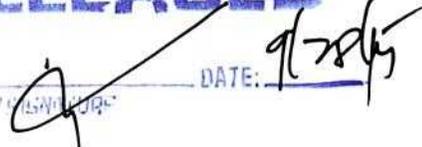




Republic of the Philippines
DEPARTMENT OF EDUCATION
Zamboanga Peninsula, Region IX
DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100

DEPARTMENT OF EDUCATION
DIVISION OF ZAMBO. DEL NORTE
DIPOLOG CITY, 7100

RELEASED

BY:  NAME / SIGNATURE

DATE: 9/28/15

Division Memorandum

No. 267s. 2015

To: The Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary Master Teachers
Department Heads

From:  **NATIVIDAD P. BAYUBAY, CESO VI**
Officer-In-Charge 
Office of the Schools Division Superintendent

Subject: **Implementation of School-Based Learning Action Cell (LAC) Sessions**

Date: September 24, 2015

1. The yearly NAT results reveal that most of the schools in our Division have MPS which are below the national standard of 75%.
2. The division, district, and school-based initiated interventions need to be enhanced and strengthened to effect positive impact to the schools' NAT results and other performance indicators.
3. With the desire to better support our teachers who are the knowledge managers in the teaching-learning process, this office is hereby directing all the schools to conduct a weekly Learning Action Cell (LAC) session which is mandatory every Friday afternoon from 1:00 – 5:00 and/or be conducted also on a Saturday.
4. On Saturday LAC sessions, participants are entitled to service credits in addition to transportation allowance (actual fare only without the per diem), and food which may cover snacks and one meal chargeable to the school MOOE.
5. Other expenses relative to the conduct of the SLAC such as training materials are likewise chargeable to the school funds subject to the usual auditing and accounting rules and regulations.

6. Proper arrangements should be made to ensure the conduct of the weekly assessment of all the subject areas in the morning of Friday.
7. Strategies should be employed by the school to guarantee safety of pupils while performing co-curricular activities which is not limited to scouting or sports every Friday afternoon while the teachers are attending to the SLAC session.
8. During the LAC session, the teachers should be capacitated on addressing the least-learned skills and be helped in the competencies they find difficult to teach. Learning gaps should also be identified for immediate intervention.
9. The Master Teachers, Department Heads, and School Heads will serve as the facilitators/coaches/mentors of teachers in a LAC session. However, the school heads may invite the PSDSs and the EPSs as resource persons.
10. The School heads are to prepare their weekly LAC action plan, project proposal, and the weekly accomplishment report for submission to the division office every first week of the month, Attention: The CID Chief.
11. Furthermore, the PSDSs are also mandated to monitor and evaluate the conduct of LAC sessions by all the schools in their respective district.
12. Strict compliance of this memorandum is hereby desired.