



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



**April 28, 2021**

**Office Memorandum**

No. 120 s. 2021

**CONDUCT OF LAC SESSION –SERIES 1 FOR DIVISION OFFICE EMPLOYEES**

To: Division Chiefs  
 AO-V  
 All Division Office Employees  
 All Others Concerned

1. To address the Professional Development (PD) needs of employees in the Division Office (DO), this Office through the School Governance and Operations Division-Human Resource Development (HRD) Section shall spearhead the conduct series of Learning Action Cell (LAC) sessions for this year. Series 1 of the said activity will be on **May 4, 2021, 8:00 AM-5:00 PM** at DO training center through offline and online modalities.
2. The objectives of the activity are as follows:
  - a. Explore on the importance of ICT skills on transparency in governance.
  - b. Reinforce ethical behavior of public servants.
  - c. Deliberate on eliminating barriers in collaboration in the workplace.
  - d. Expound on enhancing communication skills.
3. To comply with Local IATF guidelines on work related activities gathering, participants via face to face will be limited. Strict compliance to physical distancing and wearing of facemask shall be imposed.

4. Participants are as follows:

Offline	Number of pax	Online via zoom
SDO Top Management	4	All the rest of DO personnel
CID	5	
SGOD	5	
OSDS	5	
<b>Total</b>	<b>19</b>	

5. Expenses incurred in the conduct of this year’s LAC Session is charge against HRTD funds subject to the usual accounting and auditing rules and regulations.
6. Please see attached Enclosure 1 for the activity matrix.
7. Immediate dissemination and compliance with this Office Memorandum is enjoined.

**MARIE CAROLYN B. VERANO, CESO V**  
 Schools Division Superintendent

“DepEd SDO Baguio City: We Serve, We Care.”

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ISO 9001:2015 Certified  
 Quality Management System  
 CRN RU-19.2560.026  
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**Enclosure 1**  
**ACTIVITY MATRIX**

Time	Activity/Topic	Learning Resource Provider/Facilitator
7:30-8:00	Registration/Attendance	HRD
8:00-8:30	Preliminaries: Prayer- c/o OSDS Nationalistic Song- c/o CID Welcome Remarks- Chief Arthur Tiongan Acknowledgement of Participants- Nino Tibangay Statement of Purpose- Jovelyn Balantin The Quality Statement Policy- c/o Planning and Research Office Message- SDS Marie Carolyn Verano	<b>JOVELYN T. BALANTIN</b> -Facilitator
8:30-8:40	The IPDP Framework and Professional Development Journal	<b>ASUNCION C. SAGUID</b> EPS-II- HRD
8:40-10:00	Session 1 Information and Communication Technology: Its Role in Government Transparency	<b>HARRIS G. DIZON</b> IT Officer OSDS
10:00-10:20	Tea Break	
10:20-12:00	Session 2 Professional and Ethical Behavior of a Public Servant	<b>ATTY. BETTY LOURDES TABANDA</b> City Councilor City Government of Baguio
12:00-1:00	Lunch Break	
1:00-3:00	Session 3 Eliminating Barriers in Teamwork through Collaboration	<b>ATTY. AUGUSTIN P. LABAN III</b> City Human Resource Management Officer (HRMO) Human Resource Management Office City Hall, Baguio City
3:00-3:20	Tea Break	
3:20-4:40	Session 4 Enhancing Communication Skills	<b>LILLIAN PAGULONGAN, PhD</b> EPS-English
4:40-5:00	Synthesis	<b>ATTY. ANNETTE DOYAOEN</b> Legal Officer
	Ways Forward M and E Announcements	SGOD



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