



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City

RELEASED

BY:


DATE: 23 AUG 2016

NAME / TITLE

DIVISION MEMORANDUM

No. 372, s. 2016

To: Public Schools District Supervisors
School Heads / ALIVE Implementers
DALSCs/MoTs/ALS-ALIVE Volunteers
DIACs/ALIVE Teachers

From:  **NATIVIDAD P. BAYUBAY, CESO VI**
Officer-In-Charge
Office of the Schools Division Superintendent

Subject: **ALLOWING ALIVE/ALS-ALIVE IMPLEMENTING DISTRICTS TO CONDUCT CLUSTER-DISTRICTS/DISTRICT/SCHOOL LEARNING ACTION CELL (LAC) SESSION**

Date: August 11, 2016

1. Pursuant to the objective of mainstreaming Madrasah Education Program (MEP) as a component of the National System of Basic Education mandated through DepED Order No. 51, s. 2004, the Division Office continuously support the institutionalization of the MEP by providing the support mechanisms necessary to develop the teaching-learning processes of ALIVE/ALS-ALIVE implementers in the division.
2. As been observed in the implementing districts, there is a need to intensify the proper coordination of ALIVE/ALS-ALIVE activities, curricula implementation, preparation of Daily Learning Logs (DLL) and teaching-learning process among DALSCs/DIACs and ALIVE/ALS-ALIVE Teachers through an effective cascade model of teacher-training like the implementation of Learning Action Cell (LAC) session.
3. Guided by the DepEd Order No. 12, s. 2015; entitled, "Guidelines on the Early Language, Literacy, and Numeracy Program: Professional Development Component", this division will allow the conduct of Cluster-Districts/District/School Learning Action Cell (LAC) session to 13 ALS/ALS-ALIVE Implementing Districts on Saturdays or Sundays and a once a month basis activity.
4. This intervention, is an appropriate venue for continuous, cost-effective in-service training and teacher development, since most of the implementers are on contractual basis or volunteers and not entitled to claim any reimbursement. It can also function as support groups for innovative practices that are envisioned to solve problems in line with ALS/ALS-ALIVE Programs implementation in their districts and can help to facilitate the learning activities of the implementers for a better academic performance of their learners.

5. The said activity shall be managed by the LAC leader, the District ALIVE Coordinators (DIACs) for ALIVE Program and District ALS Coordinators (DALSCs) for ALS-ALIVE Program. They are required to organize LAC facilitators, members and documenters for this intervention (*refer to the attached Annex 1- B. Terms of Reference of LAC participants*).

The Cluster-Districts are identified as follows:

CLUSTER-DISTRICTS 1 – Sibuco, Siocon, Sirawai, and Baliguian

CLUSTER-DISTRICTS 2 – Kalawit, Labason, Liloy I and Liloy II

CLUSTER-DISTRICTS 3 – Godod, Salug I, Salug II, Bacungan and Sindangan Central

6. Accomplishment Report on the conduct of ALIVE/ALS-ALIVE LAC session in compliance to this Memorandum is expected to be submitted by the District ALIVE Coordinators (DIACs) and District ALS Coordinators (DALSCs) to District and Division Office (*see Annex 2 & 3 - Accomplishment Report on the conduct of ALIVE/ALS-ALIVE LAC session Form*).
7. Service credits will be given to the implementers of this activity since it will be done during Saturdays or Sundays to avoid disruption of regular classes or sessions.
8. The EPS II-ALS, Division ALIVE Coordinator and Public Schools District Supervisors must intensify supervisions and monitor the implementation of the activity in their respective areas of assignments.
9. Travel and other incidental expenses incurred by the EPS II-ALS, DAC, DALSCs and Mobile Teachers relative to the above-mentioned activity shall be charged to the Division INSET/MEP Support Funds while supplies, transportation and reproduction of materials of ALIVE/ALS-ALIVE implementers shall be charged to School MOOEs/LOCAL Funds subject to the usual accounting and auditing rules and regulations.
10. It is expected that due respect and usual support in the conduct of this activity shall be extended to ALIVE and ALS-ALIVE implementers for the successful implementation of the ALIVE/ALS-ALIVE Programs in our division.
11. Widest and immediate dissemination of this memorandum to all concerned is hereby desired.

