



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

---

February 19, 2024

**DIVISION MEMORANDUM**

No. 054, s. 2023

**GUIDELINES ON THE APPLICATION FOR ACCREDITATION OF LEARNING ACTION CELL (LAC) INTERVENTIONS IN THE CONTINUING PROFESSIONAL DEVELOPMENT ACCREDITATION SYSTEM (CPDAS)**

To: Assistant Schools Division Superintendent  
SGOD and CID Chief  
Education Program Supervisors  
Public Schools District Supervisors/Principals-In-Charge  
Public Junior High/Secondary School Heads  
Public Junior High/Secondary Teachers  
School LAC Focal Persons/Implementers  
All Others Concerned

1. To fully support the institutionalization of School Learning Action Cells (LACs) as per DepEd Order No. 35, s. 2016 titled *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* which is further harmonized in the Division Learning and Development System as per Division Memorandum No. 172, s. 2023 titled *Guidelines on the Implementation of Division and School-based Learning and Development System, Subsystems, and Processes*, this Schools Division, through the Schools Governance and Operations Division – Human Resource Development Section and the Curriculum Implementation Division, issues Guidelines on the Application for Accreditation of Learning Action Cell (LAC) Interventions in the Continuing Professional Development Accreditation System (CPDAS) by the Philippine Regulation Commission (PRC).
2. These Guidelines are consistent with the provisions of Section VIII of DM 172, s. 2023 and are hereby expanded for purposes of application of LAC interventions in the CPDAS.
3. All materials/resources, samples, templates, forms, including the materials used during the Virtual Orientation of CPD Accreditation conducted on January 30, 2024 can be accessed or downloaded thru this link:

**<https://bit.ly/CPDHRDResources>**



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
Telefax: (055) 500 9801  
Email: [northernsamar@deped.gov.ph](mailto:northernsamar@deped.gov.ph)  
Website: <https://northernsamar.deped.gov.ph>



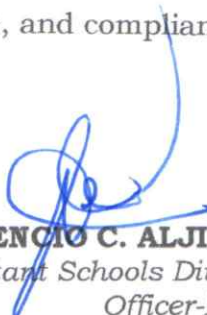
4. School Heads are required to implement Section I of DM 172, s. 2023 or the Governance and Enabling Mechanism (GEM) to monitor the compliance of the school in the implementation of the School L&D System, including these guidelines.

5. For more information or provision of needed technical assistance, contact the Human Resource Development Section (HRDS) thru the following:

Email address: [hrd.northernssamar@deped.gov.ph](mailto:hrd.northernssamar@deped.gov.ph)  
Facebook page: HRD DepEd Northern Samar  
HRDS Personnel: Peter R. Bobiles  
*Senior Education Program Specialist*

Pepito E. Saldo Jr.  
*Education Program Specialist II*

6. For immediate dissemination, guidance, and compliance.

  
**GAUDENCIO C. ALJIBE JR., PhD, CESO VI**  
*Assistant Schools Division Superintendent*  
*Officer-In-Charge*  
*Office of the Schools Division Superintendent*

Enclosure: As stated


References: DO 35, s. 2016      DM 172, s. 2023      LAC Toolkit

To be indicated in the Perpetual Index under the following subjects:

LAC                      L&D                      CPD                      PROFESSIONAL DEVELOPMENT

SGOD-HRDS-PRB

DepEd Northern Samar  
**RELEASED**

  
date: 2/20/2024-10:05am

Enclosure to DM \_\_\_\_\_, s. 2024

To effectively implement Learning Action Cell (LAC) for continuing professional development of teachers and school leaders, the LAC Implementation Process is linked with the Learning and Development System which includes the subsequent details:

