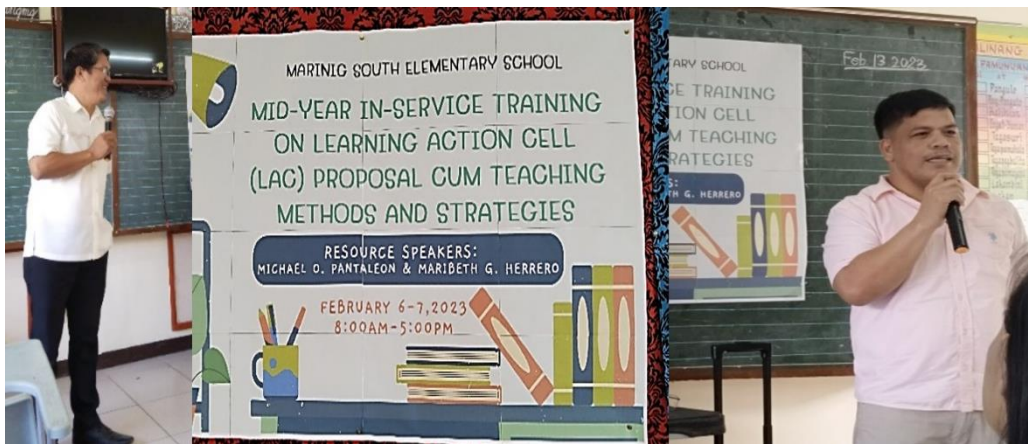




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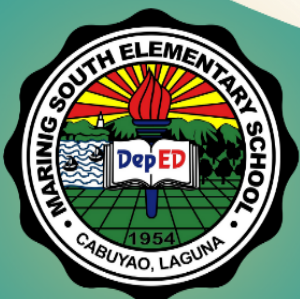
**A NARRATIVE REPORT ON SCHOOL-BASED TRAINING
ON CRAFTING LAC PROPOSAL**

I. INTRODUCTION



In line with the implementation of Enhanced Basic Education Act of 2013 (Republic Act No, 10533) and DepEd Order No. 34 s. 2022, re: School Calendar and Activity for SY 2022-2023 which states the conduct of In- Service Training (INSET) activities for teachers' continued professional development, Marinig South Elementary School conducted a School - Based Training Service entitled "School-Based Training on Crafting Learning Action Cell (LAC) Proposal" last February 24, 2023 from 1:00 am to 4:00 pm at the school covered court.

The said in-service training aimed to give technical assistance in the construction of LAC proposal to improve and enhance the knowledge and skills of the teachers in crafting LAC proposal. It will give proficient and highly proficient teachers an opportunity to reflect and improve their ways in writing LAC proposals.





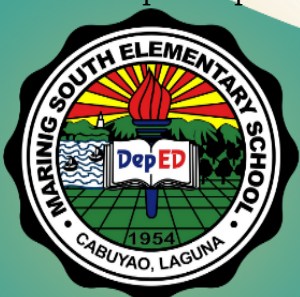
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II. TRAINING PROPER



The session started with a prayer led by Mrs. Mary Jane Tocmo and Nationalistic song through an audio-visual presentation. Then, Mr. Emmanuel B. Cerda, the school principal gave his opening message. It was followed by the introduction of the speaker given by Mrs. Leila F. Javier, one of the school's Master Teacher. Dr. Michael O. Pantaleon, the resource speaker, is the Senior Education Program Specialist under the Human Resource Development Department of SDO-Cabuyao.

Dr. Pantaleon started his lecture with a warm greeting to all the participants. After that, he clearly delivered his expertise about crafting a LAC proposal. He also shared some of his experiences before he became a Senior Education Program Specialist and how it helped him reach his current position. He used explicit teaching strategy to deliver his lecture to the participants. Then, he discussed and elaborated the



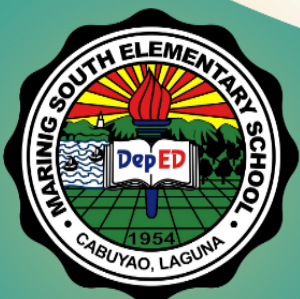


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step-by-step procedure on how to make a LAC proposal. Furthermore, he gave tips on how to make a good rationale. Dr. Pantaleon highlighted that the rationale must be composed of the following: DepEd Mandate or Legal Basis, data, needs assessment and conclusion. Next, he emphasized the difference between terminal and enabling objectives. Then, he thoroughly discussed the other parts of the LAC Proposal. On the other hand, the participants were very attentive and participative during the lecture. They took notes of the important details that they can use to make a LAC proposal.