Annex I

A. How to conduct ALIVE/ALS-ALIVE LAC Meetings?

Before the Meeting	Remind the LAC members to bring their ALIVE/ALS-ALIVE materials or any upcoming lessons to the meeting. Tell them to prepare /to share orally their experiences, bring learners work or learning materials developed.
Sharing Sessions	Share in pair, groups, subject groups the experiences and reflections pertaining to new materials, new activities, new approaches they have tried.
Introduction of Topic	Introduce new topic. ALIVE/ALS-ALIVE Implementers can view video capsules. Guide questions in the ALIVE books/ALS-ALIVE Modules can be used to stimulate discussions.
Activity	Professional Activity-making materials/preparing for lessons/demonstration teaching Look at the IMs/Modules and select lessons or activities where they can apply what has been introduced or discussed in the meeting. This can be done in pairs, small groups or individually.
Sharing What We Will Do	LAC members can share what they are planning to do and together in small groups discuss and help each other identify what they will collect in terms of evidence on the outcome. At the next session, they will share experiences, collected data/evidences and reflection on what they tried and how it worked.
After the Meeting	Confirm dates for next LAC meeting.

B. Terms of Reference of LAC participants

1. **LAC Leader** – is the District ALS Coordinator (DALSC)/District ALIVE Coordinator (DIAC). Being the de facto leader of the Cluster-Districts/District/School LAC session, the following are his/her roles:
 - a. Oversees the implementation of the LAC session.
 - b. Organizes LAC groupings at the beginning of each School Year/Calendar Year and ensures that each LAC has an assigned facilitator, preferably a Master Teacher or senior member of the faculty.
 - c. Provides feedback and submits LAC Monthly Accomplishment Report (see Annex 2&3) to districts and Schools Division Office.
 - d. Adapts and shares LAC best practices from other districts/schools, thereby developing a culture of collaboration and continuous improvement.
 - e. Agrees with LAC members on how to observe or monitor application of learning.
 - f. Gathers evidences of implementation or application of learning.
 - g. Meets with facilitator to decide on next LAC topic and to prepare or plan or the next session.
 - h. Monitors the LAC implementation vis-à-vis the Cluster-Districts/District/School LAC plan.

2. **LAC Facilitators** - could be the ALIVE Teachers, Mobile Teachers, ALS-ALIVE implementers or Senior Teacher or Senior member of the group. This role could be assigned on a rotation basis. The LAC Facilitator :
 - a. Convenes the LAC team meetings.
 - b. Provides technical assistance in the development of the LAC session, timetable of team meetings, and other activities.
 - c. Checks and monitors attendance of members and submission of materials and sees to it the team meetings start and end on time, and that agenda or the meeting are covered.
 - d. Encourages active engagement and participation of members.
 - e. Serves as resource person on specific topics.
 - f. Assigns a documenter on rotation basis.
 - g. Invites external resource person when necessary.
 - h. Reports regularly to LAC leader on LAC progress.
 - i. Prepares his/her session plan that identifies the topic, objectives, materials needed, and outline of activities (at the very least) and where necessary, consults the LAC leader and members.
 - j. Ensures the venue and equipment are available and prepares the necessary learning materials such as reading materials, videos, presentations, etc., when needed.
 - k. Announces the LAC session including topic, time, venue, and other matters that the group should know.
 - l. Runs and facilitates the session based on the plan and ensures that the agreed norms of behavior are observed and that the objectives of the session are achieved.

3. **LAC Members** – are the ALIVE Teachers, Mobile Teachers, ALS-ALIVE implementers, who share common concerns such as grade level assignments or learning area assignments. A LAC member:
 - a. Attends LAC meetings regularly and participates actively in LAC sessions.
 - b. Serves as LAC facilitator or documenter or resource person or certain topics when assigned such roles.
 - c. Develops plans to apply what has been learned and implements agreed action plan in one's classroom or community learning centers.
 - d. Encourages active engagement and participation of members.
 - e. Prepares and submits documents or materials as needed and brings materials relevant to the topic.
 - f. Observes agreed norms of behavior.
 - g. Shares with colleagues in informal settings.
 - h. Prepares to share in each LAC session.
 - i. Provides the LAC leader with evidences of application of learning.

4. **LAC Documenter** – is a member of the LAC who has been assigned to record the minutes of the team meetings. This role may be rotated (i.e. monthly or every unit of lesson). The LAC Documenter:
 - a. Documents LAC proceedings following the template agreed upon.
 - b. Keeps records of attendance and output of members.
 - c. Helps the LAC leader and facilitator in writing the progress reports to be submitted to the District and Division Office.
 - d. Devices innovative and efficient ways to document and synthesizes the agreements during the LAC sessions.
 - e. Provides the information on the progress of the LAC and the insights of the teachers about student learning.
 - f. Takes down minutes and captures the processes in the LAC.
 - g. Gathers evidences of LAC implementation.