LAC Implementation Process	Objectives	Possible Tools/Data Requirements/ LRPs	Expected Output	Responsible Persons
<p>A. PRE</p> <p><b>1. Assessment of Needs through LDNA subsystem</b></p> <p>1.a. Development Planning</p> <p>1.b. Preparation of School LDNA</p> <p>1.c. Analysis and Validation of Data</p> <p>1.d. Preparation of LDNA Report</p> <p>1.e. Submission of LDNA Report</p> <p>Reference: Section II of DM 172, s. 2023, pp. 3-6</p>	<p>To identify and prioritize the L&amp;D needs of teachers and the possible LAC learning interventions or activities that can respond to these needs.</p>	<p>Documents Review (IPCRF results, Individual Development Plans) Observation (COT results) Data from Interview, Focus Group Discussion (FGD) or Survey</p>	<p>LDNA Report with the identified competency gaps</p>	<p>School Heads, District Heads, School PDC, LAC in-charge,</p>
<p><b>2. Formation of LAC through the L&amp;D Planning subsystem</b></p> <p>2.a. School L&amp;D Planning</p> <p>2.b. LAC composition</p> <p>2.c. Schedule</p> <p>2.d. Planning for Intervention</p> <p>Reference: Section III of DM 172, s. 2023, pp. 6-7</p>	<p>To identify and map L&amp;D programs/ interventions &amp; implementation requirements to address priority competency gaps identified in the LDNA report</p>	<p>Use of competency standards like the PPST as reference for mapping out L&amp;D interventions (Other references: ELLN, PRIMALS, IPBT, NLC, NRP, HOTS, etc.)</p>	<p>LAC Implementation Plan for the entire school year with L&amp;D interventions/ modalities</p>	<p>School Head School PDC LAC In-charge,</p>
<p><b>3. LAC Delivery Modes through L&amp;D Design and Resource Package Development</b></p> <p>3.a. LAC Program Designs</p> <p>3.b. Learning Resource Package</p>	<p>To identify, conceptualize elements of LAC activity design, and produce learning resource materials based on the</p>	<p>Session Guides, PPST Modules, ELLN, PRIMALS, IPBT Modules, NLC, NRP, HOTS, etc. in the LDNA</p>	<p>Approved LAC Activity Design, LAC Delivery materials for trainers, facilitators, and coaches learning</p>	<p>LAC incharge, EPSs, PSDSs, Program Owners, HRDS</p>



<p><i>Reference:</i> Section IV and V of DM 172, s. 2023, pp. 7-8</p>	<p>LAC implementation plan</p>		<p>aids for learners-participants, LAC M&amp;E tools/instruments</p>	
<p><b>B. DURING</b></p> <p><b>4. LAC Implementation Norms through L&amp;D Program Delivery subsystem</b>  <i>4.a. Managing the program</i>  <i>4.b. Managing learning</i>  <i>4.c. Managing team</i>  <i>4.d. Managing resources</i></p> <p><i>Reference:</i> Section VI of DM 172, s. 2023, pp. 8-9</p>	<p>To implement the program based on the design, using the learning resource packages that have been developed</p>	<p>LAC Activity Delivery Norms (<i>Time &amp; Venue, Listening, Confidentiality, Decision Making and Participation</i>)</p>	<p>Accomplished L &amp; D Preparedness Checklist</p>	<p>LAC in-charge, LAC Team (leader, facilitator, documenter, members, Resource Persons), PSDSs, SGOD-HRDS &amp; M&amp;E</p>
<p><b>C. DURING – POST</b></p> <p><b>5. Progress Monitoring and Evaluation through the L&amp;D QATAME subsystem</b>  <i>5.a. Reaction</i>  <i>5.b. Learning</i>  <i>5.c. Behavior</i>  <i>5.d. Results</i></p> <p><i>Reference:</i> Section VII of DM 172, s. 2023, pp. 9-10</p>	<p>To ensure compliance to quality standards; provide supportive guidance; and assess progress and results of LAC activities</p> <p>LAC Monitors (District Heads,</p>	<p>M&amp;E Tools</p>	<p>Summary of results of online evaluation, Results of Pre-Post Tests, Program Completion Report</p>	<p>PSDSs, LAC in-charge, CID EPSs/ Program owners, SGOD M&amp;E, HRDS</p>

**PROCESS FLOW OF THE ACCREDITATION OF LEARNING ACTION CELL (LAC)  
INTERVENTIONS TO THE PRC CONTINUING PROFESSIONAL DEVELOPMENT  
ACCREDITATION SYSTEM (CPDAS)**

