

DepEd-Division of Catanduanes
RECORDS SECTION
RELEASED
BY: *[Signature]* No. 204
FEB 10 2026



Republika ng Pilipinas
Kagawaran ng Edukasyon
Region 5 (Bikol)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

February 9, 2026

DIVISION MEMORANDUM
No. 204 s. 2026

CERTIFICATE COURSE IN INSTRUCTIONAL SUPERVISION AND LEADERSHIP

To : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Attached is the Letter of Invitation from Apothem Learning Center, regarding the "Certificate Course in Instructional Supervision and Leadership" to be conducted on February 28-March 2, 2026, via Zoom meetings.
2. Attendance in this activity shall be on a **voluntary basis**.
3. For dissemination.

[Signature]
MA. JEANY T. ABAYON
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

HRD/mst/cpg
02/09/2026



APOTHEM LEARNING CENTER

DTI Registration No.: 6222512 | TIN: 771-203-429-00000 | PRC CPD Accreditation No.: PTR-2025-735

February 4, 2026

The Superintendent
Schools Division Office
Department of Education

SUBJECT: Call for Participation for the Certificate Course in Instructional Supervision and Leadership

Dear Superintendent,

Greetings of good health and high spirits!

Apothem Learning Center, a PRC Accredited CPD Provider (Accreditation No. PTR-2025-735), remains steadfast in its commitment to supporting the Department of Education's mission of continuous professional growth. In line with the Philippine Professional Standards for School Heads (PPSS), we are pleased to announce the opening of our specialized program:

Certificate Course in Instructional Supervision and Leadership

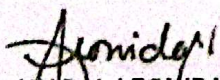
PRC CPD Accreditation No.:	PTR-2025-735-12263
CPD Credit Units:	12 Units
Training Duration:	24 Training Hours
Investment:	Php 1,500.00
Target Participants:	School Heads, Master Teachers, and Aspiring Master Teachers

In this regard, we most respectfully request your office's assistance in **disseminating this Call for Participation** to the various districts and schools within your division. This program offers a timely opportunity for our educators to gain advanced supervisory competencies while conveniently securing the required units for their professional license renewal.

Participation in this course will empower your school leaders with research-based strategies in clinical supervision and data-driven instructional management, directly contributing to the overall improvement of learning outcomes in the division.

We have attached the official invitation for your reference. We look forward to your favorable response and to our shared success in elevating the standards of Philippine education.

Warm regards,


JAY R. H. LEONIDAS
Executive Director, Apothem Learning Center



APOTHEM LEARNING CENTER

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CALL FOR PARTICIPATION

Certificate Course in Instructional Supervision and Leadership

PRC CPD Accreditation No.: PTR-2025-735-12263

The Apothem Learning Center invites all school administrators, master teachers, and aspiring school leaders to join this intensive certificate course. As the demand for quality instructional leadership grows, this program provides the necessary tools to supervise with impact, mentor with clarity, and lead with vision.

Course Description

This *Certificate Course Instructional Supervision and Leadership* is a high-impact professional development program specifically designed for school heads, department heads, master teachers, and aspiring master teachers. The curriculum is structured to navigate the triad of Clinical Observation, Technical Assistance (TA), and Instructional Coaching within the context of the newly institutionalized Multi-Year Performance Management and Evaluation System (PMES).

This program is classified under PQF Level 6 and is designed specifically for K-12 teachers, master teachers, and school heads seeking to master the complexities of instructional leadership and performance evaluation. Participants are expected to demonstrate a broad and coherent understanding of the mechanics of clinical supervision, the ethical responsibilities of professional evaluation under the Multi-Year PMES, and the pedagogical potential of the Philippine Professional Standards for Teachers (PPST) and Philippine Professional Standards for School Heads (PPSSH). The course requires learners to apply professional leadership skills in specialized instructional contexts, demonstrating significant autonomy in providing technical assistance and facilitating professional coaching conversations.

Program Highlights

This course is meticulously designed to meet the Philippine Professional Standards for School Heads (PPSS) and PRC CPD Compliance standards.

Total Training Hours	:	24 Credit Hours
CPD Credit Units	:	12 CPD Units (Accreditation No. PTR-2025-735-12263)
Professional Alignment	:	Fully aligned with the Philippine Professional Standards for School Heads (PPSSH) and PPST.
Core Competencies	:	Clinical Supervision Data-driven Instructional Leadership Teacher-Growth Coaching

Schedule & Investment

Registration Fee	:	Php 1,500.00 (Inclusive of e-certificate and digital course materials)
Duration	:	February 28-March 2, 2026
Platform	:	Zoom

How to Participate

1. **Register:** Complete the online registration form by scanning the QR Code.



2. **Payment:** Settle the Php 1,500 registration fee using the details below:

Bank Transfer Details:

Bank Name: Bank of the Philippine Islands
Account Name: Jay-R H. Leonidas
Account Number: 6449060901

Online Payment Details (Maya/Maribank/GCash)

Account Name: Jay-R H. Leonidas
Account Number: 09688923610

3. **Confirmation:** Wait for our email confirmation within 1-2 days after your successful registration.

Note to Participants: Please ensure your PRC License Number is accurate upon registration to facilitate the seamless uploading of your CPD units to the PRC CPDAS system.

Contact Information

For all queries, registration concerns, or requests for official receipts, please contact us via: apothemlc@gmail.com