with updated knowledge, practical strategies, and innovative approaches to guide young journalists effectively. By strengthening their mentoring capabilities, this program seeks to enhance the overall quality of campus publications, promote responsible reporting, and encourage innovation in the age of digital journalism.

### Program Description

The 3-Day Seminar-Workshop on Campus Journalism aims to equip campus journalism coaches and school paper advisers with updated knowledge, practical skills, and innovative strategies in mentoring young journalists. The program covers journalism ethics, responsible reporting, writing, editing, multimedia journalism, and the use of digital tools to strengthen campus publications and promote truth-driven storytelling in the digital age.

### Objectives

By the end of the seminar-workshop, the participants will be able to:

1. **Understand** the latest trends, ethics, and standards in campus journalism in alignment with national guidelines.
2. **Develop** effective coaching strategies for training student journalists across different categories, including writing, photojournalism, and broadcasting.
3. **Explore** digital tools and multimedia platforms to integrate mobile journalism and online publishing into campus publications.
4. **Apply** hands-on techniques in editing, lay outting, and multimedia content production.
5. **Strengthen** collaboration between coaches and advisers to foster a community of innovation and truth-driven reporting.

### Target Participants

- Campus journalism coaches
- School paper advisers
- Teacher-advisers handling campus publications
- English or Filipino teachers involved in journalism activities



# ARCZONE

PROFESSIONAL DEVELOPMENT INC.

• Student publication moderators/coordinators

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



**Dates:** July 7-July 9, 2026

**Modality:** Online via Zoom

**Registration Fee:** Php 1,500

To register, kindly scan the QR code or click the link below.



Link: <https://tinyurl.com/DepEd-CampusJourn>



Payment shall be made payable to:

Account Name: **Philippine Association of Records Officers and Archivists, Inc. (No abbreviation)**

Account Number: **200036322941**

Bank: **EASTWEST BANK (Quirino Hi-way, Talipapa, Novaliches, Quezon City)**

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In this regard, we respectfully request your approval for the participation of your designated personnel on official business, subject to the usual accounting and auditing rules and regulations. Participation in this activity shall support your office's compliance initiatives under R.A. 9470, COA Circular No. 2020-006, and Civil Service Commission policies on continuing professional development and organizational capability enhancement.

For confirmation, further inquiries, and clarifications, you may call our telephone no. **(02) 8650 - 4235** or call and text our mobile nos. **(Smart) 0908-517-8830 / 0943-927-3119 (Sun)**. You may also email us at [paroa2005.inquiry@gmail.com](mailto:paroa2005.inquiry@gmail.com) (main) or [paroaofficialcommunication@gmail.com](mailto:paroaofficialcommunication@gmail.com) (alternate email), as well as the email address with which you received this communication/invitation.

Be assured that we are one with you in your aspirations for the professionalization and development of personnel in your agencies/offices.

Thank you so much and more power.

Very truly yours,

  
**DIIBEIN C. FLORES, EdD., DPA, PhD**  
National President