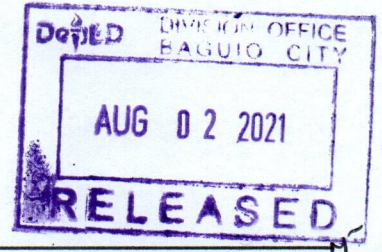




Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



**August 1, 2021**

**Division Memorandum**

No. 206, s. 2021

**CONDUCT OF DIVISION LAC SESSION –SERIES 3**

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 3 on **August 4 2021, 8:00 AM-12:00 Noon** via Zoom Meetings and limited onsite participants.
2. The objectives of the activity are as follow
  - a. Be familiar with leadership skills integrating spirituality.
  - b. Expound on Revised Rules of Procedure of the Department of Education on Administrative Cases
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
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		
<b>Total</b>	<b>35</b>	

5. Expenses incurred in the conduct of Division LAC Session-Series 3 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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 Quality Management System  
 CRN RU-19.2560.026  
 Issued on 12/27/2019



**ACTIVITY MATRIX**  
**DIVISION LAC SESSION-SERIES 3**  
**August 4, 2021**  
**DO Training Center**

TIME	ACTIVITY/SESSION	FOCAL PERSON/RESOURCE SPEAKER
8:00-8:20	Preliminaries: Prayer Nationalistic Song	c/o HRDS Office
	Welcome Remarks	<b>JULIET C. SANNAD, EdD</b> Chief- CID
	Acknowledgement of Participants	c/o MC
	Message	<b>CHRISTOPHER C. BENIGNO</b> OIC- ASDS
8:20-8:25	Introduction of the Resource Speaker	<b>AUGIE SIMANGAN</b> PDO-I Youth Formation
8:25-10:00	<b>Session 1</b> Integrating Spirituality in Leadership and Governance	<b>VINCENT PADUPAD SR.</b> Motivational Speaker Director, Coastland Mission Center, Phils.
10:00-10:15	Tea Break	
10:15-10:20	Introduction of the Resource Speaker	<b>NINO M. TIBANGAY, EdD</b> EPS-SGOD
	<b>Session 2</b> Revised Rules of Procedure of the Department of Education on Administrative Cases (do no. 49, s. 2006)	<b>ATTY. ANNETTE L. DOYAOEN</b> Legal Officer III SDO- Baguio City
12:00-12:10	Synthesis	<b>JOVELYN T. BALANTIN</b> SEPS-HRD
12:10-12:20	Announcements Closing Remarks	<b>ARTHUR TIONGAN</b> Chief- SGOD

**Facilitator: ASUNCION C. SAGUID**



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