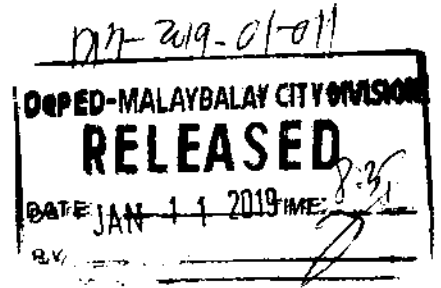




DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
P-6, Casisang, Malaybalay City



**DIVISION MEMORANDUM**

No. 011, s. 2019

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Elementary and Secondary School Heads  
This Division

**FROM:** **REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

**DATE:** January 7, 2019

**SUBJECT: UNIFIED CONDUCT OF LEARNING ACTION CELL (LAC) BY THE DIVISION**

1. Pursuant to DepEd Order No. 35, s. 2016 re: **The Learning Action Cell as A K to 12 Basic Education Program School-Based Continuing Professional Development Strategy for the Improvement of Teaching and Learning**, this Office hereby informs the field on the unified conduct of Learning Action Cell (LAC) among schools effective January 2019 onwards.
2. Enclosure 1 is the schedule, Enclosure 2 is the Team Assignment and Enclosure 3 is the Sample Unified Training Design.
3. The team conducts Instructional Supervision in the morning and LAC in the afternoon.
4. Meals and snacks of the team members and participants shall be charged to school MOOE (Training).

ENCLOSURE 1:

UNIFIED LAC SCHEDULE

January 15 to February 7 , 2019

WEEK	DISTRICTS	TEAMS	TUESDAY January 15	WEDNESDAY January 16	THURSDAY January 17	FRIDAY January 18
<b>WEEK 1</b> January 15-18, 2019	<b>1</b> <b>2</b>	A	Kapitan Angel ES	Kalasangay CS	<b>MTAP</b> <b>Division</b> <b>Elimination</b> <b>Elementary Level</b> <b>at Casisang</b> <b>Central School</b>	<b>MTAP</b> <b>Division Elimination</b> <b>Secondary Level at</b> <b>Casisang National High</b> <b>School</b>
		B	Can-ayan IS / Incalbog ES	New Hocos ES		
		C	Candiisan / Tintinaan ES	Dalwangan / Danitan ES		
		D	MAKIBA ES	Patpat ES		
		E	Kilap-agan / Tag-ilanao ES	Kalasangay NHS		
WEEK	DISTRICTS	TEAMS	TUESDAY January 22	WEDNESDAY January 23	THURSDAY January 24	FRIDAY January 25
<b>WEEK 2</b> January 22-25, 2019	<b>2</b> <b>3</b> <b>4</b> <b>5</b> <b>6</b> <b>7</b>	A	Binalbagan ES	Casisang NHS	Sumpung CS	BNHS- Annex Imbayao
		B	Simaya ES	Barangay 9 ES	BNHS Main	Imbayao / Sta Ana ES
		C	Padernal ES	Casisang CS	BNHS-Annex Dalwangan	Mabuhay/Panamucan ES
		D	Dapulan / Calawag ES	AVES	MCCS	Magsaysay IS
		E	Macote ES	Natid-asan ES	BCT ES	Bendolan / Mapayag ES

WEEK	DISTRICTS	TEAMS	TUESDAY January 29	WEDNESDAY January 30	THURSDAY January 31	FRIDAY February 1
<b>WEEK 3</b> <b>January</b> <b>29 to</b> <b>February</b> <b>1, 2019</b>	<b>5</b> <b>6</b> <b>7</b> <b>8</b> <b>9</b>	A	Regional ILP Colloquium at VIP Hotel, Cagayan de Oro City	Malaybalay City Science HS	San Jose ES	Lalawan / Paiwaig ES
		B		Cabangahan ES	Malaybalay City NHS	Malapgap ES
		C		Bangcud CS	Stand Alone	San Roque ES
		D		Bangcud NHS / Luyungan IP	Aglayan CS	San Martin ES
		E		Linabo CS	Laguigas / Balangbang ES	San Martin Agro- Industrial HS
WEEK	DISTRICTS	TEAMS	TUESDAY February 5	WEDNESDAY February 6	THURSDAY February 7	FRIDAY February 8
<b>WEEK 4</b> <b>February</b> <b>5 to 8,</b> <b>2019</b>	<b>9</b>	A	Maligaya ES / Lunokan ES	Sawaga ES	Zamboanguita CS / Mapulo ES / Tuburan ES	<b>Feedback Giving</b>
		B	Dumayas ES	Managok CS	Indalsa ES / Pigpamulahan ES / St Peter ES	
		C	Bagong Silang ES	Managok NHS/ Lalawan Annex / Miglamin Annex	Kibalabag / Silae ES / Pighalugan ES	
		D	Langasihian / Matangpatang ES	Apo Macote NHS	Silae NHS	
		E	Miglamin ES	St. Peter NHS***	Caburacan / Kulaman Es / Busdi IS	

ENCLOSURE 2:

**COMPOSITION OF TEAM TO CONDUCT AND FACILITATE THE LAC**

<b>TEAM A</b>		<b>TEAM B</b>	
1. Jasmin J. Adriatico	EPS- ALS	1. Luis S. Alajar Jr.	EPS- TLE
2. Virgilin R. Pizarro	EPS- Araling Panlipunan	2. Maria Concepcion S. Reyes	EPS-Filipino
3. Jesus V. Muring	PSDS- D1	3. Liza G. Balintongog	PSDS- D3
4. Manny B. Pimentel	PSDS – D2	4. Coslita K. Muring	PSDS – D4
<b>TEAM C</b>		<b>TEAM D</b>	
1. Imelda S. Bentillo	EPS- Math	1. Lou Ann J. Cultura	EPS- MAPEH
2. Purisima J. Yap	EPS- LRMDs	2. Rachel R. Valde	EPS- English
3. Aba Q. Allaba	PSDS- D5	3. Noel A. Tan Nery	PSDS- D7
4. Jovy G. Molina	PSDS- D6	4. Bonifacio M. Palo	PSDS – D8
<b>TEAM E</b>			
1. Analy L. Ocier		EPS- Science	
2. Josie D. Zamora		EPS-ESP	
3. Romil T. Jabonero		PSDS- D9	
4. Ferdinand V. Mortera		PSDS- D10	