After the lecture, Dr. Pantaleon asked the participants to make their own LAC proposal. Moreover, the participants were given time to apply what they have learned from the speaker through crafting their own LAC proposal. Lastly, the crated LAC proposal were presented to the whole group.





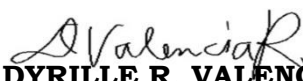
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The session concluded with an awarding of certificates. To recognize his efforts in sharing his expertise on how to craft a LAC proposal, certificate of recognition was given to Dr. Michael O. Pantaleon. Then, the Technical Working Group and all the participants also received their certificates.




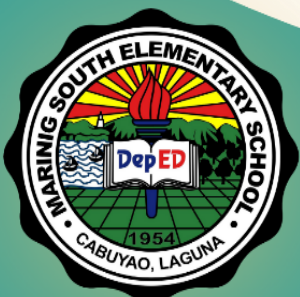
Prepared by:


IMIE DIANN C. PAJARES
Teacher I


DYRILLE R. VALENCIA
Teacher I

Noted by:


EMMANUEL B. CERDA
Principal II



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APPENDICES:

TPR RELEASE



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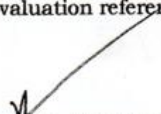
1st Indorsement
February 08, 2023

Respectfully returned to **MR. EMMANUEL B. CERDA**, Principal, Marinig South Elementary School, City Schools Division of Cabuyao, City of Cabuyao, Laguna the herein response to the request for the conduct of **SCHOOL-BASED TRAINING ON LEARNING ACTION CELL (LAC) PROPOSAL** on February 24, 2023, at Marinig South Elementary School, City of Cabuyao, Laguna.

This office interposes no objection to the holding of the proposed conduct of the activity, provided it adheres to the provisions of DepEd Order No. 35, s. 2016 (**Learning Action Cell as a K + 12 Basic Education Program School-based Continuing Professional Development Strategy for the Improvement of the School teaching and learning**); Division Memo No. 45, s. 2017 (**Conduct of School Learning Action Cell**); DepEd Order No. 32, s. 2011 (**Policies and Guidelines on Training and Development (T&D) Programs and Activities**) and DepEd Order No. 14, s. 2020 (**Guidelines on the Required Health Standards in Basic Education Offices and Schools**); and strictly should not disrupt classes as indicated in DepEd Order No. 9, s. 2005 (**Instituting Measures to Increase Engage Time-On-Tasks and Ensuring Compliance Therewith**).


Documents submitted to this office were evaluated and rated as **EXTREMELY HIGH COMPLIANCE**, thus recommended to proceed but advised to correct deficiencies and may be subject to audit.

Likewise, activity reportorial documents are expected to be submitted to the Public Schools District Supervisor for information and evaluation reference.


HEREBERTO JOSE D. MIRANDA, CESO VI
Schools Division Superintendent

Copy furnished:
-PSDS

SGOD-HRDS/TP-02-09-2023

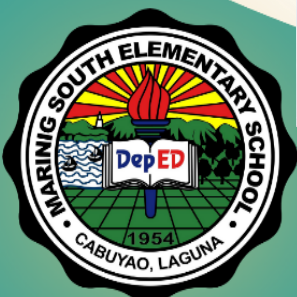


Address: Cabuyao Enterprise Park, Cabuyao Athletes Basic School (CABS)
Brgy. Banay-Banay, City of Cabuyao, Laguna

Contact No.: +63 991 470 1994

Email Address: division.cabuyao@deped.gov.ph

Website: depedcabuyao.ph





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February 8, 2023

HEREBERTO JOSE D. MIRANDA, CESO VI
Schools Division Superintendent
City Schools Division of Cabuyao
City of Cabuyao, Laguna

Sir:

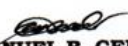
The undersigned would like to seek permission from your office for the conduct of our School- Based Training on Learning Action Cell (LAC) Proposal on February 24, 2023, 1:00 PM- 4:00 PM at Marinig South Elementary School. This activity is anchored on the Project PDAT (Professional Development for Aspiring Teachers) of the Enhanced School Improvement Plan and Basic Education Development Plan.

