



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

October 19, 2021

DIVISION MEMORANDUM

No. 271, s. 2021

**UPDATING OF ACTIVITY PROPOSAL FOR THE CONDUCT OF THE LEARNING
ACTION CELL (LAC) USING THE NEW TEMPLATE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Principal In-Charge
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order 35, s. 2016–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, the field is informed of the proposed template of the Activity Proposal for the Conduct of In-Service Training. (See attached template)
2. Annex 1 of DO 35, s. 2016 shows the Template for LAC Plan.
3. The SGOD Human Resource Development specialist and the SGOD chief shall review the documents for approval of the Schools Division Superintendent upon recommendation of the Assistant Schools Division Superintendent.
4. For inquiries, please contact the SGOD HRD specialists through the email address, hrd.northernssamar@deped.gov.ph and/or mobile numbers 09216193915 and 09675136597.
5. Immediate dissemination of and compliance with this Memorandum are desired.

RAUL D. AGBAN, EdD
OIC Schools Division Superintendent



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Program Design

I. General Program Information

- 1.1 Program Title
- 1.2 Program Description
- 1.3 Prerequisite Programs
- 1.4 Duration
- 1.5 Delivery Mode
- 1.6 Target Participants
- 1.7 Resource Person/s
- 1.8 Activity Request per PMIS (if applicable)
- 1.9 Budget Requirements
- 1.10 Date and Venue

II. Background and Rationale

III. Objectives

Terminal Objectives:

Session Objectives:

IV. Expected Results/Success Indicators

V. Learning Action Cell (LAC) Plan (Annex 1, DO 35, s. 2016)

Phase	Activities	Persons Involved	Time Frame	Resource		Success Indicator
				Funds	Source of Funds	
Planning						
Implementation						
Evaluation						

VI. Training Matrix

Time	Activity/Session	Resource Person/s

VII. Program Management Time

Prepared by:

(proponent)

Reviewed by:

SGOD HRD Specialist

SGOD Chief Supervisor

Availability of Funds:

Division Accountant

Budget Officer

Recommending Approval:

Assistant Schools Division Superintendent

Approved:

Schools Division Superintendent