



June 13, 2018

DIVISION MEMORANDUM
No. 42, s. 2018

DIVISION ROLL-OUT OF LEARNING ACTION CELL (LAC)

TO : Asst. Schools Division Superintendent (OIC)
CID Chief and SGOD Chief (OICs)
CID Supervisors
SGOD Supervisor and Specialists Concerned
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the implementation of Republic Act 10533 or the Enhanced Basic Education Act of 2013, the Department of Education issued the policy on the Learning Action Cell (LAC) as a K-12 Basic Education Program School-Based Continuing Professional Development Strategy for the Improvement of Teaching and Learning (DepEd Order No. 35 s. 2016).
2. To comply and collaborate with the department in the pursuit of this policy, Schools Division of Antipolo City will have a Three-Day Division Roll-Out of the Learning Action Plan on June 25-27, 2018 at Loreland Farm and Resort.
3. This three day live-out training aims that participants will be able to:
 - a) gain a clearer understanding on the required conduct of LAC Sessions
 - b) connect the PPST Priority Strands and Priority Needs of Teachers to the planned LAC Sessions
 - c) craft a LAC Action Plan and 2018-2019 or a LAC Design to be used for the school year
 - d) appreciate and advocate the conduct of LAC in schools
4. The participants to this training are the public elementary and secondary school heads together with one master teacher or one head teacher or one key teacher of the school who will be delegated as one of the members of the LAC Team. Allotment of participants is attached as Enclosure No. 1.
5. There will be no registration fee to this training. Expenses related to the conduct of this training will be charged against BHROD 2017 Central Office Fund.
6. To ensure the smooth conduct of the activity, there will be an orientation meeting of the facilitators and members of the technical working group on Monday, June 18, 2018 at the PSDS's Office, DepEd Sports Hub at 1:00 P.M. onwards.
7. The Matrix of Activities (Enclosure No. 2) and the List of Facilitators and Members of the Technical Working Group with their terms of reference (Enclosure No. 3) are attached for your reference.



8. Attendance of all slated participants is required.
9. For your widest dissemination and compliance.


DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

: @ CID - us



Enclosure No. 1 to Division Memorandum No. 42, s. 2018

ALLOTMENT OF PARTICIPANTS (Elementary)

No.	School	Number of Attendee (School Head)	Number of Attendee (HT/MT/KT)	Group
1	Sta. Cruz ES	1	1	A
2	Bagong Nayon I ES	1	1	B
3	Bagong Nayon II ES	1	1	A
4	Bagong Nayon IV ES	1	1	B
5	Antipolo City SPED Center	1	1	A
6	Dela Paz ES	1	1	B
7	Muntindilaw ES	1	1	A
8	San Isidro ES	1	1	B
9	Mayamot ES	1	1	A
10	Mambugan I ES	1	1	B
11	Mambugan II ES	1	1	A
12	Juan Sumulong ES	1	1	B
13	Dalig ES	1	1	A
14	Kaila ES		1	B
15	Knights of Columbus ES	1	1	A
16	Lores ES	1	1	B
17	Nazarene Ville ES	1	1	A
18	Isaias Tapales ES	1	1	B
19	Jesus Cabarrus ES	1	1	A
20	Pantay ES	1	1	B
21	San Antonio Village ES	1	1	A
22	Teofila Rovero MES	1	1	B
23	Cupang ES	1	1	A
24	Cupang ES Annex	1	1	B
25	Penafancia ES	1	1	A
26	Penafancia ES Annex	1	1	B
27	Taguete ES	1	1	A
28	Binayoyo ES	1	1	B
29	Cabading ES	1	1	A
30	Inuman ES	1	1	B
31	Old Boso-Boso ES	1	1	A
32	Peace Village ES	1	1	B
33	San Luis ES	1	1	A
34	Sapinit ES	1	1	B
35	Tanza ES	1	1	A
36	Apia ES	1	1	B
37	Calawis ES	1	1	B
38	Canumay ES	1	1	A
39	Kaysakat ES		2	B
40	Libis ES	1	1	A
41	Paglitaw ES		1	B
42	Rizza ES	1	1	A
43	San Joseph ES	1	1	B
44	San Ysiro ES	1	1	A
45	Sumilang ES	1	1	B
46	Upper Kilingan ES	1	1	A
	TOTAL	43	47	90



ALLOTMENT OF PARTICIPANTS (Secondary)

