



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



May 31, 2021

Division Memorandum

No. 153, s. 2021

CONDUCT OF DIVISION LAC SESSION –SERIES 2

To: Division Chiefs
 All Public Schools District Supervisors
 AO-V
 All Division Office Employees
 All Others Concerned

1. Relative to the continuous conduct of Professional Development (PD) for the SDO personnel, this Office through the School Governance and Operations Division-Human Resource Development (HRD) Section shall spearhead the conduct of Learning Action Cell (LAC) Series 2 on **June 8, 2021, 8:00 AM-12:00 Noon** via Zoom Meetings and limited onsite participants.
2. The objectives of the activity are as follows:
 - a. Deliberate on coaching and mentoring.
 - b. Expound on leadership skills.
 - c. Present ways improve customer services and to improve processes through technology.
3. To comply with Local IATF, onsite participants are directed to comply with basic health protocols.

4. Participants are as follows:

Offline	Number of pax	Online via zoom
SDO Top Management	4	All the rest of DO personnel and School Heads
Facilitators/Training Staff/ICT	3	
Division Core Team	10	
SGOD Section Heads (including 2 from the SHNU, EPS and 2 from EF)	7	
EPS-II- ALS (EPSA)	7	
5 PSDS & 5 EPS Representatives		
Total	35	

5. Expenses incurred in the conduct of Division LAC Session-Series 2 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 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
 Issued on 12/27/2019

Enclosure 1
ACTIVITY MATRIX
Division LAC Session

Time	Activity/Topic	Learning Resource Provider/Facilitator
7:30-8:00	Registration/Attendance	HRD
8:00-8:30	Preliminaries: Prayer- AVP Nationalistic Song- AVP Welcome Remarks- Chief Arthur Tiongan Acknowledgement of Participants- Don Jose Tolentino Statement of Purpose- Jovelyn Balantin The Quality Statement Policy- Elaine Cabuag Message- SDS Marie Carolyn Verano	Facilitator: Augie Simangan PDO- I- YF
8:30-8:35	Introduction of the Resource Speaker	Armi Victoria Fiangaan EPS- LRMDS
8:35-10:20	Session 1 Coaching and Mentoring: The Perspective of a True Leader	DR. LEONARDA R. AGUINALDE VP for Academics University of the Cordilleras
10:20-10:25	Introduction of the Resource Speaker	Niño M. Tibangay EPS- SGOD
10:25-11:45	Session 2 Embracing the Complexity of Technology to Improve Customer Services Uninterrupted Public Service through enabled ICT Processes'	ALLAN LAO Chief, Technical Operations Division Department of Information and Communications Technology- Luzon
11:45:12:10	Synthesis	CHRISTOPHER C. BENIGNO OIC- ASDS
	Ways Forward M and E Announcements	SGOD
Facilitator: ASUNCION C. SAGUID		



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