In compliance with DepEd Order No. 9 s. 2005 on instituting the time- on- task policy, the school ensures that there will be no classes disrupted in the conduct of the training wherein the classes scheduled of the participants are in the morning.


Attached herewith is the training proposal with complete training documents for further evaluation. We are hoping for the approval and accept recommendation if needed.

Thank you and God bless!


Respectfully yours,


EMMANUEL B. CERDA
Principal II

Recommending Approval:

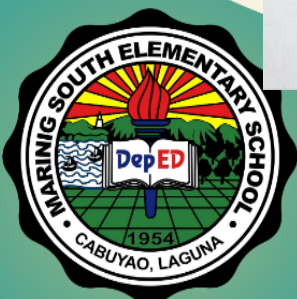

ATTY. JERICA CLARA S. MACHADO
Attorney III

Approved:


HEREBERTO JOSE D. MIRANDA, CESO VI
Schools Division Superintendent



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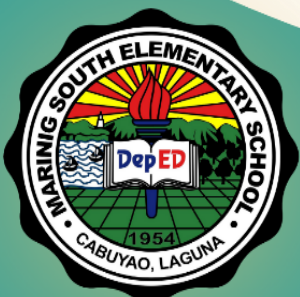
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PROGRAM/ ACTIVITY PROPOSAL

I. PROJECT TITLE:	SCHOOL BASED TRAINING ON LEARNING ACTION CELL (LAC) PROPOSAL
II. VENUE:	MARINIG SOUTH ELEMENTARY SCHOOL
III. DATE:	FEBRUARY 24, 2023 1:00 AM -4:00 PM
IV. PROPONENT/S:	EMMANUEL B. CERDA <i>Principal II</i> LEILA F. JAVIER <i>Master Teacher I</i>
V. PROJECT/ TRAINING DESCRIPTION	
A. RATIONALE:	<p>In line with the implementation of Republic Act No. 10533 re: Enhanced Basic Education Act of 2013, the Department of Education (DepEd) issues the enclosed policy on Learning Action Cell (LAC) as a K to 12 Basic Education Program School-Based Continuing Professional Development Strategy for the improvement of teaching and learning.</p> <p>This activity is anchored on the Project PDA (Professional Development for Aspiring Teachers) of the Enhanced School Improvement Plan and Basic Education Development Plan. Based on the survey, School Head and Master Teachers come up with result that only 4 out of 4 teachers are capacitated in crafting a proposal.</p> <p>In connection to this, Marinig South Elementary School will be holding a School Based Training this coming February 24, Friday at 1:00 am -4:00 pm. Teachers of both sexes will surely benefit from the activity through discussions and workshop. It will give proficient and highly proficient teachers an opportunity to reflect and capture their ways on crafting</p>
B. OBJECTIVES:	



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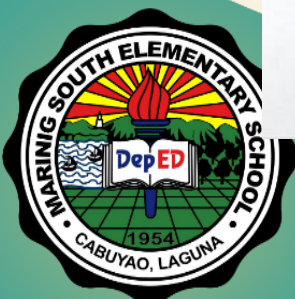


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B.1 TERMINAL OBJECTIVE:	At the end of the activity, the participants will be able to craft a LAC proposal.		
B.2 ENABLING OBJECTIVES:	Specifically, participants will be able to: a. Discuss the parts of proposal b. Explain the approaches and techniques in crafting a proposal c. Draft a sample proposal.		
C. TARGET PROFESSIONAL STANDARD DOMAIN/ STRANDS (PPST/ PPSSH/ PPSS)			
STANDARDS	PPST	PPSSH	PPSS
DOMAINS	1. Content Knowledge and Pedagogy	1. Leading Strategically	
STRAND/S	1.2 Research-based knowledge and principles of teaching and learning	1.5 Program design and implementation	
INDICATOR/S	1.2.2 Use research-based knowledge and principles of teaching and learning to enhance professional practice.	1.5.3 Design and implement need-based programs in the school that support the development of learners.	
D. METHODOLOGY:			
D.1 STRATEGIES:	To ensure productive results and quality assure the effective implementation of the program, the following strategies shall be utilized: 1. Planning 2. Meeting 3. Discussion 4. Workshop 5. Presentation 6. Evaluation		



