



Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

JUL 31 2025

Division **MEMORANDUM**
No. 457 s. 2025

**ADOPTION OF A DIVISION UNIFIED TEMPLATE TO USE IN SCHOOL
LEARNING ACTION CELL PROPOSALS WITH COLLABORATIVE EXPERTISE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors- CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Unit and Section Heads
All Others Concerned

1. Pursuant to DepEd Order No. 35, series of 2016, dated June 7, 2016—reaffirming the Learning Action Cell (LAC) as a school-based continuing professional development strategy under the K to 12 Basic Education Program to enhance teaching and learning, this office recommends the adoption of the attached LAC Plan template as prescribed and contextualized, including adherence to the signatories indicated in the sample format provided.
2. Additionally, the submission includes a template for the session guides of on Collaborative Expertise through the Learning Action Cell (LAC) to support its implementation.
3. Other proposals like In-Service Training and Professional Development Programs regardless of the source of fund must use the L&D Budget and Proposal Template and the complete signatories therewith.
4. Immediate and wide dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent



Enclosure : As stated
Reference : None
Allotment : N/A
No. of Pages: _____

To be indicated in the **Perpetual Index** under the following subjects:
LAC PLAN TEMPLATES

FN: Junmarl Alconga/HRD/SGOD



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SAGAY
LAC PLAN FOR FIRST QUARTER

LAC BUDGET FOR FIRST QUARTER (January-March): _____

Planning Phase: (Series of Orientations and meetings with the School Heads, Grade Leaders, and Master Teachers to form objectives and plan for the activities for LAC)				
Activities	PERSONS INVOLVED	TIME FRAME	RESORUCES	SUCCESS INDICATORS
	LAC Leader: LAC Facilitator: LAC Documenter: Members:			

Implementation Phase (School Learning Action Cell implemented in a School Year)							
LAC SESSION TOPIC	OBJECTIVES (write 3 objectives for each topic)	PERSONS INVOLVED	DATE & TIME	VENUE	BUDGET	SOURCE OF FUNDS	SUCCESS INDICATORS
LAC SESSION 1 Topic:	a. b. c.	Master Teacher &	February 13, 2025,	Grade 5 Room	Snacks for 15	February MOOE	





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		English Teacher	(3:00-5:00PM)		pax @ 75 each = 1,125.00		
LAC SESSION 2 Topic:	a. b. c	Master Teacher & Grades 1-3 Teachers					
LAC SESSION 3 Topic:	a. b. c.						
LAC SESSION 4 Topic:	a. b. c.						
			TOTAL				

Monitoring and Evaluation

(Data Gathering and Assessment from the Beginning of implementation through the stages of development, growth and sustainability of the LAC)

Activities	PERSONS INVOLVED	TIME FRAME	RESOURCES	SUCCESS INDICATORS





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PROGRAM DESIGN AND PROPOSAL: LEARNING AND DEVELOPMENT

APPROVAL SHEET

This Program Design was prepared on date-month-year by

NAME OF PRINCIPAL
PRINCIPAL

Compliant to L&D and M&E Guidelines:

JUNMARL B. ALCONGA
*Senior Education Program Specialist
Human Resource and Development*

NOVA B. ZAMORA, PhD.
*Senior Education Program Specialist
Schools Management Monitoring & Evaluation*

Reviewed by:

NAME OF PSDS
PSDS DISTRICT ___

**Certifying Alignment of the Proposed Activity
with Budget Allocation:**

MA. LEAH LINDA
Administrative Officer V, Budget Office

Certifying the Availability of Funds:

JOSIE R. REBUSQUILLO
Accountant III

Recommending Approval:

MARK ANTHONY J. TAN, PhD
OIC - Assistant Schools Division Superintendent

APPROVED:

DANNIE CLARK M. UGUIL, CESE
*Assistant Schools Division Superintendent
OIC - Schools Division Superintendent*





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**COLLABORATIVE EXPERTISE (CE) ON _____
 THROUGH LEARNING ACTION CELL (LAC)**

Title:

Rationale:

Objectives:

1. .
2. .
3. .

