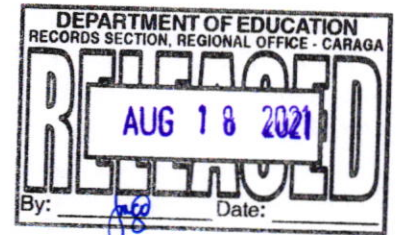




Republic of the Philippines
Department of Education
 CARAGA REGION



August 18, 2021

REGIONAL MEMORANDUM
 No. 638, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
 This Region

LEARNING ACTION CELL (LAC) IMPLEMENTATION ACTIVITIES

1. Pursuant to the Deped Order 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, the Department of Education fully supports 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 the profession.
2. With this, all Schools Division Offices are enjoined to support the implementation of the different activities of LAC.
3. Division LAC coordinators shall submit the expected output ten days after the conduct of each activity to be submitted through a centralized online repository.
4. Attached as enclosure is the list of LAC Activities.
5. Immediate dissemination of this Memorandum is desired.

EVELYN R. FETALVERO, CESO IV
 Director IV *[Signature]*

ATTY. FIEL Y. ALMENDRA, CESO V
 Director III *[Signature]*

Enclosure: as stated
 Reference: DO No. 35, s. 2016
 To be indicated in the Perpetual Index
 under the following subjects:

LAC PROFESIONAL DEVELOPMENT FOR TEACHERS

CLM/gsa
 08/18/2021



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Enclosure no. 1 to RM 630 s., 2021

LEARNING ACTION CELL (LAC) ACTIVITIES

Activities	Persons Involved	Time Frame	Interface Documents
Submission of school/district implementation reports	School/District LAC focal persons	August 16, 2021	Implementation Reports (LAC Plan, Consolidated CIGPs)
Conduct meeting with school/ district LAC focal persons	School/District LAC focal persons	August 20, 2021	Activity Completion report <i>(Memorandum/notice of meeting, Attendance, minutes of meeting, narrative report , pictorials)</i>
Revisiting/updating of LAC key players	EPS, PSDS, School heads, LAC facilitators	August 20, 2021	Updated list of LAC key players and Terms of References
Identification of LAC topics and training needs (by key stage/by year level/ by subject area.)	LAC leaders and facilitators	August 23, 2021	List of training needs Attendance
Crafting of School LAC Plan	LAC key players	August 24, 2021	Approved School LAC Plan
Consolidate school LAC Plan using google spreadsheet	School LAC key players, PSDS, EPS	August 27, 2021	Accomplished google spreadsheets
Orientation on CPD mechanism for LAC leaders	HRD, EPS	September 9-10, 2021	Accomplishment Report

Finalization and submission CPD required documents	School Head, LAC facilitators	September 20, 2021	List of Schools with Approved CPD documents
Orientation on the crafting of session guides and slide decks preparation of school LAC key players	School LAC key players, PSDS, EPS	September 27-30, 2021	Completion Report
Conduct SLAC sessions	School LAC key players, resource persons, PSDS, EPS	October 22 to December 3, 2021	Completion Report (LAC Plan, documentation report, minutes of LAC session, attendance, pictorials, narrative report, observation checklist)
Monitor the conduct of school LAC sessions	EPSs, PSDS	October 22 to December 3, 2021	M and E Tool, M and E Report <i>submitted through centralized online repository</i> <i>(10 days after the conduct)</i>
Analyze reports for provision of technical assistance.	EPSs, PSDSs	Every after LAC session	TA Plan <i>submitted through centralized online repository</i> <i>(10 days after the conduct)</i>

Implement TA plan	EPSs, PSDSs	Every after LAC session	TA Accomplishment report <i>submitted through centralized online repository</i> <i>(10 days after the conduct)</i>
Conduct progress monitoring report	EPSs, PSDSs	Every after LAC session	Progress monitoring report <i>submitted through centralized online repository</i> <i>(10 days after the conduct)</i>
Conduct Program Implementation Review.	EPSs, PSDSs	December 10,2021	PIR Report submitted through centralized online repository <i>(10 days after the conduct)</i>
Recognition on the following: (Division level) <ul style="list-style-type: none"> • Best School LAC Implementer • Best LAC Leader • Best LAC Facilitator • Best LAC Documenter • Best LAC Member 	EPSs, PSDSs	July 2022	Accomplishment Report List of awardees 3-5 minute video presentation on division LAC journey