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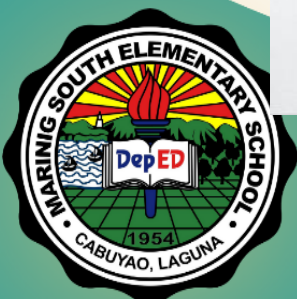


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D.1.1 EVALUATION:	LEVEL 1 (REACTION)	LEVEL 2 (LEARNING)	
	Evaluation Tool	LAC Proposal	
E. PARTICIPANTS:			
NO.	NAME	SEX	DESIGNATION/ OFFICE
1	EMMANUEL B. CERDA	F	Principal II
2	MYLEN O. CORDENETE	F	Teacher I
3	VILLA A. CERDA	F	Teacher I
4	LEONIDA L. ABAÑO	F	Teacher I
5	MARIA SHIELA SJ. VENECIO	F	Teacher I
6	MARY ANN A. CANCISIO	F	Teacher I
7	JHENELYN B. VILLEGAS	F	Teacher I
8	PRINCESS GLORIE R. SANCHEZ	F	Teacher II
9	MYRNA B. BONAGUA	F	Teacher I
10	MERIAM A. LABONETE	F	Teacher I
11	JOY L. NIDOY	F	Teacher I
12	ZENAIDA D. ALLAYBAN	F	Teacher I
13	MARIMAR V. VALENZUELA	F	LSB-Teacher I
14	JULIETA M. CAYAS	F	Teacher I
15	ARLENE P. CHAN	F	Teacher I
16	MERLY T. SAYGO	F	Teacher I
17	MARY JANE R. MARQUEZ	F	Teacher I
18	CATHERINE N. ANABO	F	Teacher I
19	JULIA B. RIZALDO	F	Teacher I
20	MARICEL B. SUMA-OY	F	Teacher II
21	MARIANE L. CIDRO	F	Teacher I
22	IMIE DIANN C. PAJARES	F	Teacher I
23	ROSEFE B. BERNABE	F	Teacher III
24	LUNINGNING P. MABUTI	F	Teacher I
25	DIANA JEAN D. LOZADA	F	Teacher I
26	VILMA R. DOROL	M	Teacher I
27	MARIA CORAZON J. BALTAZAR	F	Teacher I
28	ALMA D. GATON	F	LSB- Teacher I
29	ROSE KAREEN T. RAYEL	F	Teacher I
30	DORIS D. HERBOSA	F	Master Teacher I
31	IMELDA M. LIBROJO	F	Teacher III
32	MARIETA C. TAYO	F	Teacher I
33	EDGAR G. AQUINO	M	Teacher III
34	IMEE CZERINA D. DELOS SANTOS	F	Teacher I
35	JUAN MARIO P. YUMENA	M	Teacher III



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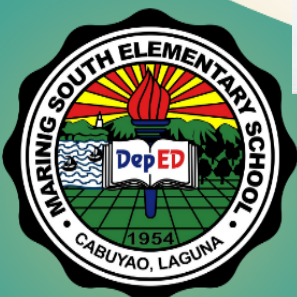


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36	MARIA EDA C. LAPIDEZ	F	Master Teacher I
37	LEILA F. JAVIER	F	Master Teacher I
38	EDELENE T. ESCALANTE	F	Master Teacher I
39	ARTURO P. GALANG	F	Teacher I
40	KIM ALDEN O. AIDALLA	M	Teacher I
41	LILIBETH P. VILLAMIN	M	Teacher I
42	ALICIA M. GUEVARA	F	Teacher III
43	BEVERLY R. CABATO	F	Teacher I
44	LOVELLA I. CORDENETE	F	Teacher I
45	JINGIE D. ULGASAN	F	LSB- Teacher I
46	DYRILLE R. VALENCIA	F	LSB- Teacher I
F. PROGRAM MANAGEMENT TEAM AND TERMS OF REFERENCES			
	DESIGNATION	NAME	FUNCTION
	Program Director	EMMANUEL B. CERDA	Supervises the planning and implementation of the training program.
	Program Manager/s	LEILA F. JAVIER	Oversees the entire program, coordinates all efforts and focuses on act training to ensure that the program is implemented as planned.
	Program Coordinator	DORIS D. HERBOSA MARIA EDA C. LAPIDEZ EDELENE T. ESCALANTE	Ensure that the program for the day is implemented as planned, manage the activities for the day.
	Resource Persons	MICHAEL O. PANTALEON	Deliver the training
	Logistics Officer	IMELDA M. LIBROJO	Plan and secure logistics support the training.
	Welfare Officers	VILMA R. DOROL	Ensure that the provisions for health, wellness and security are in place.
	Finance Officers	ALICIA M. GUEVARA	Oversee the efficient allocation of funds and timely release of payment as well as documentation liquidation.
	Documenters	DYRILLE R. VALENCIA JOY L. NIDOY ZENAIDA D. ALLAYBAN	Take note of the important details, prepare documentation and accomplishment report.



