



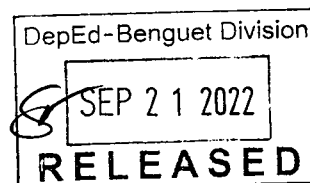
Republic of the Philippines  
**Department of Education**  
**Cordillera Administrative Region**  
**Schools Division of Benguet**

September 20, 2022

**DIVISION MEMORANDUM**

No. 300, 52022

TO: Curriculum Implementation Division  
 School Governance and Operations Division  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned



SUBJECT: **REITERATING THE GUIDELINES IN THE CONDUCT OF LEARNING ACTION CELL AND IN-SERVICE TRAINING IN THE SCHOOLS AND DISTRICTS FOR SY 2022-2023**

1. Pursuant to DepEd Order no. 35, s. 2016 re 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, and the continuous provision of professional development activities/programs/projects in the Schools Division of Benguet through the support of NEAP; this office enjoins all employees to strictly follow the guidelines for a successful conduct of LAC and INSET in the schools and districts for SY 2022-2023.
2. Please be guided with the following:

	LAC	INSET
Schedule	At least once per month or as needed based on urgency	At least twice a year, preferably once per semester
Proposal	No proposal needed to be submitted in the Division office, instead LAC plan to be submitted in the district office following template in Enclosure 1	For review in the school, district, and division; and approval by the SDS  To follow the form for review and approval and template for the proposal in Enclosure 9
Completion / Accomplishment Report	No completion / accomplishment report to be submitted in the Division Office, instead accomplishment of LAC plan to be submitted in the district office	For review in the school, district, and division; and approval by the SDS  To follow the form for review and approval and template for the completion or accomplishment report in Enclosure 10
Letter of intent for the conduct of the activity	Required, please see enclosure 2 for reference	<b>NO SEPARATE FORM NEEDED:</b> the reasons or justifications for the conduct of the INSET will be reflected or evident in the INSET proposal – RATIONALE PART



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Training Matrix	Required, please see enclosure 3 for reference	NO SEPARATE FORM NEEDED: it will be reflected in the training proposal / accomplishment report
Composition of team / committees	Required, please see enclosure 4 for reference	NO SEPARATE FORM NEEDED: it will be reflected in the training proposal.
Memorandum	Required, please see enclosure 5 for reference	REQUIRED, may adopt template in enclosure 5 – to edit it or change it to INSET
Attendance	Required, please see enclosure 6 for reference	Required, please see enclosure 6 for reference
Evaluation	Evaluation of Facilitator  Required, please see attached enclosure 7 for reference  May adopt Enclosure 11 whenever applicable	Evaluation of Facilitator Required, please see attached enclosure 7 for reference  Evaluation of Training Enclosure 11 (contextualizing the form may be done by school if contents are not applicable)
Other Forms	Required, LAC Profile and Facilitator Information Sheet enclosure 8 for reference  Re-Entry Action Plan  Required Enclosure 12	Re-Entry Action Plan  Required Enclosure 12
Monitoring Team	Curriculum Implementation Division (ref. DO no. 35, s. 2016)  For Division HRD fund LAC – with support from HRDS and SMM&E	PSDS Division GAD Coordinator HRDS SMM&E

3. Immediate dissemination of this memorandum is highly directed.

**GLORIA B. BUYA-AO**  
 Schools Division Superintendent

SGOD/LBA/hrds/xdk



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