



Republic of the Philippines
Department of Education
Region V - Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

September 9, 2026

DIVISION MEMORANDUM

No. 0450 s. 2026

90926497

CONDUCT OF LEARNING ACTION CELL FOR SY 2026-2027

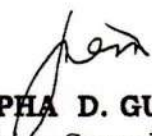
To: Asst. Schools Division Superintendent
SDO Chiefs and Staff
Elementary and Secondary School Head
Teachers and All Others Concerned

- 1 Pursuant to DepEd Order No.009 s. 2026, titled "Guidelines on the Implementation of the Three-Term School Calendar in Basic Education," the conduct of School LAC Sessions in all the schools of SDO Ligao City shall commence in October, 2026 .
2. In selecting topics for the LAC sessions, schools shall be guided by the Professional Development(PD) Priorities for Teachers which is drawn from the PPST. The PD priorities shall adhere to the provisions defined in Item VI, Nos 16-18 of DO 001 s. 2020 which states among others that PD priorities shall allow flexibility for specific local needs, priorities and emerging developments in teacher professional development.
- 3 . The activities shall be aligned with their individual development plans to enhance their practice, address challenges and improve learning outcomes.
- 4 . With the implementation of the three -Term Calendar , the SLAC shall be conducted observing this schedule :

For elementary - Twice a week , 1 hour per day after class hours

For secondary - Twice a week , 1 hour per day , subject to the availability of the teachers , by department or all learning areas depending on the agreed time.

5. The LAC Plan with the identified topics from October, 2026 to February, 2027 (5 months) shall be approved by this Office, reviewed by the SEPS- HRD. The LAC Plan should be integrated or linked with the SIP and/or AIP.
6. The expenses relative to the conduct of the SLAC sessions such as the snacks and materials may be sourced from the school's MOOE subject to its utilization guidelines. Should snacks will be served to the participants , it shall not exceed from one hundred pesos (P 100.00) per head subject to availability of fund and to the accounting and auditing rules and regulations .
7. The Terms of Reference (ToR) of LAC leader, LAC Facilitators, LAC Members, LAC Documenters, LAC Resource Persons as well as the roles and responsibilities of the school heads, PSDSs, EPSs ,the monitoring and evaluation of the activity and other guidelines spelled out in DepEd Order No. 35 s. 2016 shall be observed by all concerned.
8. Enclosed are the template for LAC Plan and TORs of LAC Participants.
9. For information, dissemination and guidance of all concerned.


NYMPHA D. GUEMO
Schools Division Superintendent

Encl: As stated

References: DepEd Order No. 009 s. 2026

DepEd Order No. 35 s, 2016

To be indicated in the Perpetual Index

under the ff subjects:

PROFESSIONAL DEVELOPMENT OF TEACHERS
CAPACITY BUILDING ACTIVITIES

ANNEX 1

Template for LAC Plan

Phase	Activities	Persons Involved	Time Frame	Resources		Success Indicators
				Funds	Source of Funds	
Planning						
Implementation						
Evaluation						

ANNEX 2: Terms of Reference (ToR) of LAC Participants

LAC Leader is the Principal or School Head. Being the de facto leader of the LAC or all the LACs in the school, the following are his/her roles:

1. Oversees the implementation of the LAC(s);
2. Leads in the development of a LAC Plan and integrates such in the SIP or AIP;
3. Organizes LAC groupings at the beginning of each school year and ensures that each LAC has an assigned facilitator, preferably a Master Teacher or senior teacher or senior member of the faculty;
4. Mobilizes resources for the conduct of LACs;
5. Provides feedback and submits LAC Progress Reports to District and Schools Division Office;
6. Adapts and shares LAC best practices from other schools, thereby developing a culture of collaboration and continuous improvement;
7. Ensures the monitoring of LAC sessions and related activities and evaluating their impact on teacher professional development, quality teaching, and pupil achievement;
8. Agrees with LAC Members on how to observe or monitor application of learning;
9. Provides feedback to the teachers;
10. Gathers evidences of implementation or application of learning;
11. Meets with facilitator to decide on next LAC topic and to prepare or plan for the next session; and
12. Monitors the LAC implementation vis-à-vis the school LAC plan.

LAC Facilitator: The LAC Facilitator could be the Principal or School Head, a Master Teacher or a senior teacher or senior member of the

faculty. This role could be assigned on a rotation basis. The LAC Facilitator:

1. Convenes the LAC team meetings;
2. Provides technical assistance in the development of the LAC plan, timetable of team meetings, and other activities;
3. Checks and monitors attendance of members and submission of materials and sees to it that team meetings start and end on time, and that agenda for the meeting are covered;
4. Encourages active engagement and participation of members;
5. Serves as resource person on specific topics;
6. Assigns a documenter on rotation basis;
7. Invites external resource persons when necessary;
8. Reports regularly to LAC leader on LAC progress;
9. 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;
10. Ensures that the venue and equipment are available and prepares the necessary learning materials such as reading materials, videos, presentations, etc., when needed;
11. Announces the LAC session including topic, time, venue, and other matters that the group should know; and
12. Runs and facilitates the session based on the plan and ensures that the agreed norms of behaviour are observed and that the objectives of the session are achieved.

LAC Members are the teachers who share common concerns such as grade level assignments or learning area assignments or key stage assignments. LACs must be organized well so that teachers are a

member of at least one LAC. However, teachers may opt to join other LACs. A LAC member:

1. Attends LAC meetings regularly and participates actively in LAC sessions;
2. Serves as LAC facilitator or documenter or resource person for certain topics when assigned such roles;
3. Develops plans to apply what has been learned and implements agreed action plan in one's classroom;
4. Monitors one's progress in relation to the LAC Plan;
5. Prepares and submits documents or materials as needed and brings materials relevant to the topic;
6. Observes agreed norms of behaviour;
7. Captures evidences of implementation;
8. Reflects on the implementation;
9. Shares with colleagues in informal settings;
10. Prepares to share in each LAC session;
11. Allows LAC leader to observe how the learning was applied; and
12. Provides the LAC leader with evidences of application of learning.

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 for every unit of lesson). The LAC documenter:

1. Documents LAC proceedings following the template agreed upon;
2. Keeps records of attendance and output of members;

3. Helps the LAC Leader and Facilitator in writing the progress reports to be submitted to the District, Schools Division, Regional, and Central Office;
4. Devices innovative and efficient ways to document and synthesizes the agreements during the LAC sessions;
5. Provides the information on the progress of the LAC and the insights of the teachers about student learning;
6. Takes down minutes and captures the processes in the LAC; and
7. Gathers evidences of implementation (e.g., individual plans, etc.).

LAC Resource Person can be a member of the LAC or someone external invited to talk and lead the session on a specific topic. The resource person:

1. Shares current trends and best practices on certain aspects of curriculum, pedagogy, and assessment;
2. Facilitates the activities during the session, which may include workshops and demonstrations;
3. Mentors or coaches teachers on content and pedagogies for a particular lesson unit;
4. Coordinates with the LAC Facilitator on materials and equipment to be used during the session; and
5. Helps the LAC plan subsequent action based on the session.