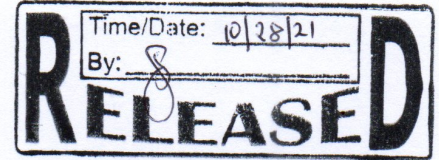




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



29 November 2021

DIVISION MEMORANDUM
No. 286, s. 2021

**REORIENTATION ON SCHOOL FORMS, LEARNER ATTENDANCE
CONVERSION TOOL (LACT), AND TRANSFER OF LEARNER
CREDENTIALS**

To : All Public Elementary and Secondary School Heads
All Private Elementary and Secondary School Heads
Coordinator/In-charge of LIS/EBEIS/School Forms

1. With the rising demand coming from the field, both public and private schools, this office through the School Governance and Operations Division (SGOD)-Planning and Research Section will conduct a **Reorientation on School Forms, Learner Attendance Conversion Tool (LACT), and Transfer of Learner Credentials, on 3 November 2021, 1:30 PM to 5:00 PM via Zoom platform through <https://tinyurl.com/REORIENTATION2021>.**
2. Each school coming from both public and private schools within the Schools Division Office of Baguio City is expected to assign at least two participants preferably those involved in the abovementioned topics to join the virtual meeting.
3. Questions and issues to be answered in the group will be coming from advance Q&A forms pre-filled out by the participants. The Advance Q&A form can be accessed through <https://tinyurl.com/FORMSREORIENTATION>.
4. For the Indicative Orientation Matrix and virtual meeting links please refer to Enclosure 1 of this Memorandum.
5. Immediate and wide dissemination of this Memorandum is required.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent



"DepEd SDO Baguio City: We Serve, We Care."

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Issued on 12/27/2019



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SCHOOLS DIVISION OFFICE OF BAGUIO CITY

Enclosure 1 to Division Memorandum 286, s. 2021

**REORIENTATION ON SCHOOL FORMS, LEARNER ATTENDANCE
CONVERSION TOOL (LACT), AND TRANSFER OF LEARNER CREDENTIALS**

**ORIENTATION MATRIX
3 November 2021, 1 PM**

DATE	TIME	ACTIVITY	FACILITATOR
3 November 2021	1:30-1:35	Opening and Preliminaries	
	1:35-2:30PM	School Forms Reorientation	Reynalyn Padsoyan Senior Education Program Specialist Planning and Research
	2:30-3:00PM	Answering Advance Q&A.	
	3:01-3:30	Learner Attendance Conversion Tool (LACT)	
	3:31-3:35	(Quick Break	
	3:36-4:00	Answering Advance Q&A on LACT	
	4:01-4:20	Transfer of Learner Credentials Processes and Guidelines	
	4:21-4:40	Answering Advance Q&A	
	4:41-5:00	Catch up Q&A Session and closing	



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