



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

October 26, 2023

DIVISION MEMORANDUM

No. 490, s. 2023

**LEARNING ACTION CELL (LAC) SESSIONS FOR SCHOOL HEADS AND  
NON-TEACHING PERSONNEL IN SCHOOLS**

To: Heads, Public Elementary and Secondary Schools  
Non-Teaching Personnel in Schools  
All Others Concerned

1. Aligned with the vision of the Department of Education (DepEd) to continuously improve itself to better serve its stakeholders, this Office announces the conduct of Learning Action Cell (LAC) for School Heads and Non-Teaching Personnel in Schools this coming November 9-10, 23-24 and December 6-7, 2023.
2. The activity is aimed towards addressing the continuing professional development needs of non-teaching personnel consistent with DepEd Order No. 35 s. 2016 and capacitating the same in their respective duties and responsibilities.
3. For details, please see attached schedule and venues of the said activity.
4. Immediate and wide dissemination of this Memorandum is desired.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

WDB/EQA/ADMIN/atm



H. Zamora St., Dampas, Tagbilaran City, Bohol  
(038)427-1702; (038)427-2506  
tagbilarancity.division@deped.gov.ph

## Attachment

LAC SESSION FOR SCHOOL HEADS AND NON-TEACHING PERSONNEL IN SCHOOLS				
1	Week 1 November 9	DCPNHS	31	Principal,Asst.Principals(3),OIC Principal(SHS),HT(4),Registrar,AO VI,ADAS II(2),ADAS III(1), ADA III, ADA I
2	November 10	Cabawan ES	2	Principal,AO II
3		Tiptip ES	1	Principal, AO II (same w/Cabawan)
4		City of Tagbilaran NHS	1	Principal
5		Dao ES	2	Principal, AO II
6		S. Isidro ES	2	Principal, AO II
7		S. Isidro NHS	3	Principal,HT, ADAS II
8	Week 2 November 23	Manga ES	2	Principal, AO II
9		Manga NHS	6	Principal,HT I, ADAS II(3),ADA I
10		Ubujan ES	2	Principal, AO II
11		Taloto ES	1	Principal, AO II (same w/S.Isidro)
12	November 24	Booy ES	2	Principal, AO II
13		Booy South ES	2	Principal, AO II
14		Cogon ES	2	Principal, AO II
15		E. Cogon ES	2	Principal, AO II
16		Cogon NHS	5	Principal,ADAS III(1),ADAS II(3)
17	Week 3 December 6	Mansasa ES	1	Principal,AO II (same w/ Bool)
18		Mansasa NHS	4	Principal,ADAS III(1),ADAS II(2)
19		Dampas ES	3	Principal,HT3,AO II
20		Tagb. City Science HS	5	Principal,HT,ADAS II(2),ADAS III(1)
21		Bool ES	2	Principal,AO II
22	December 7	THSHI	1	Principal (same w/ Booy South)
23		TCCES	5	Principal, HT,AO II,ADAS III, ADAS II
24		SPED Center	1	Principal, AO II (same w/ Dampas)
25		City East ES	3	Principal,HT,AO II