



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

October 17, 2023

DIVISION MEMORANDUM

CID No. 130 s. 2023

REITERATION OF THE GUIDELINES ON THE CONDUCT OF THE LEARNING ACTION CELL (LAC) AS A K TO 12 BASIC EDUCATION PROGRAM SCHOOL-BASED CONTINUING PROFESSIONAL LEARNING AND DEVELOPMENT STRATEGY FOR THE IMPROVEMENT OF TEACHING AND LEARNING

To: Assistant Schools Division Superintendent
Chief EPS (CID & SGOD)
Education Program Supervisors
Cluster Heads
Public Elementary and Secondary School Administrators

1. Pursuant to the provision of DepEd Order Number 35, series 2016, this Office reiterates the policy and guidelines on the conduct of 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.
2. It is highly emphasized that the conduct of this Learning Action Cell (LAC) strongly supports the continuing professional development of teachers based on lifelong learning principles and the Department of Education's commitment to the development of teachers' potential clearly articulated in the Philippines Professional Standards for Teachers (PPST).
3. It is reiterated that the organization of the different levels of LAC groups with their corresponding tasks per level and the conduct of the different LAC activities shall consistently adhere to the LAC policy guidelines comprehensively articulated and discussed in the *Learning Action Cell (LAC) Toolkit: An Implementation Guidebook 2018*. Below is the table showing the different levels of LAC groups and the key tasks per level.



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



Republic of the Philippines
Department of Education
 Region XII
 Schools Division Office of Tacurong City

STEPS/KEY TASKS	SCHOOL LEVEL LAC	CLUSTER/DISTRICT LEVEL LAC	DIVISION LAC
1. Gathering and assessing Professional Needs	Lead: Principal/School Head/Master Teacher/LAC Conductor Co-Lead: Subject Coordinator/Department Head	Lead: Cluster Head/Program Supervisors Co-Lead: Assigned Principal/School Head	Lead: ASDS Co-Lead: Chief CID, Chief SGOD, AO V OSDS, & HRDS
2. Identifying Topics and Defining Learning Goals and Outcomes	Lead: Principal/School Head/Master Teacher	Lead: Cluster Head/Program Supervisors Co-Lead: Assigned Principal/School Head	Lead: ASDS Co-Lead: Chief CID, Chief SGOD, AO V OSDS, & HRDS
3. Establishing Culture and Norms	Lead: Principal/School Head/Master Teacher	Lead: Assigned LAC Facilitator/Cluster Head/Principal	Lead: CID, SGOD, ASDS, & HRDS
4. Developing LAC Implementation Plan	Lead: Principal/School Head/Master Teacher/LAC Coordinator Documenter: Assigned LAC Member Monitor: Assigned LAC Member	Lead: Assigned LAC Facilitator/Cluster Head/Principal	Lead: ASDS Co-Lead: Chief CID, Chief SGOD, AO V OSDS, & HRDS
5. Developing a Progress Monitoring and Evaluation Plan	Lead: Principal/School Head/ Master Teacher/LAC Coordinator Co-lead: Assigned LAC Member	Lead: Cluster Head/Program Supervisors Co-Lead: Assigned Principal/School Head	Lead: Chief CID, Chief SGOD, AO V OSDS, HRDS & SGOD-M&E



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

4. The **Cluster LAC Circle** and the **Division LAC Circle** should be organized in the cluster and division level respectively. The cluster level should be composed of the School Heads/Principals in the cluster and Division Personnel from the functional divisions or units at the Division level.
5. To further strengthen the LAC implementation in the schools, clusters, and division and monitor efficiently the activities conducted, the following shall be ensured:
 - a) The school shall submit its LAC Plan using the attached LAC Plan Template to the Division Office for approval. The Human Resource and Development (HRD) Section of the SGOD and the assigned Education Program Supervisor of the CID will collaboratively appraise and check the **alignment of the plan** with the Division Human Resource Development (HRD) Plan. These offices will provide feedback to schools on topics that need to be discussed prior to the approval of the Schools Division Superintendent. For regular monitoring and evaluation of conducted activities, the functional offices (CID and SGOD) will be provided with a copy of the approved School/Cluster LAC Plan.
 - b) The different lead persons in the different levels of the LAC groups shall be responsible for leading the team in the plan appraisal of the LAC Plan using the LAC Plan Appraisal Tool.
 - c) The submitted PPAs (enhanced PPA Template) for the SLAC in the Division Office will be evaluated and checked by the SGOD through the HRD Section (for L & D Standards) and the CID Education Program Supervisor assigned to the school (for the content of the **attached** L & D Packages and Session Guides).
 - d) The topics that will be discussed by the learning groups should strictly adhere to and not depart from the topics identified in the approved LAC implementation plan. These cover curriculum issues, least learned competencies, instructional strategies/pedagogies, and assessment practices.
 - e) The LAC leader and members should collaboratively identify learning modalities (group learning, one-on-one, supported self-managed learning, multi-school learning) that will best suit their school profile, learning goals of teachers, available resources, and the number of teacher personnel.
 - f) An application of learning and development that contains the contribution made by the teacher/ school head /supervisor that has led to a positive outcome in the teaching and learning as a result of learnings gained from the attended Learning Action Cell (LAC) sessions shall be made. A re-entry plan shall be noted by the school head for teachers and functional





Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

chief/unit head in the division personnel before it will be approved by the Schools Division Superintendent.

g) For the systematic monitoring of SLAC activities, the School LAC Coordinator will encode sessions conducted through the links that will be provided to each school. A separate issuance will be issued for this purpose. Encoding of the SLAC accomplishment reports should be done three (3) days after the conduct of the SLAC sessions.

6. This reiterates further the provisions of the LAC Policy on the roles and responsibilities of various DepEd Officials at the following level:

School Level

- a. School Heads should lead in organizing, monitoring, and ensuring the practice of holding **monthly** LAC activities.
- b. It is expected that school heads or principals will be vital in facilitating and implementing effective LACs within their schools.

District/Division Level

- a. Public School District Supervisor/Cluster Head and SDO Curriculum Implementation Division (CID) should provide guidance to schools regarding the conduct of the LAC.
- b. The SDO is also expected to ensure that there are **LAC plans across all the learning areas and key stages** as this is consistent with the DepEd's mandate to ensure good quality teaching for all subjects and all students.

7. For the information, dissemination, and strict compliance.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None
References: DO No. 35, s. 2016
Allotment: None
To be included in the Perpetual Index under the following subject/s:

BASIC EDUCATION

CURRICULUM

MONITORING AND EVALUATION

REP/CID/DM/ Reiteration of The Guidelines on the Conduct of the Learning Action Cell (LAC) as a K to 12 Basic Education Program School-Based Continuing Professional Learning and Development Strategy for the Improvement of Teaching and Learning / October 17, 2023



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



Republic of the Philippines

Department of Education

Region XII

Schools Division Office of Tacurong City

DIVISION LEARNING ACTION CELL (LAC) PLAN

I. LEARNING ACTION CELL (LAC) PLAN OVERVIEW

NAME OF SCHOOL:	NAME OF SCHOOL HEAD:	PLAN BEGIN/END DATES:
<p>I. IDENTIFIED PROFESSIONAL DEVELOPMENT NEEDS (PDN) /PRIORITY ISSUES:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	<p>II. PPST DOMAIN ADDRESSED:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>III. PPST STRAND ADDRESSED:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	



Address: Alunan Highway, Poblacion, Tacurong City 9800

Telephone Numbers: (064)-200-6316; 0919-065-6425

Email: tacurong.city@deped.gov.ph

Website: depedtacurong.org



Republic of the Philippines
Department of Education

Region XII
Schools Division Office of Tacurong City

IV. TARGET PARTICIPANTS:

- Proficient Teachers
- Highly Proficient Teachers

V. KEY STAGE

- KS I
- KS II
- KS III
- KS IV

VI. LEARNING AREA:



Address: Aluman Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



Republic of the Philippines
Department of Education

Region XIII
 Schools Division Office of Tacurong City

II. LEARNING ACTION CELL (LAC) PLAN

PROFESSIONAL LEARNING OBJECTIVES	TOPICS	ACTIVITIES		PERSONS INVOLVED	TIME FRAME	RESOURCES		SUCCESS INDICATORS/NOTES ON OBJECTIVE ATTAINMENT
		INITIAL ACTIVITIES	FOLLOW-UP ACTIVITIES (as appropriate)			FUNDS	SOURCE OF FUNDS	
PDN No. 1		Planning						
		Implementation						
		Evaluation						
PDN No. 2		Planning						
		Implementation						
		Evaluation						



Address: Alunan Highway, Poblacion, Tacurong City 9800
 Telephone Numbers: (064)-200-6316; 0919-065-6425
 Email: tacurong.city@deped.gov.ph
 Website: depedtacurong.org



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

PDN No. 3	Planning	Implementation	Evaluation						

Prepared by: _____

Approved: _____

School Principal _____



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org