



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



RELEASED

AUG 28 2018
TIME / SIGNATURE

MEMORANDUM

To : Public Schools District Supervisor
School Principals/Heads of Public Elementary Schools
District ALS/MEP Coordinators
MEP teachers
ALS-ALIVE Implementers
All Other Concerned

From : **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Subject: **CORRIGENDUM TO DIVISION MEMORANDUM NO. 332, s. 2016**

Date : August 20, 2018

1. The Guidelines stipulated in paragraph 4 of Division Memorandum No. 332, s. 2016 entitled, **"ALLOWING ALIVE/ALS-ALIVE IMPEMETING DISTRICTS TO CONDUCT CLUSTER-DISTRICTS/DISTRICT/SCHOOL LEARNING ACTION CELL (LAC) SESSION"**, which state, *"Guided by the DepEd Order No. 12, s. 2015...this division will allow the conduct of Cluster-Districts/District/School Learning Action Cell (LAC) session to 13 ALS/ALS-ALIVE Implementing Districts on Saturdays or Sundays and a once a month basis activity"* has corrections and additional information and shall read as;

"Guided by the DepEd Order No. 12, s. 2015...this division will allow the conduct of Cluster-Districts/District/School MEP/ALS-ALIVE Learning Action Cell (LAC) session of the 14 MEP/ALS-ALIVE Implementing Districts every Friday following the schedule of the regular LAC session, the MEP/ALS-ALIVE implementers may join the regular LAC session or conduct a separate Cluster-Districts/District/School MEP/ALS-ALIVE LAC Session concentrating on MEP & ALS-ALIVE competencies/programs/INSETs/Capacitation Skills & Strategies and other activities".
2. On paragraph 4," *This intervention... can also function as support groups for innovative practices that are envisioned to solve problems in line with ALS/ALS-ALIVE Programs implementation in their districts...*" to read as, **"This intervention...can also function as support groups for innovative practices that are envisioned to solve problems in line with MEP/ALS-ALIVE Programs implementation in their districts..."**.

3. On paragraph 5," ...*The Cluster-Districts are identified as follows:*

CLUSTER-DISTRICTS 1- Sibuco, Siocon, Sirawai, and Baliguian

CLUSTER-DISTRICTS 2- Kalawit, Labason, Liloy I and Liloy II

CLUSTER-DISTRICTS 3- Godod, Salug I, Salug II, Bacungan and Sindangan Central"

to read as, " ...**The Cluster-Districts are identified as follows:**

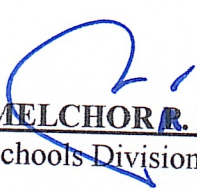
CLUSTER-DISTRICTS 3- Sindangan Central

CLUSTER-DISTRICTS 4- Bacungan, Salug I & II, Liloy I & II, Godod, & Kalawit

CLUSTER-DISTRICTS 5- Gutalac, Labason, Baliguian, Siocon, Sirawai & Sibuco

4. On paragraph 7, " *Service credits will be given to the implementers of this activity since it will be done during Saturdays or Sundays to avoid disruption of regular classes or sessions*" to read as, " **Compensatory Overtime Credits (COC) will be granted by the Head of Office (Schoolhead/Public Schools District Supervisor) to the teachers/implementers if the activity will be done during Saturdays or Sundays**".
5. For immediate and widest dissemination to all concerned is hereby desired.

Attached as stated.


PEDRO MELCHOR R. NATIVIDAD, CSEE
Schools Division Superintendent






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

RELEASED
22 AUG 2016
NATIVIDAD P. BAYUBAY

DIVISION MEMORANDUM

No. 392, s. 2016

To: Public Schools District Supervisors
School Heads / ALIVE Implementers
DALSCs/MoTs/ALS-ALIVE Volunteers
DIACs/ALIVE Teachers

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

Subject: **ALLOWING ALIVE/ALS-ALIVE IMPLEMENTING DISTRICTS TO
CONDUCT CLUSTER-DISTRICTS/DISTRICT/SCHOOL LEARNING
ACTION CELL (LAC) SESSION**

Date: August 11, 2016

1. Pursuant to the objective of mainstreaming Madrasah Education Program (MEP) as a component of the National System of Basic Education mandated through DepED Order No.51, s.2004, the Division Office continuously support the institutionalization of the MEP by providing the support mechanisms necessary to develop the teaching-learning processes of ALIVE/ALS-ALIVE implementers in the division.
2. As been observed in the implementing districts, there is a need to intensify the proper coordination of ALIVE/ALS-ALIVE activities, curricula implementation, preparation of Daily Learning Logs (DLL) and teaching-learning process among DALSCs/DIACs and ALIVE/ALS-ALIVE Teachers through an effective cascade model of teacher-training like the implementation of Learning Action Cell (LAC) session.
3. Guided by the DepEd Order No. 12, s. 2015; entitled, "Guidelines on the Early Language, Literacy, and Numeracy Program: Professional Development Component", this division will allow the conduct of Cluster-Districts/District/School Learning Action Cell (LAC) session to 13 ALS/ALS-ALIVE Implementing Districts on Saturdays or Sundays and a once a month basis activity.
4. This intervention, is an appropriate venue for continuous, cost-effective in-service training and teacher development, since most of the implementers are on contractual basis or volunteers and not entitled to claim any reimbursement. It can also function as support groups for innovative practices that are envisioned to solve problems in line with ALS/ALS-ALIVE Programs implementation in their districts and can help to facilitate the learning activities of the implementers for a better academic performance of their learners.