No.	School	Number of Attendee (School Head)	Number of Attendee (HT/MT/KT)	Group
1	Antipolo NHS	1	1	A
2	Antipolo City Senior HS	1	1	B
3	Bagong Nayon II NHS	1	1	A
4	Dela Paz NHS	1	1	B
5	Muntindilaw NHS	1	1	A
6	San Isidro NHS	1	1	B
7	Mambugan NHS		2	A
8	Mayamot NHS	1	1	B
9	San Jose NHS		2	A
10	San Roque NHS	1	1	B
11	Dalig NHS	1	1	A
12	Marcelino Santos NHS	1	1	B
13	Cupang NHS		2	A
14	Antipolo Nat'l Science & Tech. HS	1	1	B
15	Maximo L. Gatlabayan MNHS	1	1	A
16	Old Boso-Boso NHS	1	1	B
17	San Juan NHS	1	1	A
18	Canumay NHS	1	1	B
19	Kaysakat NHS	1	1	A
20	Calawis NHS	1	1	B
21	Calawis NHS -Apia Ext.		1	A
22	Rizza NHS	1	1	B
TOTAL		18	25	43

Division Personnel/TWG

No.	Name	Designation
1	Dr. Rommel C. Bautista	SDS
2	Dr. Gloria C. Roque	ASDS (OIC)
3	Anselmo C. Celeste Jr.	SGOD Chief (OIC)
4	Reynaldo M. Andrade Jr.	EPS, Filipino
5	Dolores J. Agong	EPS, Science & Tech.
6	Bernadette I. Berber	EPS, Math
7	Meriita O. Sayago	EPS, Kindergarten
8	Dr. Amel T. Buena	EPS, EsP
9	Priscila V. Salo	EPS, LRMDS
10	Jennie G. Casauay	PSDS
11	Marilou M. Lico	PSDS
12	Vivienne C. Martinez	PSDS
13	Dr. Gloria A. Benedicto	PSDS
14	Michael T. Tayona	PSDS
15	Marilyn D. Zapanta	PSDS
16	Jocelyn A. Perez	PSDS
Trainers/Facilitators/Members of the Technical Working Group		
17	Dr. Jonathan P. Domingo	EPS, SGOD
18	Cristina C. Salazar	EPS, English
19	Luz C. Cayanong	PSDS
20	Dr. Emily Concio	PSDS
21	Dr. Nimrod A. Tupas	PSDS
22	Dr. Rommel S. Beltran	Principal
23	Anna Lyn P. Raymundo	Principal
24	Nixon C. Maximo	Principal
25	Dr. Maricel R. Tortoza	Principal
26	Dr. Paz T. Casagan	Principal
27	Florabel M. Tolentino	IT Officer
28	Dr. Isabel M. Gonzales	SEPS, M & E
29	Flordeliza Mendiola	EPS, M & E
30	Arline Dulin	Nurse II
31	Armand Eric D. Caasi	Admin. Aide I
32	Lorraine P. Bautista	Admin. Aide I



Enclosure No. 3 to Division Memorandum No. 42, s. 2018

EXECUTIVE COMMITTEE

Chairman

Dr. Rommel C. Bautista, CESO V

Co-Chairmen

Dr. Gloria C. Roque (OIC, ASDS)

Mr. Lito A. Palomar (OIC, CID Chief)

Mr. Anselmo C. Celeste (OIC-SGOD Chief)

Members:

Dr. Jonathan P. Domingo (EPS, SGOD)

Mrs. Cristina C. Salazar (EPS-English)

WORKING COMMITTEES

REGISTRATION COMMITTEE

Chairman - Ms. Marilou Lico
Members - Ms. Loraine P. Bautista
- Mr. Armand Eric Caasi

PROGRAM & INVITATION COMMITTEE

Chairman - Mrs. Jocelyn A. Perez
Members - Mr. Martin Rumbaoa
- Select Nazarene Ville ES Teachers

DOCUMENTATION

Chairman - Mrs. Jennie G. Casauay
Members - Dr. Jocelyn Montes
- Select Cupang ES Teacher

CERTIFICATES COMMITTEE

Chairman - Mrs. Vivienne C. Martinez
Members - Ms. Adelaida San Diego
- Select ANHS Teachers

FOOD AND REFRESHMENT COMMITTEE

Chairmen - Dr. Gloria A. Benedicto
- Ms. Marilyn D. Zapanta
Members - Loreland Farm & Resort Staff

PHYSICAL ARRANGEMENT & SOUND SYSTEM/TECHNICAL COMMITTEE

Chairman - Mr. Michael T. Tayona
Co-Chairman - Mrs. Florabel M. Tolentino
Members - Mr. Mark C. Gabion
- Mr. Racob Hinaloc
- Mr. Rodrigo Detarro
- Select Calawis ES and Canumay ES/HS Teachers
- Loreland Farm & Resort Staff