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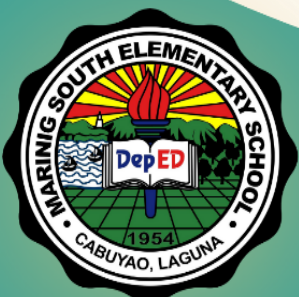
Monitoring & Evaluation	MARIETA C. TAYO	Responsible for designing and implementing the M&E activities of the training
Program Facilitators	PRINCESS GLORIE R. SANCHEZ	Prepares and facilitates the opening and closing program
Hall and Sound Preparation	ARTURO P. GALANG KIM ALDEN O. AIDALLA UTILITY PERSONNEL	Prepare and assure functional sound system and convenient hall accommodation and ventilation for conducive learning.
Secretariat	ROSEFE B. BERNABE CATHERINE O. ANABO	Attend to the daily records of attendance, meal attendance, prepare certificates of participation, recognitions, and appearances.
Stage Decoration	LILIBETH P. VILLAMIN BEVERLY R. CABATO	Prepare and assure the function of stage and its set up

G. TRAINING MATRIX:

TIME	NO. OF MINUTES	ACTIVITIES/ TOPICS	PERSON IN-CHARGE
1:00- 1:30	30	Preliminaries Arrival/Pre- evaluation	Princess Glorie R. Sanchez
1:30- 2:00	30	Opening Program	Princess Glorie R. Sanchez
2:00 – 3:00	60	Crafting of LAC Proposal	Michael O. Pantaleon
3:00 – 3:30	30	Workshop	
3:30 - 4:00	30	Open Forum/ M&E Closing Program	Princess Glorie R. Sanchez

H. FUNDING SOURCE:

Expenses to be incurred in this activity shall be charged to the school canteen subject to usual accounting and auditing rules and procedures.



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
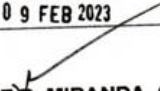


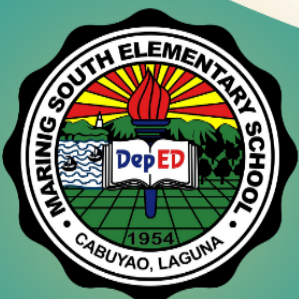
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ITEMS	AMOUNT	NUMBER OF PARTICIPANTS	AMOUNT	TOTAL
Sandwich	P 15.00	46	P 690.00	P 690.00
Bottled water	P 10.00	46	P 460.00	P 460.00
Printed certificates	P 5.00	46	P 230.00	P 230.00
TOTAL AMOUNT				P 1,380.00

I. EXPECTED OUTPUT:

The participants are expected to have:
 Presented a crafted LAC proposal

PREPARED BY: <i>Leila P. Javier</i> LEILA P. JAVIER		NOTED: <i>Emmanuel B. Cerda</i> EMMANUEL B. CERDA	
DESIGNATION: Master Teacher I	DATE: February 7, 2023	DESIGNATION: Principal II	DATE: February 7, 2023
APPROVED BUDGET: <i>Susan P. Bernalillo</i> SUSAN P. BERNILLO		FUNDS AVAILABLE: <i>Alicia M. Guevara</i> ALICIA M. GUEVARA	
DESIGNATION: Administrative Officer II	DATE: February 7, 2023	DESIGNATION: Canteen Manager	DATE: February 7, 2023
RECOMMENDING APPROVAL: <div style="text-align: center;">  ATTY. JERICA CLARA S. MACHADO <i>Attorney III</i> DATE: 09 FEB 2023 </div>			
APPROVED: <div style="text-align: center;">  HEREBERTO JOSE D. MIRANDA, CESO VI <i>Schools Division Superintendent</i> DATE: FEB 10 2023 </div>			