PROCESS FLOW	TASK	CONCERNED PERSONNEL	DURATION / TIMELINE
<p>Step 1</p> <p>Preparation and submission of LAC proposals</p>	<p>Schools prepare their LAC <b>instructional designs</b> following the PRC's Template for Instructional Design of Proposed Continuing Professional Development (CPD) Program. Schools shall submit their design (<b>Microsoft Word and PDF files</b>) to the Schools Division Office – Human Resource Development Section's email address at <a href="mailto:hrd.northernsamar@deped.gov.ph">hrd.northernsamar@deped.gov.ph</a></p> <p>Vital reminders:</p> <p>A. Fill out Application Form and comply the following required documents (Enclosures). (Please provide one (1) set for receiving copy)</p> <ol style="list-style-type: none"> <li>1. Instructional Design (Form CPDD-16)</li> <li>2. Program of Activities showing time/duration of topics/workshop and resource persons with position and office, and evaluation period.</li> <li>3. Evaluation method or tool that measures the learning gained by the participants specific and appropriate to course objectives set.</li> <li>4. Resumes of Speakers for program applied for, showing expertise in the topic/s; show certificates or citations (if any). Note: Resource Speakers should be at least a <b>Master's Degree</b> graduate.</li> <li>5. Updated Professional ID of speaker if registered professional (e.g., professional teacher). Otherwise, submit photocopy of government-issued or company identification card.</li> </ol>	<p>School Head School PDC Members LAC Coordinator CPD Coordinator SGOD HRDS</p>	<p>60 days prior to the implementation of the LAC session or first LAC session of the SY</p> <p>(Considering the RPMS Cycle for teachers and in harmony with the L&amp;D System, School Heads/Master Teachers/LAC or CPD Coordinators should work on this after they have undertaken the LDNA and L&amp;D Planning Subsystems)</p>

	<p>6. Breakdown of Expenses for the conduct of the LAC activity</p> <p>7. Instructional Design of Proposed CPD Program (Form CPDD-PTR-02)</p> <p>B. For quality assurance (reviewing, assessing and processing), schools shall submit the set of documents to the HRD email. The HRDS shall forward the same to the CID Chief or Division LAC in-charge.</p> <p>C. All other documents shall bear the e-signature of the one who prepares the application and noted and approved by the Schools Division Superintendent.</p> <p>D. <b>No hard copy</b> of instructional design shall be submitted to the HRDS Office.</p> <p>E. NEAP Accreditation Number is written as: <b>PTR-2022-386-3272</b></p>		
<p>Step 2</p> <p>Consolidation of LAC proposals and submission to NEAP – HRDD RO VIII</p>	<p>The Schools Division Office, through the HRDS, consolidates submitted LAC instructional design proposals from schools and submits them to NEAP – HRDD 60 days prior to the schedule of the first LAC activity for endorsement to the Professional Regulation Committee (PRC) for accreditation.</p>	<p>SGOD HRDS NEAP-HRDD</p>	
<p>Step 3</p> <p>Conduct of LAC activities</p>	<p>The Schools Division Office shall quality assure the conduct of LAC activities through the monitoring and evaluation activities.</p>	<p>SGOD HRDS</p>	<p>Once the application is approved.</p>
<p>Step 4</p> <p>Preparation and issuance of certificate of participation</p>	<p>School heads are responsible for signing certificates for school-based professional learning activities (e.g., LAC or school training programs).</p> <p>The Certificate of Participation in LAC activities with corresponding PRC CPD Credit Units in the certificate shall only be issued at the end of the School Year or after</p>	<p>School Head HRDS</p>	<p>After the LAC implementation</p>



	completion of the series of LAC sessions for the entire School Year.		
Step 5 Preparation and submission of completion reports	<p>Schools shall prepare and submit their completion report of their school LAC activities to the HRD email within 30 days after the completion of the LAC sessions.</p> <p>The School Governance and Operations Division (SGOD) shall lead the evaluation exercise with the assistance of other offices in the Division Office.</p> <p>Fifteen (15) days after the end of the year, the SDO through the SGOD shall submit to the Professional Development Division of NEAP and the HRDD of the Regional Office the consolidated completion report of all LAC sessions conducted for the Calendar Year.</p> <p>Completion reports shall include all supporting documents as stipulated in Annex H of PRC Resolution No. 1032 s. 2017 (Implementing Rules and Regulations of Republic Act 10912 known as CPD Act of 2016).</p>	School Head SGOD HRDS	