Duration:

Participants:

TOPICS	ACTIVITIES	RESOURCES		
		Human	Materials/ Supply	Financial
Session 1: FLUENCY	Personal Reading: Reading of resources (handouts/ LP/ IM/LWS/ observation notes/ reflective feedback) about the topic.	Resource Speakers (External Experts, EPS in English, MTs, School Head, Teachers)	Reading Materials ELLN Digital, Reading Materials and suggested activities for Fluency Development	1,000.00 MOOE
	Collaborative Discussion & Sharing 1: Teachers will discuss and share their insights and ideas about the resources provided or what they already know about the resources provided.			
	Presentation & Sharing of Inputs: The Resource Speaker will discuss/process the resources provided.			
	Collaborative Discussion & Sharing 2: Teachers will discuss and share to the group their learnings about the topic and determine lesson goals and plan how to do it.			
	Personal Preparation: Each teacher will finalize the application of their learnings through improving/enhancing lesson plans/ instructional materials/ worksheets and the like.			



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	<p>Collaborative Discussion & Sharing 3: Teachers will share their enhanced resources and ideas on how they are going to deliver instruction integrating their learnings from the LAC session to the classrooms.</p> <p>Insights & Closure: Fixing of ideas & JEL agreements</p>			
Session 2: VOCABULARY DEVELOPMENT	<p>Giving of Feedback: Teachers will share their observations/reflections/realizations about the implementation utilizing what they have learned in the previous session.</p> <p>Personal Reading: Provision of resources (handouts/ LP/ IM/LWS/ observation notes/ reflective feedback) about the topic.</p> <p>Collaborative Discussion & Sharing 1: Teachers will discuss and share their insights and ideas about the resources provided or what they already know about the resources provided.</p> <p>Presentation & Sharing of Inputs: The Resource Speaker will discuss/process the resources provided.</p> <p>Collaborative Discussion & Sharing 2: Teachers will discuss and share to the group their learnings about the topic and determine lesson goals and plan how to do it.</p> <p>Personal Preparation: Each teacher will finalize the application of their learnings through improving/enhancing lesson plans/ instructional materials/ worksheets and the like.</p>	Resource Speakers (External Experts, EPS in English, MTs, School Head, Teachers)	Reading Materials, Slide decks, Dictionary, video clips	1,000.00 MOOE



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	<p>Collaborative Discussion & Sharing 3: Teachers will share their enhanced resources and ideas on how they are going to deliver instruction integrating their learnings from the LAC session to the classrooms.</p> <p>Insights & Closure: Fixing of ideas & JEL agreements.</p>			
<p>Session 3: COMPREHENSION DEVELOPMENT</p>	<p>Giving of Feedback: Teachers will share their observations/reflections/realizations about the implementation utilizing what they have learned in the previous session.</p> <p>Personal Reading: Provision of resources (handouts/ LP/ IM/LWS/ observation notes/ reflective feedback) about the topic.</p> <p>Collaborative Discussion & Sharing 1: Teachers will discuss and share their insights and ideas about the resources provided or what they already know about the resources provided.</p> <p>Presentation & Sharing of Inputs: The Resource Speaker will discuss/process the resources provided.</p> <p>Collaborative Discussion & Sharing 2: Teachers will discuss and share to the group their learnings about the topic and determine lesson goals and plan how to do it.</p> <p>Personal Preparation: Each teacher will finalize the application of their learnings through improving/enhancing lesson plans/ instructional materials/ worksheets and the like.</p> <p>Collaborative Discussion & Sharing 3:</p>	<p>Resource Speakers (External Experts, EPS in English, MTs, School Head, Teachers) Resource Speakers (External Experts, EPS in English, MTs, School Head, Teachers)</p>	<p>Reading Selections HOTS questions Levelled Books , Slide decks, video clips</p>	<p>1,000.00 MOOE</p>



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	Teachers will share their enhanced resources and ideas on how they are going to deliver instruction integrating their learnings from the LAC session to the classrooms.			
	Insights & Closure: Fixing of ideas & JEL agreements.			

Prepared by:

LAC LEADER/LAC FACILITATOR

Reviewed by:

PSDS

Recommending Approval:

JUNMARL B. ALCONGA
SEPS-HRD

Approved:

ALMA MIRASOL, PhD
CHIEF, CID