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Teachers' Attendance Sheet

CITY SCHOOLS DIVISION OF CABUYAO
 MARINIG SOUTH ELEMENTARY SCHOOL
 PUROK 5 MARINIG, CABUYAO CITY, LAGUNA

"Mid-Year In-Service Training on Learning Action Cell (LAC)
 Proposal Cum Teaching Methods and Strategies"

February 06, 2023
 Day 1
 ATTENDANCE

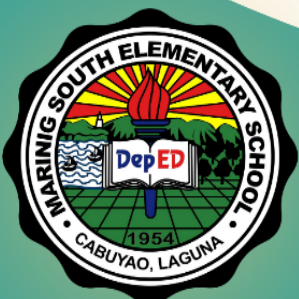
NO.	NAME	DESIGNATION	SIGNATURE
1	VILMA K. ROSA	Teacher I	[Signature]
2	RACE RACEN T. RAJEL	Teacher I	[Signature]
3	AUNA O. GONZ	TEACHER I	[Signature]
4	Business Admin Center	T-II	[Signature]
5	Marilyn S. Reyes	T-I	[Signature]
6	Justicia M. Corpas	T-I	[Signature]
7	Paulina Z. Cordero	T-I	[Signature]
8	Anlene P. Chan	T-I	[Signature]
9	Catherine N. Anzu	T-I	[Signature]
10	MAREN O. ORDENETE	T-I	[Signature]
11	MARIA ISABELA M. UDAZ	T-I	[Signature]
12	Jhenelyn B. Villares	T-I	[Signature]
13	Teranila K. Alcantara	T-I	[Signature]
14	MARIA B. BONGUAN	T-I	[Signature]
15	MARY ANN A. CANCISO	T-II	[Signature]
16	MERIAM A. LABONETE	T-I	[Signature]
17	Dyelle R. Valencia	T-I	[Signature]
18	Irish Diane C. Pajares	T-I	[Signature]
19	Villa A. Cordero	T-I	[Signature]
20	MELBA M. LIBROSO	T-III	[Signature]
21	MARIA EDEN C. VENTURA	MT-I	[Signature]
22	Jhane D. Villanar	T-I	[Signature]
23	PIETIL G. MORALES	T-III	[Signature]
24	Juan Mario P. Yumora	T-III	[Signature]
25	Harmon V. Valenzuela	T-I	[Signature]
26	MARICEL B. SUMAY	T-II	[Signature]
27	Julia B. Rosales	T-I	[Signature]
28	MARIA CRISTINA S. MARIANO	T-I	[Signature]
29	Mariela C. Pajo	T-I	[Signature]
30	Mariela Cordero	T-I	[Signature]

Republic of the Philippines
 Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF CABUYAO
 MARINIG SOUTH ELEMENTARY SCHOOL
 PUROK 5 MARINIG, CABUYAO CITY, LAGUNA

"Mid-Year In-Service Training on Learning Action Cell (LAC)
 Proposal Cum Teaching Methods and Strategies"

February 06, 2023
 Day 1
 ATTENDANCE

NO.	NAME	DESIGNATION	SIGNATURE
31	ANGIE O. SORIANO	MT-I	[Signature]
32	JAY L. NIDO	T-I	[Signature]
33	Jane Marie M. Pajo	T-I	[Signature]
34	Ryan Alden D. Anillo	T-I	[Signature]
35	RAFFY B. ARAYAN	T-II	[Signature]
36	Janetina P. MORALES	T-I	[Signature]
37	ARLENE P. GARCIA	T-I	[Signature]
38	LEONIDA L. ARANG	T-I	[Signature]
39	Regina P. Lopez	T-I	[Signature]
40	Lilibeth P. Villanar	T-I	[Signature]
41	BERNIE T. ROSALES	MT-I	[Signature]
42	ALISA M. SERRANO	T-II	[Signature]
43	BEILA E. SERRANO	MT-I	[Signature]
44	Emil Jose S. MARIANO	T-I	[Signature]
45			
46			
47			





Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF CABUYAO
 DISTRICT 4A
MARINIG SOUTH ELEMENTARY SCHOOL

Monitoring and Evaluation Report



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region IV-A, CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