*Note: Schools Division Superintendent's Team will be visiting from one school to another within the day.*

ENCLOSURE 3:

### SAMPLE UNIFIED TRAINING DESIGN

**I. Program Title: UNIFIED CONDUCT OF LEARNING ACTION CELL (LAC) BY THE DIVISION**

**Background/Rationale:**

The Learning Action Cell (LAC) per DepEd Order No 35, s. 2016 which functions as a professional learning community for teachers that will help them improve practice and learner achievement was conceived in response to the implementation of Republic Act No. 10533, or the Enhanced Basic Education Act of 2013.

Relative to this, a Unified Conduct of Learning Action Cell (LAC) by the Division will be conducted to fully support the continuing professional development of its teaching personnel based on the principle of lifelong learning and DepEd's commitment to the development of teachers potential aimed towards their success in profession.

**II. Description of the Project**

The Unified Conduct of Learning Action Cell (LAC) is a Division initiated activity which will be conducted among cluster of schools in the entire division effective January 2019 onwards..

**III. Objectives**

The following are the objectives of this activity:

1. to improve the teaching-learning process that will lead to improved learning among students ;
2. to nurture successful teachers;
3. to enable teachers to support each other to continuously improve their content and pedagogical knowledge, practice, skills and attitudes; and
4. to foster teachers a professional collaborative spirit among school heads, teachers and the community as a whole.

**IV. Strategies/Timetable of Activities**

Inputs (Through 4As), Workshop, and Critiquing.

#### MATRIX FOR THE SESSION

TIME	ACTIVITY	PERSONS INVLOVED	FOCAL PERSON
		Learners	

1:00-2:15	Policy Guidelines on Classroom Assessment for the K to 12 basic Education Program (DepEd Order No. 8, s. 2015)	Teachers School Head	Facilitator/ Speaker from each Team
2:15-3:15	Adoption of New School Forms for Kindergarten, Senior High School, ALS, Health and Nutrition and Standardization of Permanent Records (DepEd Order No. 58, s. 2017)	Teachers School Head	Facilitator/ Speaker from each Team
3:15-4:15	Research	Teachers School Head	Vicente G, San Miguel
4:15-5:00	Administrative Concerns	Teachers School Head	School Head

#### **V. Targets/Beneficiaries**

The focus of this training are the elementary and secondary teachers of all the cluster schools in the Division of Malaybalay City.

#### **VI. Implementation Mechanics**

The implementing mechanics of the training will be composed of the Technical Planning Committee headed by the Schools Division Superintendent, Assistant Schools Division Superintendent, Chief Education Supervisors, CID and SGOD, Education Program Supervisors, Public Schools District Supervisors and the Senior Education Program Specialist in Research.

The working group will be composed of five (5) Teams with four (4) members from the CID. The Schools Division Superintendent, Assistant schools Division Superintendents and the Chief Education Supervisors, CID and SGOD will oversee the systematic flow of the School-Based LAC in the various cluster of schools.

**Date and Venue -** January 2019 onwards

**VII. Fund Source -** School MOOE

**Facilitators/Speakers:**

<b>TEAM A</b>		<b>TEAM B</b>	
1. Jasmin J. Adriatico	EPS - ALS	1. Luis S. Alajar	EPS - TLE
2. Virgilin R. Pizarro	EPS - AP	2. Ma. Concepcion S. Reyes	EPS - Filipino
3. Jesus V. Muring	PSDS – D 1	3. Liza G. Balintongog	PSDS – D 3
4. Manny V. Pimentel	PSDS – D 2	4. Coslita K. Muring	PSDS – D 4
<b>TEAM C</b>		<b>TEAM D</b>	
1. Imelda S. Bentillo	EPS - Math	1. Lou Ann J. Cultura	EPS - MAPEH
2. Purisima J. Yap	EPS - LRMDS	2. Rachel R. Valde3	EPS - English
3. Aba Q. Allaba	PSDS – D 5	3. Noel A. Tan Nery	PSDS – D 7
4. Jovy G. Molina	PSDS – D 6	4. Bonifacio M. Palo	PSDS - D 8
<b>TEAM E</b>			
1. Analy L. Ocier		EPS - Science	
2. Josie D. Zamora		EPS - ESP	
3. Romil T. Jabonero		PSDS – D 9	
4. Ferdinand V. Mortera		PSDS – D10	

**X. Work and Financial Plan**

Snacks and Materials will depend on the number of teachers per school.

**VIII. Monitoring and Evaluation**

Attendance of participants and Trainers/Facilitators  
 Checking of outputs -  
 Training Evaluation

Prepared by:

Reviewed by:

**RACHEL R. VALDE**  
 LAC Coordinator

**WOODROW B. MERIDA**  
 Senior Education Specialist, HRD

Certified allotment available:

Certified funds available:

**SIBYL L. MAPUTI**  
 Budget Officer II

**RHYSA CYLE C. ROSALEJOS, CPA**  
 Accountant III

Recommending Approval:

**SUNNY RAY F. AMIT**  
Assistant Schools Division Superintendent

APPROVED:

**REBONFAMIL R. BAGUIO**  
Schools Division Superintendent