



January 2, 2020

**DIVISION MEMORANDUM**

No. 002, s. 2020

**CONDUCT OF SCHOOL LEARNING ACTION CELL (LAC) FOR  
 ELLN (Early Language Literacy and Numeracy) DIGITAL  
 FOR KINDERGARTEN TO GRADES 1 TO 3 TEACHERS**

**TO:** OIC, Office of the Asst. Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 Elementary School Principals  
 Officer-in-Charge  
 - Public Schools

SCHOOLS DIVISION OFFICE  
 Marikina City  
 RECORDS UNIT

**RELEASED**

JAN 03 2020 Date: Time: 12:50

By:

- In compliance 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 Department of Education works to promote the right of Filipinos to quality basic education that is culture-based and complete that allows them to realize their full potential and contribute meaningfully to building the nation.
- In line with this, the Schools Division Office Marikina will Conduct the School Learning Action Cell (LAC) for ELLN Digital Courseware for Kindergarten to Grade 3 Teachers in all public elementary schools in Marikina.
- Copy of the ELLN Digital Courseware can be taken from the Learning Resource Unit c/o Ms. **Ivy Coney Gamatero**, Learning Resource Supervisor.
- Copy of the ELLN Digital Courseware should be installed in the schools’ computer laboratories for easy access.
- Copy of the Story Books namely: **Tight Times by Jeanette Patindol, Ang Kamatis ni Peles by Virgilio Almario, Araw sa Palengke by May Tobias-Papa and Si Pilong Patago-Tago by Kristine Canon** should be borrowed from the Library Hub a week before the use of the said story books.
- Application for CPD (Continuing Professional Development) Accreditation shall be facilitated by the School Heads in coordination with **Ms. Noemi Velario**, Senior Education Program Specialist, HRD Unit.
- Conduct of the School Level Learning Action Cell (LAC) will start in February 2020.
- These are the forms to be submitted to the Public Schools District Supervisor-in-charge for monitoring.

FORMS	REFERENCE/LINK	DATE OF SUBMISSION
a. Session Guides	ELLN Digital Course Guide page 6	A week before the start of every LAC Session
b. LAC Group Profile	Schools Head’s Guide page 9	Two weeks before the start of LAC ELLN Digital
c. LAC Facilitator Information Sheet	Schools Head’s Guide page 10	Two weeks before the start of LAC ELLN Digital




REPUBLIC OF THE PHILIPPINES  
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FORMS	REFERENCE/LINK	DATE OF SUBMISSION
d. Teacher Engagement Report	Schools Head's Guide page 12	After every LAC Session
e. LAC Session Report	Schools Head's Guide page 14	After every LAC Session
f. LAC Session Observation Guide	Schools Head's Guide page 17	After every LAC Session
g. ELLN Digital School Report Template	Schools Head's Guide page 20	After every Module is completed
h. Calendar of LAC Sessions	Schools Head's Guide page 4	Two weeks before the start of LAC ELLN Digital
i. TSNA (Teachers' Strength and Needs Assessment) Summary	Link: <a href="https://drive.google.com/drive/u/1/folders/158aX5vuILSrWXrffXC7DJrcp6pKelizt">https://drive.google.com/drive/u/1/folders/158aX5vuILSrWXrffXC7DJrcp6pKelizt</a>	Two weeks before the start of LAC ELLN Digital
j. PDS Forms	Link: <a href="https://drive.google.com/drive/u/1/folders/158aX5vuILSrWXrffXC7DJrcp6pKelizt">https://drive.google.com/drive/u/1/folders/158aX5vuILSrWXrffXC7DJrcp6pKelizt</a>	Two weeks before the start of LAC ELLN Digital
k. Continuing Professional Development (CPD) Training Design	c/o Ms. Noemi Velario Senior Education Program Specialist	A month before the start of the School LAC ELLN Digital

9. Monitoring and Evaluation of LAC Sessions will be conducted by the Public Schools District Supervisors and Education Program Supervisors.
10. Expenses relative to the conduct of the LAC of ELLN Digital Courseware will be charged to School MOOE following the usual auditing rules and regulations.
11. Immediate and wide dissemination of this Memorandum is desired.

  
**SHERYLL T. GAYOLA**  
Education Program Supervisor  
Officer-in-Charge  
Office of the Schools Division Superintendent