



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Building Sudlon , Lahug ,Cebu City



DIVISION MEMORANDUM

December 9, 2019


No. 783, s. 2019

**DIVISION TRAINING-WORKSHOP ON LEARNING ACTION CELL (LAC)
IMPLEMENTATION FOR SECONDARY SCHOOL HEADS**

To: **Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors/Coordinators
Senior Education Program Specialists/EPS II
All Public Schools District Supervisors (PSDSs)
Secondary School Heads
And All Others Concerned**

1. This Office announces the conduct of the " **Three-day Division Training-Workshop on Learning Action Cell (LAC) Implementation for Secondary School Heads**" on **December 11-13, 2019** (Wednesday-Friday) at Applied Nutrition Center/Sarrosa International Hotel, Mabolo, Cebu City.
2. This training-workshop aims to:
 - 2.1 recognize key concepts on gender, disability, and social inclusion;
 - 2.2 improve awareness on the educational inclusion of all students regardless of gender, ability, and socio-economic status;
 - 2.3 discuss the enhanced L and D System framework and subsystem;
 - 2.4 explain LAC as an effective school-based professional development program for teachers;
 - 2.5 engage in simulation activities in the pre-LAC, during LAC, and post LAC;
 - 2.6 develop a school or district workplan on LAC Implementation for a school year.
3. Participants to this Three-day workshop are the Secondary and Integrated School Heads of the fifty-seven (57) districts. Please see attached sample training matrix for further details of this training. Likewise, participants are directed to bring with them the following:
 - 3.1. LAC Session Guides
 - 3.2. School Improvement Plan;
 - 3.3. E-SAT; and
 - 3.4. Performance indicators for the last 3 years.

4. Members of the Program Management Team/Training Support Staff and Resource Speakers/Facilitators are required to be at the venue on **Day Zero** (December 10, 2019 - from 2:00 PM to 7 PM) for the power point presentation as well as for the preparation of training materials to be used for the said activity. Expenses such as, venue, accommodation, meals and snacks of the program management team and speakers on Day Zero as well as their breakfast on the following day shall be charged against Division **HRD/MOOE Funds**, subject to its availability and the usual accounting and auditing rules and regulations.
5. Participants from Camotes and Bantayan Islands as well as those who need to travel four (4) hours or more in going to the venue is given Day Zero, they can also avail of dinner.
6. The Medical Section/Nurse Section c/o Dr. Virgilio C. Tantuico/ Asterteie A. Bernales is also hereby directed to assign at least three (3) nurses at the training venue.
7. The said seminar-workshop is on live-in/stay-in arrangement. The first meal/snack will be served at 9:45 AM on Day 1/December 11 (no breakfast) and the last meal/snack will be served at 2:45 PM on Day3/December 13 (no dinner). Expenses such as, venue, accommodation, meals, snacks, training materials/tarp and other incidental expenses of the participants shall be charged against **Division HRD/MOOE Funds**, subject to its availability and the usual accounting and auditing rules and regulations.
8. This Memorandum serves as **Authority to Travel** of the participants and members of the program management team.
9. Immediate and wide dissemination of this Memorandum is desired.


MARILYN S. ANDALES, Ed.D., CESO V
Schools Division Superintendent

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DIVISION TRAINING-WORKSHOP ON LAC IMPLEMENTATION FOR SECONDARY SCHOOL HEADS

December 11 - 13, 2019

Applied Nutrition Center/Sarroso International Hotel, Mabolo, Cebu City

TIME	Wednesday (Dec. 11, 2019)	Thursday (Dec. 12, 2019)	Friday (Dec. 13, 2019)
8:00 – 10:00	<ul style="list-style-type: none"> Registration of Participants Opening Program Overview on Learning Action Cell (LAC) 	<ul style="list-style-type: none"> Collaborative Learning Adult Learning-Active Listening F1: Romeo Mejia F2: Pedrito Escoreal	<ul style="list-style-type: none"> During LAC Documenting and Reporting the Conduct of LAC F1: Pedrito Escoreal F2: Assistant Principal of Sir Mejia
10:01 – 12:00	<ul style="list-style-type: none"> LAC Planning Process Identifying TPD Needs F1: Pamela A. Rodemio F2: Elsa Abatayo	<ul style="list-style-type: none"> Mentoring and Coaching Feedback Giving F1: Pamela A. Rodemio F2: Principal of Tangil ES	<ul style="list-style-type: none"> M & E of LACs Evaluation of School LAC Culture F1: Romeo Mejia F2: Pedrito Escoreal
12:01 – 1:00	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
1:01 -3:00	<ul style="list-style-type: none"> LAC Formation and Learning Goals Formation and Composition of LAC Establishing LAC time F1: Ellen Villasencio F2: Principal of Tangil ES	<ul style="list-style-type: none"> LAC Group Roles and Responsibilities Qualities of LFs F1: Eduardo Lasala F2: Pedrito Escoreal	Action Planning on the Conduct of SLACs F1: Ellen Villasencio F2: Elsa Abatayo
3:01 – 5:00	<ul style="list-style-type: none"> Setting up Resources Establishing LAC Culture & Norms F1: Joel Umbay F2: Eduardo Lasala	LAC Modalities F1: Pamela Rodemio F2: assistant principal of Sir Mejia	<ul style="list-style-type: none"> Clearing of House Closing Program