



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

October 29, 2025

DIVISION MEMORANDUM

No. 452, s. 2025

**STRATEGIC LEARNING ACTION CELL (LAC) MANAGEMENT
TRAINING PROGRAM FOR MASTER TEACHERS**

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Public School Master Teachers
HRD District Focal Persons
All Others Concerned

1. In line with the Division's commitment to elevating the quality of instruction, addressing identified competency gaps of Master Teachers, and promoting the Professional Learning Communities (PLC) and Collaborative Expertise, this Office, through the Human Resource Development Section (HRDS) and the Curriculum Implementation Division (CID), shall conduct the Strategic Learning Action Cell (LAC) Management Training Program for Master Teachers on the following schedules:

Batch	Tentative Schedule	Venue
Batch 1	November 18-21, 2025	TBA
Batch 2	November 21-24, 2025	TBA
Batch 3	November 24-27, 2025	TBA

2. Here are the program objectives:

Enabling objectives: Specifically, at the end of each session, the participants shall have:

- a. demonstrated comprehensive knowledge and practical skills in LAC concepts by clearly explaining its role, structure, norms, and implementation guidelines;
- b. critically reflected on and articulated the impact of integrating LAC within professional learning communities (PLCs) to enhance overall school performance; and
- c. developed and executed a LAC implementation plan that meets quality assurance standards and aligns with CPD accreditation requirements.

Terminal objective: By the end of the training program, participants should have acquired the necessary skills and strategies to effectively plan, organize, and manage Learning Action Cell (LAC) sessions that are quality-assured and CPD-accredited.

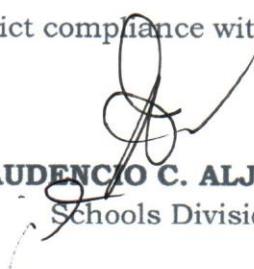
Application objective:

Back in the workplace, the participants should have effectively organized and facilitated LAC sessions, applied strategic management techniques, and fostered professional collaboration to enhance continuing professional development (CPD) and teaching and learning practices.

Results objective:

As a result of the participants' improved competency and performance, the program shall have strengthened Master Teachers' capacity to effectively organize and manage LAC sessions at their respective schools, promoting strong communities of practice instrumental for improved overall school academic performance.

3. To ensure the objectives of the program are met and the training is cascaded effectively, the number of slots allocated per district shall be filled using the prescribed selection criteria (see attached guidelines and number slots per district). The District HRD Focal Person shall input in the Google Sheet to be provided by the HRDS the names of the participants on or before **November 12, 2025**.
4. To ensure the seamless continuity of student learning, participating teachers, in collaboration with their respective School Heads, must proactively design and prepare lessons or learning activities in advance. These should include appropriate assessment methods to address any potential instructional gaps resulting from their absence. Under no circumstances should participating teachers leave their classes without well-planned and structured interventions in place. Furthermore, participants are required to prepare and upload later a **proof of delegation** or **documentation** to the online registration as evidence that necessary classroom arrangements have been made while they are attending the training.
5. Services rendered on Saturdays, Sundays, and declared Holidays by all personnel involved shall be granted Compensatory Time-Off (CTO), Overtime Pay, or Service Credits, pursuant to the provisions of DepEd Order No. 30, s. 2016, and CSC Memorandum Circular No. 9, s. 1998."
6. A final briefing with the Resource Persons and Program Management Team will be conducted on **November 14, 2025**, at **3:00-4:30 PM**, via **MS Teams**.
7. Expenses incurred relative to the conduct of the activity such as meals, room accommodation, training kits, supplies and materials and other contingencies shall be charged against the 2024 and 2025 HRTD Funds, while traveling and other incidental expenses of the participants, learning facilitators, and other SDO-based personnel shall be charged against their respective School/Division/local funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and strict compliance with this Memorandum are desired.



GAUDENCIO C. ALJIBE JR. PhD, CESO VI

Schools Division Superintendent

DepEd Northern Samar

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Enclosures: As stated

To be indicated in the Perpetual Index under the following subjects:

CAPABILITY BUILDING

MASTER TEACHERS

LAC

Annex A

The target participants of this training are **Master Teachers (Highly Proficient Teachers)** from Elementary, Junior High School, and Senior High School. The selection of participants must adhere to the following qualifications:

1. Priority shall be given to Master Teachers who are currently serving as:
 - o School Learning Action Cell (LAC) Coordinators;
 - o Department Heads or Grade Level Chairpersons designated to lead LAC sessions; or
 - o Master Teachers designated with specific instructional leadership functions.
2. The participant must be committed to fulfilling the program's application objectives, which require them to "effectively organize and facilitate LAC sessions, apply strategic management techniques, and foster professional collaboration" back in their schools.
3. The participant is expected to lead professional reflections and contribute actively to professional networks, aligning with the program's focus on PPST Domain 7.3.3 (Professional links with colleagues) and 7.4.3 (Professional reflection and learning).
4. Must be able to attend the entire duration of the training program for their assigned batch.
5. Must be willing to develop and implement a 5-month LAC Implementation Plan and a Workplace Application Plan as required outputs of the training.

School Heads, through the Public Schools District Supervisors, shall ensure that nominees strictly meet these criteria.

District	Elementary	Secondary	Total Slots
Allen I	4	2	6
Allen II	4	1	5
Biri	3	2	5
Bobon	4	3	7
Capul	4	3	7
Catarman I	6	2	8
Catarman II	4	2	6
Catarman III	5	4	9
Catarman IV	5	2	7
Catarman V	4	2	6
Catarman VI	2	5	7
Catubig I	5	3	8
Catubig II	5	3	8
Catubig III	5	0	5
Gamay I	4	3	7
Gamay II	5	2	7

District	Elementary	Secondary	Total Slots
Laoang I	3	5	8
Laoang II	5	2	7
Laoang III	5	2	7
Laoang IV	3	1	4
Laoang V	5	2	7
Lapinig	5	2	7
Las Navas I	5	3	8
Las Navas II	5	3	8
Las Navas III	5	3	8
Lavezares I	5	3	8
Lavezares II	5	3	8
Lope De Vega	5	3	8
Mapanas	5	3	8
Mondragon I	4	3	7
Mondragon II	4	2	6
Mondragon III	4	2	6
Palapag I	5	3	8
Palapag II	5	2	7
Palapag III	5	2	7
Pambujan I	5	4	9
Pambujan II	5	2	7
Rosario	5	2	7
San Antonio	3	2	5
San Isidro I	5	2	7
San Isidro II	4	2	6
San Jose	4	2	6
San Roque	5	3	8
San Vicente	3	3	6
Silvino Lubos	4	2	6
Victoria	5	3	8
TOTAL:	205	115	320