

Republic of the Philippines DEPARTMENT OF EDUCATION Region III

DIVISION OF CITY SCHOOLS

City of San Jose del Monte



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JAN 1 6 2019

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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

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

Stage & Methodology	Key Points	Tools/Resources/ Materials	No. of Slides/ Time Allotment
INTRODUCTION			
(Sharing of Personal			
Experiences)			minutes
ACTIVITY			
"Engagement Proper"			minutes
ANALYSIS	23/11/19/19		
"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	OLVED
7				
m				
4				
2				
9				
7				
80				
6				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Template for LAC Plan

Dhaca	Activities	Doreone Involved Time Grams	Time Grame		Resources	and the state of t
2000	venimes	reisons myorked	9	Funds	Source of Funds	Success mulcators
Planning						
Implementation						
Evaluation						

SCHOOLBASED LEARNING ACTION CELL MONITORING TOOL 1

Early Literacy and Numeracy Progra Name of School:			District:	
Division:			Date of Visit:	
SCHOOL LAC MANAGEMENT (may	he ac	romnli	shed once a compete	\
ACTIVITIES	Yes	No	Comments	Suggestions
 The school has developed a LAC Plan identifying the topics, schedule, facilitators, LAC groupings 				- Supplemental Control of the Contro
2. The school has identified LAC leaders				
3. The school has identified resources for the LAC implementation				
4. The school has conducted an prientation for the LAC				

SCHOOLBASED LEARNING ACTION CELL MONITORING TOOL 2

To The Supervising Personnel:

Early Literacy and Numeracy Program by accomplishing the questionaire below: Name of School: Date of Visit: Date of Visit: LAC ACTIVITIES/LAC PROPER Name of the LAC Redilitator Name of the LAC Members Name of the LAC Documenter LAC Topic THE LAC LEADER ACTIVITIES Yes No Comments Suggestions BEFORE THE SESSION DURING THE SESSION Observes the LAC Session Identifies plans for improvement for the next session and the facilitator of the session. Gathers rivon the documenter the individual plans of the team members Observes the implementation of the plan Gathers evidences of implementation of the plan Gathers evidences of implementation of the plan Gathers the SESSION THE LAC FACILITATOR ACTIVITIES Yes No Comments Suggestions	Please indicate your observation on the Scho	oolbase	ed LAC	Implementation for t	the K to 3
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ACTIVITIES	Yes	No	Comments	Suggestions
BEFORE THE SESSION		i.		
Have obtained the information about the LAC session Has prepared relevant materials for LAC session, where applicable				
DURING THE SESSION				
Are all present in the session				
Actively participated in the discussion				
Observed norms of behavior				
Developed plans for implementation				
AFTER THE SESSION				
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
BEFORE THE SESSION			1	
Prepares the materials necessary for documentation				
Discusses with the facilitator and LAC leader the manner of documentation				
DURING THE SESSION				
Takes down the minutes of the meeting, as well as the agreements Gathers all documents				
AFTER THE SESSION	1			
Arranges the documents				
Finalizes the reports				
Submits the report to the LAC Leader				

Name and Signature of S	pervising Personnel	
Name and Signature of L	AC 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	phone, email, address	LAC schedule/frequency (period of coverage, days, time	School Head/ LAC Leader	LAC Facilitators	No. of LAC Groupings

danie	-		1	
Prepared by:				
Submitted to:		Date:		