



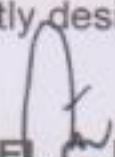
DIVISION MEMORANDUM

No. 91 s. 2018

**DIVISION LEARNING ACTION CELL (LAC) AND CAPACITY BUILDING
FOR NEW ALS IMPLEMENTERS**

To: OIC – Assistant Schools Division Superintendent
OIC – Chief, Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
Education Program Specialists - CID
All Others Concerned

1. Pursuant to Republic Act 7784 Section 1 declaring the policy of the State to protect and promote the right of all citizens to accessible quality education and based on the results of researches conducted among ALS implementers correlating learner's and implementer's literacy competence, this Office shall conduct a Division LAC Training and Capability Building for new ALS implementers on December 5-6, 2018 at GEMS Hotel and Resort, Antipolo City.
2. The activity aims to :
 - A. Capacitate TA providers in running school-based LAC
 - B. Recognize roles in managing the teaching/learning process.
 - C. Enhance facilitating skills using different strategies and techniques in teaching the adults and out of school youth
 - D. Engage in communication skills enhancement activities
3. Participants to this activity are the Public Schools District Supervisors, District ALS Coordinators, School ALS Coordinators and Instructional Managers
4. Expenses relative to this activity shall be charged against the Division Human Resource Development Fund (HRD)
5. Attached herewith are the following enclosures for your reference:
 - A. Enclosure 1 – Training Matrix
 - B. Enclosure 2 – Working Committees
6. Immediate dissemination of this Memorandum is earnestly desired.


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



Enclosure 1 of Division Memorandum 91 2018

SCHEDULE OF ACTIVITIES
DIVISION LAC TRAINING AND CAPABILITY BUILDING FOR ALS IMPLEMENTERS 2018

Time	Day 01 Introduction to ALS	Day 02 Content and Pedagogy
7:30-8:00	Registration	MOL
8:00-9:00	Opening Program	LAC Sessions
9:00-10:00	Policies and Guidelines on ALS K-12 TBA DepEd Central Office	PSDSs LAC Chairmen
		9:30 – 10:00 Break
10:00-10:30	Break	LAC Sessions
10:30-12:00	ALS K-12 Curriculum TBA DepEd Central Office	Mrs. Shiella Estrabo (Competency 1) Mrs. Lilibeth Parungao (Competency 2) Mrs. Salina Dimaano (Competency 3) Mrs. Jesusa Partosa (Competency 4) LAC Chairmen
12:00-1:00	Noon Break	Noon Break
1:00-2:00	Curriculum Contextualization Lito A. Palomar OIC – CID Chief	DLL Writing TBA
2:00-3:30	Action Research Alfonso Abogado SEPS – Planning and Research	Workshop
3:30-4:00	Break	Break
4:00-5:00	Workshop	Closing



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ALLOCATION OF PARTICIPANTS

DISTRICT	No.	SCHOOL	ELEMENTERY	SECONDARY
District I-A	1	Sta. Cruz ES	1	
	2	Antipolo NHS		3
District I-B		Bagong Nayon I ES	1	
		Bagong Nayon II NHS		1
District I-C		Dela Paz ES	1	
		San Isidro ES	2	
		Dela Paz NHS		1
District I-D		Mayamot Es	1	
		Mayamot NHS		2
		Mambugan NHS		1
District II-A		Juan Sumulong ES	1	
		San Jose NHS		1
District II-B		Knights of Columbus ES	1	
		Kaila ES	1	
		Nazarene Ville ES	1	
		San Roque NHS		1
District II-C		San Antonio Village ES	1	
		Teofila Z. Rovero ES	1	
		Marcelino Pascual Memorial NHS		1
		Dalig NHS		1
District II-D		Cupang ES Annex	1	
District II-E		Inuman ES	1	
		Pantay ES	1	
		Old Bosoboso Ext. NHS		1
		San Juan NHS		1
District II-F		Kaysakat NHS		1
		Canumay NHS		1
		PSDS	9	
		Mobile Teahers	5	
		DALSC's	7	
		Facilitators		
		TWG	5	



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PROGRAM OF ACTIVITIES

Part I. Confirmation of Attendance	7:30 – 8:30 AM
Part II. Opening Program	8:00 AM
National Anthem	(Video)
Prayer	Joselyn S. Pitpit ALS Mobile Teacher II-E
CALABARZON March	(Video)
Mabuhay Rizal	
Antipolo Hymn	
Checking of Attendance	Ella Eata ALS IM- Kaysakat National High School
Welcomev Remarks	Lito A. Palomar OIC-Chif, Curriculum Implementation Division
Inspirational Message	Dr. Rommel C. Bautista, CESO V City Schools Division Superintendent
Statement of Purpose	Anselmo C. Celeste Jr. ALS Focal Person/EPS MAPEH Kimberly M. Masculimo Lady of Ceremony
Part IV. Closing Program	
Pilipinas Kong Mahal	(Video)
Prayer	Maureen L. Lipata ALS IM-San Isidro ES
Impression	Participant
Challenge	Lito A. Palomar
Acceptance of Challenge	Participant
Awarding of certificates	Dr. Rommel C. Bautista, CESO V Dr. Gloria C. Roque Lito A. Palomar
Closing Remarks	Marilou M. Lico PSDS-A
	Albeno L. Del Monte Jr. Master of Ceremony



