



November 29, 2018

**REGIONAL MEMORANDUM**

No. 684, s. 2018



**REGIONAL TRAINING ON FACILITATING LEARNING ACTION CELL (LAC)  
IN SCHOOLS AND LEARNING CENTERS FOR SECONDARY SCHOOL HEADS**

To: Schools Division Superintendents  
This Region

1. A Three-day Regional Training on Facilitating Learning Action Cell (LAC) in Schools and Learning Centers for Secondary School Heads shall be held on December 12-14, 2018 at Balanghai Hotel and Convention Center, Butuan City.
2. The objectives of this training are to:
  - a. review Guidelines of Learning Action Cell;
  - b. appreciate the School Head's roles and responsibilities in the conduct of the LAC;
  - c. discuss the progress Monitoring and Evaluation Tool; and,
  - d. evaluate the conduct of the LAC using M and E Tool.
3. The participants to this training are **Division LAC Coordinators and Secondary School Heads**. Attached as enclosure no. 1 is the breakdown of participants per division.
4. The confirmation sheet provided in Enclosure 2 shall be submitted (**in word and pdf files**) on December 5, 2018 and send it through [gladys.asis@yahoo.com](mailto:gladys.asis@yahoo.com).
5. There shall be a pre-work conference for all the **Division Learning Action Cell (LAC) Coordinators** on **December 6, 2018 at DepEd Regional Office, Butuan City**.
6. Participants are expected to be at the venue on December 11, 2018. Dinner shall be served at this time. The last meal shall be afternoon snacks on day 3, December 14, 2018.
7. Travel expenses of the participants shall be charged against their Division/ Local MOOE funds subject to the usual accounting and auditing rules and regulations.
8. The matrix of activities are found in the attached enclosure no. 3.



9. The facilitators and participants shall bring their Travel Authority, laptop, Wi-fi, extension wires, School LAC plan and consolidated list of the school's current emerging needs .
  
10. Immediate dissemination of this Memorandum to the concerned is highly desired.

  
**FRANCIS CESAR B. BRINGAS, Ph.D., CESO VI**  
OIC- Regional Director *10/29/18*

Encls: as stated

Reference: None

To be indicated in the PERPETUAL INDEX under the following subjects:

**LEARNING ACTION CELL**

**SCHOOL HEADS**

**TRAININGS**

Cimd05/gsa  
10/29/18