



Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**


February 23, 2021

DIVISION MEMORANDUM  
NO. 67, s. 2021

To: Assistant Schools Division Superintendents  
Chief, Curriculum and Implementation Division  
Chief, School Governance and Operations Division  
All Education Program Supervisors and Specialists  
All Public Schools District Supervisors  
All Public Elementary and Secondary School Heads  
All Concerned





**CLARIFICATION ON THE CONDUCT OF LEARNING ACTION CELL (LAC)  
AND SUBMISSION OF PERTINENT DOCUMENTS**

1. In reference with DepEd Order No. 35, s. 2016 titled **The Learning Action Cell as a K to 12 Basic Education Program School-based Continuing Professional Development Strategy for the Improvement of Teaching and Learning**, this Office directs the strict compliance of all learning leaders concerned to the LAC implementation process.
2. This Memorandum is also being issued to clarify issues on the submission of activity/ training proposals prior the conduct of LAC sessions in the context of the New Normal:
  - a. All schools must conduct learning and development needs assessment and develop a LAC plan aligned with the SIP/ AIP/ SLCP. **Activity/ training proposals for each LAC session stipulated in the LAC Plan must be prepared and submitted to the Division Human Resource and Development (HRD) section for quality assurance and for approval of the Schools Division Superintendent.**
  - b. For all LAC activities intended to satisfy the requirements of the RPMS i.e. classroom observation vis-à-vis demonstration teaching, proponents may not prepare and submit an activity/ training proposal. **However, please be reminded that no certificate shall be issued to demo-teachers of LAC sessions with no approved activity/ training proposal.**
3. Attached is DO No. 35, s. 2016 for review and reference of all concerned.
4. Questions and/ or clarifications may be communicated to the office of the Human Resource Development Section through [depedcavite.hrd@deped.gov.ph](mailto:depedcavite.hrd@deped.gov.ph).
5. Immediate dissemination of and strict compliance to this Memorandum is highly desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

RMA/DM 67 s. 2021  
(62921-07902/22/2021)



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849  
 [www.depedcavite.com.ph](http://www.depedcavite.com.ph)  
 [deped.cavite@deped.gov.ph](mailto:deped.cavite@deped.gov.ph)