

Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

January 16, 2024

DIVISION MEMORANDUM
No. 036 s. 2024

**MONITORING AND EVALUATION OF THE CONDUCT OF DISTRICT OR
SCHOOL LEARNING ACTION CELL (SLAC) FOR SY 2023-2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. In reference to DepEd Order No. 35, s. 2016, re: *The Learning Action Cell as K to 12 Basic Education Program School-based Continuing Professional Development Strategy for the Improvement of Teaching and Learning* and Division Memorandum No. _____ re: *Submission of Learning and Development Plan for the Conduct of District or School Learning Action Cell (SLAC) for SY 2023-2024*, this office informs the field that a Division Monitoring Team shall monitor the school in the conduct of LAC session in order to provide possible technical support. This will be conducted quarterly with the inclusive dates below;

- 1.1 -1st Quarter- March 25-29, 2024
- 1.2 -2nd Quarter-June 24- 28, 2024
- 1.3 -3rd Quarter- September 23-27, 2024
- 1.4 -4th Quarter- November 25-29, 2024

2. Enclosed are the following:

- 2.1 Division Monitoring and Evaluation Team and their respective functions.
- 2.2 Monitoring and Evaluation of Training Design
- 2.3 On- Site QAME Form
- 2.4 Program Evaluation for LAC (End of the Program)



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3. For information and guidance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent 



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DIVISION MONITORING AND EVALUATION TEAM COMMITTEE
LAC Session

1st Quarter- March 25-29, 2024; 2nd Quarter-June 24- 28, 2024; 3rd Quarter- September 23-27, 2024; 4th Quarter- November 25-29, 2024

EXECUTIVE COMMITTEE	POSITION	ROLE
Socorro V. Dela Rosa	Schools Division Superintendent	<ul style="list-style-type: none"> Oversee the monitoring and evaluation of the conduct of LAC
Ma. Luisa T. Dela Rosa	Assistant Schools Division Superintendent	<ul style="list-style-type: none"> Oversee the monitoring and evaluation of the conduct of LAC Initiate meeting with CID EPS
Rommel G. Petajen	CID Chief	<ul style="list-style-type: none"> Initiate meeting with CID EPS
Mary Jean S. Romero	SGOD Chief	<ul style="list-style-type: none"> Oversee the monitoring and evaluation of the conduct of LAC Initiate meeting with the Team Leaders

Designation	Zone 1 (Virac, San Andres)	Zone 2 (Bato, Baras, San Miguel, Gigmoto)	Zone 3 (Viga, Panganiban, Bagamanoc)	Zone 4 (Caramoran, Pandan)	Role
Team Leader	Carol P. Gil SEPS-HRD	Sarah S. Chiong SEPS-SMME	Elizabeth S. Urbano EPS-II- HRD	Aroline T. Borja EPS-SGOD	<ul style="list-style-type: none"> Initiate meeting within the team members Prepare the general plan for the team activities Monitor the implementation of the conduct of District/School LAC Lead on the analysis and submission of the M & E Report

Assistant Team Leader	Jezrahel T. Omadto EPS- Mathematics	Ma. Gina Templonuevo EPS-Filipino	Gina B. Pantino EPS-English	Gina Custodio EPS-Multigrade	<ul style="list-style-type: none"> Assist the Team Leader
Members	EPS assigned per district PSDS/OIC PSDS In-charge Ma. Rita Sr Tablate EPSA	EPS assigned per district PSDS/OIC PSDS In-charge	EPS assigned per district PSDS/OIC PSDS In-charge Achilles V. Alberto I EPS-II SMME	EPS assigned per district PSDS/OIC PSDS In-charge	<ul style="list-style-type: none"> Attends meeting initiated by the Team Leader Facilitates the collection of M & E reports Gathers data on the conduct of M & E Other tasks assigned by the Team Leader
Documenters	Jennifer S. Casallo, Nurse II Ma. Teresa Abundo, Nurse II Marife S. Brequillo, SEPS SocMobnet Amylou B. Celso, Dentist II	Ahdel Idanan Nurse II Hidelta G. Posada, Dentist II Maria Audrea L. Vivo PDO-II	Jogene Ailly C. San Juan PDO-II Jennifer B. Metica, ITO Ma. Lourdes M. Sorra, PDO II	Imaculate T. Latorre, EPS II/SocMobNet Emeine Abrasaldo Nurse II	<ul style="list-style-type: none"> Prepare minutes of the meeting Captures the event proceedings in writing and images Creates captions in the conduct of the LAC monitoring Assists in the preparation of the M & E report Submits the M & E report in coordination with the Team Leader

Monitoring and Evaluation
DISTRICT/SCHOOL LAC SESSION SY 2023-2024

I. School Profile

Name of School	
School ID	
School Head	
Contact Number	
Email Address	
Utilized Budget Per Capita	
Total LAC Funds	
Participants (Teachers)	Male- Female-
Participants (Teaching-Related)	Male- Female-
Participants (Non- Teaching Personnel)	Male- Female-
Quality	NEAP- Recognized- CPD Accredited- SDO-Reviewed
Modality	

II. LAC SESSION TOPICS

Quarter: _____

DepEd Order 35, s.2016	Specific Title (Please specify)	PPST Strands Addressed
<i>Learner Diversity and Student Inclusion</i>		
<i>Content and Pedagogy of the K to 12 Basic Education Program</i>		
<i>Assessment and Reporting in the K to 12 Basic Education Program</i>		

21 st Century Skills and ICT Integration in Instruction and Assessment		
Curriculum Contextualization, Localization, and Indigenization		
Other identified emerging and urgent issues or concerns affecting teaching and learning.		

Feedback/Findings:

Strength	Needs to be improved	Way Forward/Agreement
<i>(Please use separate sheet as needed)</i>		

Monitored by:

Printed name over signature

Conforme:

Printed name over signature