5. The said activity shall be managed by the LAC leader, the District ALIVE Coordinators (DIACs) for ALIVE Program and District ALS Coordinators (DALSCs) for ALS-ALIVE Program. They are required to organize LAC facilitators, members and documenters for this intervention (*refer to the attached Annex 1- B. Terms of Reference of LAC participants*).

The Cluster-Districts are identified as follows:

CLUSTER-DISTRICTS 1 – Sibuco, Siocon, Sirawai, and Baliguian
CLUSTER-DISTRICTS 2 – Kalawit, Labason, Liloy I and Liloy II
CLUSTER-DISTRICTS 3 – Godod, Salug I, Salug II, Bacungan and Sindangan Central

6. Accomplishment Report on the conduct of ALIVE/ALS-ALIVE LAC session in compliance to this Memorandum is expected to be submitted by the District ALIVE Coordinators (DIACs) and District ALS Coordinators (DALSCs) to District and Division Office (*see Annex 2 & 3 - Accomplishment Report on the conduct of ALIVE/ALS-ALIVE LAC session Form*).
7. Service credits will be given to the implementers of this activity since it will be done during Saturdays or Sundays to avoid disruption of regular classes or sessions.
8. The EPS II-ALS, Division ALIVE Coordinator and Public Schools District Supervisors must intensify supervisions and monitor the implementation of the activity in their respective areas of assignments.
9. Travel and other incidental expenses incurred by the EPS II-ALS, DAC, DALSCs and Mobile Teachers relative to the above-mentioned activity shall be charged to the Division INSET/MEP Support Funds while supplies, transportation and reproduction of materials of ALIVE/ALS-ALIVE implementers shall be charged to School MOOE/LOCAL Funds subject to the usual accounting and auditing rules and regulations.
10. It is expected that due respect and usual support in the conduct of this activity shall be extended to ALIVE and ALS-ALIVE implementers for the successful implementation of the ALIVE/ALS-ALIVE Programs in our division.
11. Widest and immediate dissemination of this memorandum to all concerned is hereby desired.

2. **LAC Facilitators** - could be the ALIVE Teachers, Mobile Teachers, ALS-ALIVE implementers or Senior Teacher or Senior member of the group. This role could be assigned on a rotation basis. The LAC Facilitator :
 - a. Convenes the LAC team meetings.
 - b. Provides technical assistance in the development of the LAC session, timetable of team meetings, and other activities.
 - c. Checks and monitors attendance of members and submission of materials and sees to it the team meetings start and end on time, and that agenda or the meeting are covered.
 - d. Encourages active engagement and participation of members.
 - e. Serves as resource person on specific topics.
 - f. Assigns a documenter on rotation basis.
 - g. Invites external resource person when necessary.
 - h. Reports regularly to LAC leader on LAC progress.
 - i. Prepares his/her session plan that identifies the topic, objectives, materials needed, and outline of activities (at the very least) and where necessary, consults the LAC leader and members.
 - j. Ensures the venue and equipment are available and prepares the necessary learning materials such as reading materials, videos, presentations, etc., when needed.
 - k. Announces the LAC session including topic, time, venue, and other matters that the group should know.
 - l. Runs and facilitates the session based on the plan and ensures that the agreed norms of behavior are observed and that the objectives of the session are achieved.
3. **LAC Members** – are the ALIVE Teachers, Mobile Teachers, ALS-ALIVE implementers, who share common concerns such as grade level assignments or learning area assignments. A LAC member:
 - a. Attends LAC meetings regularly and participates actively in LAC sessions.
 - b. Serves as LAC facilitator or documenter or resource person or certain topics when assigned such roles.
 - c. Develops plans to apply what has been learned and implements agreed action plan in one's classroom or community learning centers.
 - d. Encourages active engagement and participation of members.
 - e. Prepares and submits documents or materials as needed and brings materials relevant to the topic.
 - f. Observes agreed norms of behavior.
 - g. Shares with colleagues in informal settings.
 - h. Prepares to share in each LAC session.
 - i. Provides the LAC leader with evidences of application of learning.
4. **LAC Documenter** – is a member of the LAC who has been assigned to record the minutes of the team meetings. This role may be rotated (i.e. monthly or every unit of lesson). The LAC Documenter:
 - a. Documents LAC proceedings following the template agreed upon.
 - b. Keeps records of attendance and output of members.
 - c. Helps the LAC leader and facilitator in writing the progress reports to be submitted to the District and Division Office.
 - d. Devices innovative and efficient ways to document and synthesizes the agreements during the LAC sessions.
 - e. Provides the information on the progress of the LAC and the insights of the teachers about student learning.
 - f. Takes down minutes and captures the processes in the LAC.
 - g. Gathers evidences of LAC implementation.



MONTHLY ACCOMPLISHMENT REPORT ON THE CONDUCT OF ALIVE LEARNING ACTION CELL (LAC) SESSION
Month of

CLUSTER-DISTRICTS/DISTRICT/SCHOOL :

VENUE :

[illegible]

Prepared by

Attested by

NOTED:

LAC Leader (DIAC)

Public Schools District Supervisor

Division ALIVE Coordinator



MONTHLY ACCOMPLISHMENT REPORT ON THE CONDUCT OF ALS-ALIVE LEARNING ACTION CELL (LAC) SESSION
Month of _____

CLUSTER-DISTRICTS/DISTRICT:

VENUE :

[illegible]

repared by

Attested by

NOTED:

LAC Leader (DALSC)

Public Schools District Supervisor

Education Program Specialist II - ALS