



Republic of the Philippines
 DEPARTMENT OF EDUCATION
 Region V(Bicol)
SCHOOLS DIVISION OFFICE OF CATANDUANES
 Virac, Catanduanes

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January 3, 2019

RECEIVED

DepEd - Division Office of Catanduanes
 Virac, Catanduanes
 Date: JAN 03 2019
 Time: 4:01 PM
 By: [Signature]

SOCORRO V. DELA ROSA, CESO VI
 Schools Division Superintendent
 This Division

Madam!

The undersigned would like to recommend the utilization of hereto attached **Monitoring and Evaluation Tool** for First Semester SY 2018-2019, Learning Action Cell (LAC) in Mathematics Both in Elementary and Secondary. ✓

The results that will be generated out of the responses of the concerned LAC personnel will be the bases for further adjustments and interventions for the second semester implementation of the same school year to better achieve the program goal of enhancing students' performance through quality instruction.

Furthermore, the tool can be administered at least once a semester for the succeeding years of LAC Implementation.

Thank you.

Very truly yours,

[Signature]
ROME G. PETAJEN
 EPS-Mathematics

Recommending Approval:

[Signature]
JOSEFA V. ZAPE, Ed. D
 Chief, CID

Approved:

[Signature]
SOCORRO V. DELA ROSA, CESO VI
 Schools Division Superintendent

RELEASED

DepEd, Division of Catanduanes
 RECORDS SECTION
 Date: JAN 07 2019
 Time: 1:26 PM
 Initial/Signature: [Signature]



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LAC MONITORING AND EVALUATION TOOLS

District/Municipality/Zone Learning Action Cell (LAC) Monitoring Tool 1

To the Supervising Personnel/School head:

Please indicate your observations on the School-Based LAC Implementation of teaching and learning delivery program by accomplishing the questionnaire below:

Title of Program: _____

Name of District/Municipality/Zone: _____

Division: _____ Date of Visit: _____

SCHOOL LAC MANAGEMENT (may be accomplished once a semester)

Activities	Yes	No	Comments	Suggestions
1. Conducted Teachers Need Assessment to determine the components of the LAC Topics.				
2. Developed a LAC Plan identifying the topics, schedule, facilitators, and LAC groupings.				
3. Identified LAC leaders.				
4. Identified resources for the LAC implementation.				
5. Conducted an orientation for the LAC.				
6. Develop M & E tool to gauge the effectiveness of the program and sustainability of implementation.				



LAC MONITORING AND EVALUATION TOOLS

District/Municipality/Zone Learning Action Cell (LAC) Monitoring Tool 2

To the Supervising Personnel/School Head:

Please indicate your observations on the School-Based LAC Implementation of teaching and learning delivery program by accomplishing the questionnaire below:

Title of Program: _____

Name of District/Municipality/Zone: _____

Division: _____ Date of Visit: _____

LAC ACTIVITIES / LAC PROPER

Name of the LAC Leader	
Name of the LAC Facilitator	
Name of the LAC Members	
Name of the LAC Documenter	
LAC Topic	

THE LAC LEADER

Activities	Yes	No	Comments	Suggestions
BEFORE THE SESSION				
Secured resources for the LAC session				
Prepared the venue for the LAC session				
DURING THE SESSION				
Observed the LAC Session				
Identified the strengths and weaknesses of the session and the facilitator				
AFTER THE SESSION				
Conducted debriefing				
Identified plans for improvement for the next session				
Gathered from the documenter the individual plans of the team members				
Observed the implementation of the plan				
Developed with members the next session plan				

THE LAC FACILITATOR

Activities	Yes	No	Comments	Suggestions
BEFORE THE SESSION				
Prepared a session guide				
Announced the schedule and venue of the session				
DURING THE SESSION				
Exhibited skills in facilitating the session				
Managed the members' participation				
Able to successfully bring out agreements				
Used the materials appropriately				
AFTER THE SESSION				
Discussed with the LAC leader the results of the session				
Identified areas for improvement for the session				
Developed plan for improvement of the session				

THE LAC MEMBERS

Activities	Yes	No	Comments	Suggestions
BEFORE THE SESSION				
Obtained the information about the LAC session				
Prepared relevant materials for the LAC session, where applicable				
DURING THE SESSION				
Present in the session impact of learning application.				
Actively participated in the discussion				
Observed norms of behavior				
Developed plans for implementation				
AFTER THE SESSION				
Allowed the LAC Leaders and other members to observe the implementation of plan in the classroom				
Submitted to the LAC Leader evidences of implementation				
Shared with others in informal meetings practices				

THE LAC DOCUMENTER

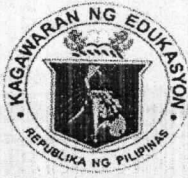
Activities	Yes	No	Comments	Suggestions
BEFORE THE SESSION				
Prepared the materials necessary for documentation				
Discussed with the facilitator and LAC Leader the manner of documentation				
DURING THE SESSION				
Took down the minutes of the meetings, as well as agreements				
Gathered all documents				
AFTER THE SESSION				
Arranged the documents				
Finalized the reports				
Submitted the report to the LAC leader				

Name and Signature of Supervising Personnel/School head: _____

Name and Signature of LAC Leader/School Head: _____

Submitted to: _____ Date: _____

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LAC MONITORING AND EVALUATION TOOLS

District/Municipality/Zone Learning Action Cell (LAC) Monitoring Tool 3

To the District/Division LAC Coordinators:

Accomplish the LAC Implementation Report below:

District/Municipality/Zone	Contact details (phone, email address or mobile number)	LAC schedule/frequency (period of coverage, days, time)	School Head/LAC Leader	LAC Facilitators	No. of LAC Groupings

Prepared by: _____

Submitted to: _____

Date: _____