QAME ANALYSIS FORM 2: SUMMARY OF DAILY MONITORING AND EVALUATION REPORT

Title of the Training Program: **CRAFTING A LAC PROPOSAL- MARCH 9, 2023**

Inclusive Dates: **FEBRUARY 24, 2023**

Learning Service Provider: **MARINIG SOUTH ELEMENTARY SCHOOL**

Venue: **MARINIG SOUTH ELEMENTARY SCHOOL – GRADE 6 MOLAVE CLASSROOM**

Proponent: **EMMANUEL B. CERDA, LEILA F. JAVIER**

Division/HEI: **CITY SCHOOLS DIVISION OF CABUYAO**

Date Monitored: **FEBRUARY 24, 2023**

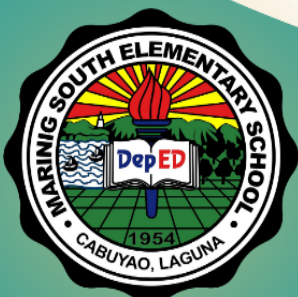
Name of Monitor: **MARIETA C. TAYO**

1. What is the daily overall rating of the sessions and facilitators?

Day	General Rating for Activity	General Rating for Venue	General Rating for PMT	General Rating for Meal	General Rating for Presenters	*Verbal Descriptor
1	3.60	3.39	3.56	3.5	3.54	Very Satisfactory
Verbal Descriptor	Very Satisfactory	Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory	Very Satisfactory
Ave. for Operations Activity, Venue, Students' Discipline and PMT/ Verbar Descriptor:	3.52 Very Satisfactory					
Major Observations/Findings: Preferable delivery of over-all program operation.						

*1.00-1.44 (Very Unsatisfactory); 1.45-2.44 (Unsatisfactory); 2.45-3.44 (Satisfactory); 3.45-4.00 (Very Satisfactory)

Adapted from National Education Academy of the Philippines (NEAP) QAME ANALYSIS FORM 2: Summary of Daily Monitoring and Evaluation Report





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CITY SCHOOLS DIVISION OF CABUYAO
DISTRICT 4A
MARINIG SOUTH ELEMENTARY SCHOOL

2. Are there critical incidents that should be addressed by the Training Program Provider/Management

Critical Incident/s Based on STAR	Action Taken	Status
The venue was not well ventilated.	The teachers provided some electric fans from other classrooms.	solved

3. ANALYSIS OF THE END-PROGRAM EVALUATION

Top three (3) responses based on participants' feedback

SIGNIFICANT LEARNING (based on participants' feedback):

1. Learning about the steps in making a proposal.
2. Crafting a good proposal in the future.
3. Knowing the things to be included in writing a proposal.

LEARNING IMPACT/FURTHER LEARNING (based on participants' feedback):

1. They will be able to write proposals in the future.
2. The importance of having a project proposal.
3. To be knowledgeable to plan for projects and programs.

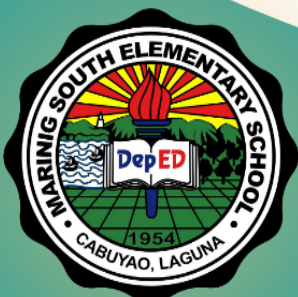
SUGGESTED TOPIC/S FOR FUTURE SEMINAR/WORKSHOP (based on participants' feedback):

1. Ms excel
2. Code of Ethics
3. Strengthening Character building among colleague.

COMMENTS/SUGGESTIONS FOR PROGRAM IMPROVEMENT (based on participants' feedback):

- 1 Power point presentation should be readable.
2. to have longer time in seminars like this.
3. Be strict on time. Time must be valued by started on time .

Adapted from National Education Academy of the Philippines (NEAP) QAME ANALYSIS FORM 2: Summary of Daily Monitoring and Evaluation Report





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RECOMMENDATION/S:


1. Start the activity on time.
2. Provision of powerpoint.
3. Be reminded of the proper ethics during faculty meeting.

Prepared and submitted:


MARIETA CAYO

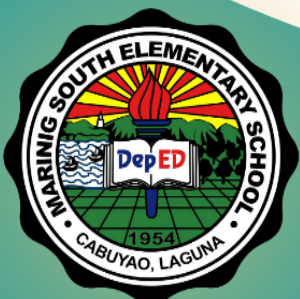
Signature Over Printed Name/Designation/Date

Noted:


EMMANUEL B. CERDA

Signature Over Printed Name/Designation/Date

Adapted from National Education Academy of the Philippines (NEAP) QAME ANALYSIS FORM 2: Summary of Daily Monitoring and Evaluation Report



MASIGASIG
Batang Timog Marinig

