



January 16, 2018

DIVISION MEMORANDUM  
No. 11, s. 2018

To: Assistant Schools Division Superintendent  
Division Chief  
Education Program Supervisors  
Public Schools District Supervisors  
All School Heads  
All Others Concerned

**Division Monitoring of Learning Action Cell (LAC) Sessions  
and Submission of Reports**

1. To ensure the effective implementation of 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, Public School District Supervisors and Education Program Supervisors are instructed to monitor the conduct of School LAC sessions.
2. Schools are required to submit documentary reports 5 days after the conduct of the activity.
3. Attached are the following templates for accomplishment and presentation during the monitoring.
  - Template for LAC Plan
  - Mentoring Schedule per topic
  - LAC Session Guide
  - School Based Learning Action Cell Monitoring Tool 1
  - School Based Learning Action Cell Monitoring Tool 2
  - School Based Learning Action Cell Monitoring Tool 3
4. Immediate dissemination and compliance to this memorandum is desired.

  
GERMELINA H. PASCUAL, CESO V  
Schools Division Superintendent



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III  
**DIVISION OF CITY SCHOOLS**  
City of San Jose del Monte



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### SLAC Session Guide Template

<b>Session Title:</b>	
<b>Duration:</b>	
<b>Target Participants:</b>	
<b>Link to the Previous Topic:</b>	
<b>Link to the Next Topic:</b>	
<b>Contribution of the Session to Learning Outcomes:</b>	
<b>Learning Objectives:</b>	
<b>Key Understanding</b>	
<b>References:</b>	

Stage & Methodology	Key Points	Tools/Resources/ Materials	No. of Slides/ Time Allotment
INTRODUCTION (Sharing of Personal Experiences)			___ minutes
ACTIVITY "Engagement Proper"			___ minutes
ANALYSIS "Getting into the Details"			___ minutes
ABSTRACTION "Insights... Reflections..."			___ minutes
DISCUSSION & APPLICATION " Doing the Actual Task"			___ minutes
SYNTHESIS "Conclusion/Generalization"			___ minutes
CLOSURE			___ minutes

**Mentoring Schedule per Topic/s**

	SESSION	SESSION OBJECTIVES	PERSONS INVOLVED	MATERIALS NEEDED	MENTORING DATE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

### Template for LAC Plan

Phase	Activities	Persons Involved	Time Frame	Resources		Success Indicators
				Funds	Source of Funds	
Planning						
Implementation						
Evaluation						

**SCHOOLBASED LEARNING ACTION CELL MONITORING TOOL 1**

To The Supervising Personnel:

Please indicate your observation on the Schoolbased LAC Implementation for the K to 3 Early Literacy and Numeracy Program by accomplishing the questionnaire below:

Name of School: \_\_\_\_\_ District: \_\_\_\_\_  
 Division: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

**SCHOOL LAC MANAGEMENT ( may be accomplished once a semester)**

ACTIVITIES	Yes	No	Comments	Suggestions
1. The school has developed a LAC Plan identifying the topics, schedule, facilitators, LAC groupings				
2. The school has identified LAC leaders				
3. The school has identified resources for the LAC implementation				
4. The school has conducted an orientation for the LAC				

**SCHOOLBASED LEARNING ACTION CELL MONITORING TOOL 2**

To The Supervising Personnel:

Please indicate your observation on the Schoolbased LAC Implementation for the K to 3

Early Literacy and Numeracy Program by accomplishing the questionnaire below:

Name of School: \_\_\_\_\_ District: \_\_\_\_\_

Division: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

**LAC ACTIVITIES/LAC PROPER**

Name of the LAC Leader	
Name of the LAC Facilitator	
Name of the LAC Members	
Name of the LAC Documenter	
LAC Topic	

**THE LAC LEADER**

ACTIVITIES	Yes	No	Comments	Suggestions
<b>BEFORE THE SESSION</b>				
Has secured resources for the LAC session				
Has prepared the venue for the LAC session				
<b>DURING THE SESSION</b>				
Observes the LAC Session				
Identifies the strengths and weaknesses of the session and the facilitator				
<b>AFTER THE SESSION</b>				
Conducts debriefing				
Identifies plans for improvement for the next session				
Gathers from the documenter the individual plans of the team members				
Observes the implementation of the plan				
Gathers evidences of implementation of the plan				
Develops with members the next session plan				

**THE LAC FACILITATOR**

ACTIVITIES	Yes	No	Comments	Suggestions
<b>BEFORE THE SESSION</b>				
Has prepared a session guide				
Has announced the schedule and venue of the session				
<b>DURING THE SESSION</b>				
Exhibited skills in facilitating the session				
Manage the members' participation				
Was able to successfully bring out agreements				
Used the materials appropriately				
<b>AFTER THE SESSION</b>				
Discusses with the LAC Leader the results of the session				
Identifies areas for improvement of the session				

**THE LAC MEMBERS**

ACTIVITIES	Yes	No	Comments	Suggestions
<b>BEFORE THE SESSION</b>				
Have obtained the information about the LAC session				
Has prepared relevant materials for LAC session, where applicable				
<b>DURING THE SESSION</b>				
Are all present in the session				
Actively participated in the discussion				
Observed norms of behavior				
Developed plans for implementation				
<b>AFTER THE SESSION</b>				
Allow the LAC leaders and other members to observe the implementation of plan in the classroom				
Submit to the LAC leader evidences of implementation				
Shares with others in informal meetings				

**THE LAC DOCUMENTER**

ACTIVITIES	Yes	No	Comments	Suggestions
<b>BEFORE THE SESSION</b>				
Prepares the materials necessary for documentation				
Discusses with the facilitator and LAC leader the manner of documentation				
<b>DURING THE SESSION</b>				
Takes down the minutes of the meeting, as well as the agreements				
Gathers all documents				
<b>AFTER THE SESSION</b>				
Arranges the documents				
Finalizes the reports				
Submits the report to the LAC Leader				

Name and Signature of Supervising Personnel \_\_\_\_\_

Name and Signature of LAC Leader / School Head \_\_\_\_\_

Submitted to: \_\_\_\_\_

Date: \_\_\_\_\_



**SCHOOLBASED LEARNING ACTION CELL MONITORING TOOL 3**

To The District / Division LAC Coordinator

Accomplish the LAC Implementation Report below

School	Content details (school phone, email, address or mobile number)	LAC schedule/frequency (period of coverage, days, time)	School Head/ LAC Leader	LAC Facilitators	No. of LAC Groupings

Prepared by: \_\_\_\_\_

Submitted to: \_\_\_\_\_

Date: \_\_\_\_\_