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DIVISION LAC TRAINING AND CAPABILITY BUILDING FOR ALS IMPLEMENTERS 2018

EXECUTIVE COMMITTEE

- Chairperson: **Dr. Rommel C. Bautista, CESO V**
City Schools Division Superintendent
- Co-Chairperson: **Dr. Golria C. Roque**
OIC-Asst. City Schools Division Superintendent
- Members:
- Lito A. Palomar**
OIC-Chief Curriculum Implementation Division
- Anselmo C. Celeste Jr.**
Division ALS Focal Person/EPS MAPEH
EPS Kindergarten/SPED
All Public Schools District Supervisor
SEPS-SOCMOB and Linkage
Education Program Specialist II-ALS

PROGRAM MANAGEMENT TEAM

COMMITTEE	IN-CHARGE	TERMS OF REFERENCE
Registration	Kimberly M. Masculimo Vicky C. Tanguilan Argie T. Ros Mitchille M. Mila	<ul style="list-style-type: none">• Prepare the Registration and Meal attendance Form• In-charge of attendance• Facilitate the signing of the registration and Meal Attendance Form• Prepares and submit accomplished and completed forms to the in-charge• Ensures that participants issued an OR of registration
Program and Certificates(Participation, Appearance and Recognition)	Percival Andrade Bernardo Lacbay Armand Caasi	<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 (speaker, participants and members of the TWG)• Presents the Certificates to the SDS for signing• Assist the distribution of the certificates during the closing program
	Richilo Laceda	<ul style="list-style-type: none">• Document events significant details'



CITY SCHOOLS DIVISION OF ANTIPOLO

Documentation	Elisa S. Condes Marilyn L. Celeste Lawrence Alvin Ferrer	<ul style="list-style-type: none">Submit the narrative report containing the essential outcome of the event to the program head including the monitoring of evaluation results
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Physical Arrangement/ Sound System/Technical ICT	Glen R. Mangana Gemerie Pedegloria Marcos N. Cardino Delio M. Pitpit Ranito S. Gallego	<ul style="list-style-type: none">Checks the preparedness and order of the venue/session hallsChecks the proper functioning of the sound system , laptop, and ICT equipment throughout the sessionsAssist the facilitators in the setting up of their laptops / gadgets
Logistics	Michael P. Glorial Rona Villette	<ul style="list-style-type: none">Plans and secure logistics to support the activityPrepares materials and deliver it to the in-charge
Food and Health	Gretchen S. Batara Myrna E. Bautista Marylette Sto. Tomas	<ul style="list-style-type: none">Manages and facilitates the preparation and distribution of mealsEnsures that all participants were served
Monitoring and Evaluation	Dr. Isabel M. Gonzales	<ul style="list-style-type: none">Prepares and administers questionnaire to participantsMonitor and evaluate conduct of the programPrepares and submits evaluation results to the in-charge
Budget and Fenance	Raquel F. Esguerra Ragaam V. Dela cruz	<ul style="list-style-type: none">Oversees the efficient allocation of funds and timely release as well as documentation for payment
Health and Wellness	Nurse	<ul style="list-style-type: none">Ensures the health and wellness of participants are taken care of
Facilitators		<ul style="list-style-type: none">Reviews the slide decks of the assigned topics to presentEdits or enhances the slide deck if necessaryCoordinate with the Training Manager on the needed materials on the sessionCoordinates with the ICT the compatibility of gadgets to the projector and needed materialsPresent the assigned session



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



Process Observers	Anselmo C. Celeste Jr. Merlita o. Sayago	<ul style="list-style-type: none">• Observes the procedure on how to the facilitators conduct or present their sessions• Gives feedback after the facilitators session or during the debriefing• Attends the debriefing for feedback giving
Training Managers	Myrna E. Bautista Ranito S. Gallego	<ul style="list-style-type: none">• Checks the availability of materials to be used• Assist the facilitators in the distribution of materials during the session• Facilitates the Management of Learning and presentation of matrix for the day• Gives announcements and reminders especially on the house rules• Oversees the smooth flow of activities during the day• Attends the daily debriefing for the feedbacks giving and reporting