TWG MEMBERS & TERMS OF REFERENCE

Assignment	Persons Involved	Tasks
Registration Committee	Marilou M. Lico Armand Eric Caasi Loraine Bautista	<ul style="list-style-type: none"> • Prepares the Registration and Meal Attendance Form • Facilitates the daily signing of the Registration and Meal Attendance Form • Prepares and submits the accomplished and completed forms to the in-charge.
Program and Invitation Committee	Jocelyn Perez Martin Rumbaoa	<ul style="list-style-type: none"> • Prepares the Opening and Closing Programme • Informs the assigned person/s of their tasks for the program • Prints and distributes the Programme • Checks the availability of the person/s assigned before the start of the Opening and Closing Program
Documentation Committee	Jennie Casauay Jocelyn Montes	<ul style="list-style-type: none"> • Documents the activities of the events • Prepares the Narrative Report together with pictures • Submits the Narrative Report a week after the activity to the in-charge (two copies)
Certificates Committee	Vivienne Martinez Adelaida San Diego	<ul style="list-style-type: none"> • Prepares the draft of the certificate and have it checked by the in-charge • Prints the number of needed certificates (participants and members of the TWG) • Presents the certificates to the SDS for signing • Assists in the distribution of the certificates during the Closing Program
Food and Refreshment Committee	Gloria Benedicto Marilyn Zapanta	<ul style="list-style-type: none"> • Checks the availability of the food before its serving time • Coordinates with the class managers as to the availability of the food • Facilitates if all participants were able to have their food
Physical Arrangement/Sound System/Technical Committee	Michael Tayona Florabel Tolentino Mark Gabion Racob Hinaloc Rodrigo Detarro	<ul style="list-style-type: none"> • Checks the preparedness and order of the venue/session halls • Reminds participants of CLAYGO after the sessions • Checks the proper functioning of the sound system and projector throughout the sessions • Assists the facilitators in the setting up of their laptops/gadgets • Assists the M & E in evaluation of the training



Assignment	Persons Involved	Tasks
Monitoring and Evaluation Committee	Isabel Gonzales Flordeliza Mendiola	<ul style="list-style-type: none">• Orients participants on the process of evaluation of the training• Prepares the link for the evaluation of the training• Harvests results of the evaluation• Attends daily debriefing and reports results gathered
		<ul style="list-style-type: none">• Prepares the over-all evaluation of the training• Submits the evaluation to the in-charge a week after the activity
Process Observers	Reynaldo Andrade Jr. Dolores Agong Bernadette Berber Arnel Buena	<ul style="list-style-type: none">• Observes the procedure on how facilitators conduct or run their sessions• Gives feedback after the facilitator's session or during the debriefing• Attends the debriefing for feedback giving
Class Managers/ Officers of the Day	Jennie Casauay Gloria Benedicto Vivienne Martinez Marilyn Zapanta Marilou Lico Jocelyn Perez	<ul style="list-style-type: none">• Checks the availability of materials to be used• Assists the facilitators in the distribution of materials during the session• Facilitates the Management of Learning• Runs the Levelling of Expectation on Day 1• Gives announcements and reminders to the participants• Oversees the smooth flow of activities during the day• Reminds participants of the safety and cleanliness of the venue/session hall• Attends the daily debriefing for feedback giving and reporting
Facilitators	Jonathan Domingo Cristina Salazar Luz Cayanong Nimrod Tupas Emily Concio Rommel Beltran Anna Lyn Raymundo Nixon Maximo Maricel Tortoza Paz Casagan	<ul style="list-style-type: none">• Reviews the slide decks of the assigns topics to run• Edits or enhances the slide decks if needed• Coordinates with the class managers the needed materials for his/her session• Coordinates with the ICT the compatibility of his/her gadgets to the projector and needed materials• Runs the assigned session• Attends the daily debriefing for feedback and sharing

**MATRIX OF ACTIVITIES
DIVISION ROLL-OUT OF LEARNING ACTION CELL (LAC)
JUNE 25-27, 2018**

TIME/DATE	DAY 1 (June 25, 2018)	DAY 2 (June 26, 2018)	DAY 3 (June 27, 2018)
7:30-8:00	Registration	MOL	MOL
8:00-9:00	Opening Program	LAC Mechanism	LAC Simulation
9:00-9:45	Leveling of Expectations		
9:45-10:00	Snacks	Snacks	Snacks
10:00-11:00	Glimpse on LAC as a School Community	LAC Roles	Preparation of School Action Plan
11:00-12:00		Lunch Break	
12:00-1:00	Lunch Break	Lunch Break	Lunch Break
1:00-2:00	Diversity of Teachers	LAC Planning	Presentation & Critiquing of School Action Plans
2:00-3:00			
3:00-3:15			
3:15-4:00	Snacks	LAC Assessment	Closing Program
4:00-5:00			
	DepEd Order No. 35. S. 2016		
5:00-6:00	TWG Debriefing	TWG Debriefing	TWG Debriefing
OD/CM (A) Process Observer (A)	Jennie G. Casauay Reynaldo M. Andrade Jr.	Vivienne C. Martinez Bernadette I. Berber	Marilou M. Lico
OD/CM (B) Process Observer (B)	Dr. Gloria A. Benedicto Dolores J. Agong	Marilyn D. Zapanta Arnel T. Buena	Jocelyn A. Perez