



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.
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

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

Enclosure 1 to Regional Memorandum No. _____ s., 2018

**REGIONAL TRAINING ON FACILITATING LEARNING ACTION CELL (LAC)
 IN SCHOOLS AND LEARNING CENTERS FOR SECONDARY SCHOOL HEADS
 December 12-14, 2018**

Venue: Balanghail Hotel and Convention Center

Division	Division LAC Coordinator	High School Principal	Total
Agusan del Norte	1	19	20
Agusan del Sur	1	39	40
Bayugan City	1	4	5
Bislig City	1	9	10
Butuan City	1	18	19
Cabadbaran City	1	4	5
Dinagat Islands	1	14	15
Siargao	1	11	12
Surigao City	1	10	11
Surigao del Norte	1	15	16
Surigao del Sur	1	41	42
Tandag City	1	4	5
Total	12	188	200

PROGRAM MANAGEMENT TEAM

Over-all Program Manager	Dr. Isidro M. Biol, Jr.
Training Manager	Dr. Gladys S. Asis
Secretariat	Ms. Rhea J. Yparraguire Mrs. Alma P. Llanos Melissa Perral
QAME Associate	Dr. Jesus Nono
Nurse	Ms. Sheila Peji (Agusan del Sur Division)
Documentation and ICT	Pedro Tecson Nerison Pitogo
Resource Speakers	Fe Dizon- Agusan del Norte Dr. Maria Dinah Abalos- Butuan City Isabel Loayon- Tandag City

Enclosure 2 of RM no. ____, s. 2018

Republic of the Philippines
DEPARTMENT OF EDUCATION
Division of _____

CONFIRMATION SHEET

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

December 12-14, 2018 @ Balanghai Hotel and Convention Center, Butuan City

Name	Designation	School	Gender	Cell#	Email add

I hereby confirm the participation of the above listed participants to the Regional Training on Facilitating Learning Action Cell (LAC) in School and Learning Centers for Secondary School Heads on December 12-14, 2018 at Balanghai Hotel and Convention Center.

Certified Correct:

Schools Division Superintendent

Enclosure 3 to Regional Memorandum No. _____ s., 2018

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

December 12-14, 2018 @ Balanghai Hotel and Convention Center, Butuan City

DAY 0 December 11, 2018 3:00 PM onwards	ACTIVITY/TOPIC Arrival and Registration of Participants
DAY 1	
7:00-8:00AM	Breakfast
8:00 AM- 8:30 AM	Opening Program
8:30AM-9:00 AM	Setting of Expectation
9:00- 12:00PM	Review the Guidelines of Learning Action Cell
12:00 PM – 1:00 PM	LUNCH
1:00 PM- 5:00 PM	M and E Mechanism in Conducting LAC
6:00 PM- 7:00 PM	Dinner
Day 2	
7:45 AM- 8:00 AM	MOL
8:00- 12:00AM	How to Conduct LAC Session Actual Simulation on a chosen Topic
12:00 PM – 1:00 PM	Lunch
1:00 PM- 4:00 PM	Workshop on the Conduct of Pre and Post Conferences Review, Analysis and Deepening
4:00 PM- 5:00 PM	Critiquing
6:00 PM- 7:00 PM	Dinner
Day 3	
7:45 AM- 8:00 AM	MOL
8:30- 12:00PM	Crafting of LAC Plans
12:00 PM – 1:00 PM	LUNCH
1:00 PM- 3:30 PM	Presentation of LAC Plans
3:30 PM-4:00 PM	Closing Program
7:00 PM	Clearing House