



February 2, 2016

**DIVISION MEMORANDUM**

No. 51, s. 2016

**CONDUCT OF LEARNING ACTION CELL (LAC) SESSION**

To : Public Schools District Supervisors/In-Charge  
Elementary & Secondary School Heads  
This Division

1. This Office shall conduct a **Learning Action Cell (LAC)** session on **February 26, 2016** at 8:00AM -5:00PM with focus on improved record-keeping process among School Heads and Teachers.
2. This Division Initiative aims to:
  - Improve record-keeping process for School Heads and Teachers
  - Develop a filing system for schools
  - Reiterate how to accomplish and prepare clean forms

3. Below is the list of Trainers/Focal Persons, Participants and Venue per cluster.

Trainers/Focal Persons	Participants/District	Venue
Elly H. Lofranco Gilbert Bailo	Magsaysay I & II School Heads (Elem & Sec)	Consuelo NHS
Beatriz E. Acda, PSDS Panfila B. Zarate, PSDS Teodulo L. Babanto	Medina School Heads Talisayan School Heads (Elem & Sec)	Medina CS
Nestor U. Lofranco, PSDS Angie Ordinan	Kinoguitan School Heads Balingoan School Heads (Elem & Sec)	Kinoguitan CS
Cydel P. Valmores, PSDS Marife Leonora R. Caculba	Binuangan School Heads Sugbongcogon School Heads (Elem & Sec)	Mangga ES
Rosana S. Emanel Eva Entusiasmo, PSDS Manuelita P. Capito	Salay School Heads Lagonglong School Heads (Elem & Sec)	Kabulawan ES
Daylinda O. Vequez, PSDS Wennie A. Nacasabog, PSDS Marylen Trapal	Balingasag School Heads Villanueva School Heads (Elem & Sec)	Balingasag Central School
Joylito Villastique, PSDS Eva Guilaran Lyneth R. Abroguena	Jasaan School Heads Claveria I & 2 School Heads (Elem & Sec)	Jasaan Central School
Edna Albaran Genes P. Lesaca	Tagoloan School Heads MOGCHS (Elem & Sec)	Casinglot ES
Horace Amelia Q. Nacua, PSDS Gerry G. Fabria, PSDS Analyn Salcedo	Opol School Heads Alubijid School Heads (Elem & Sec)	Opol CS
Imelda P. Galarrita, PSDS Jeannie Caracho Adefe Caño	Laguindingan School Heads Libertad School Heads Gitagum School Heads (Elem & Sec)	Laguindingan NHS
Ric D. Gabe, PSDS Nilda M. Mejos, PSDS Allan B. Roxas	Initao School Heads Naawan School Heads (Elem & Sec)	Tawan-tawan ES (Initao)
Joel L. Jayme, PSDS Ermer Gaid Erna Oco	Manticao School Heads Lugait School Heads (Elem & Sec)	Cabalantian ES



Department of Education  
Region X-Northern Mindanao

Del Pilar-Velez St., Cagayan de Oro City  
website:

Contact numbers (08822)724615, (088)8564454



4. In this end, Public School District Supervisors (PSDS)/District In-charge together with the Trainer/Focal Person are requested to perform the suggested tasks/activities:
  - Prepare Opening and Closing Program
  - Prepare Certificate of Appearance and Participation to all participants
  - Prepare attendance, documentation (photos) and narrative report (These shall be submitted to Dr. Marife D. Balaba, SEPS-HRD)
  - Facilitate in the conduct of the said activity
  - Discuss the following suggested topics with *localized* Powerpoint Presentation:
    - 5S ( Sort, Set in Order, Shine, Standardize, Sustain )
    - Effective Filing System in School/Office
    - How to Accomplish Clean Forms
    - Better Record-keeping process
5. It is expected that after the conduct of this activity, the School Heads shall conduct an echo of the said session to their respective schools.
6. Travel expenses of the speakers and participants shall be charged against School Downloaded MOOE subject to the usual accounting and auditing rules and regulations.
7. For your guidance and compliance.

**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

CLL/mdb

Note: Please refer to DepEd-misor site  
Downloadables / LAC Session materials  
for powerpoint presentations / Guide