Republic of the Philippines

Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

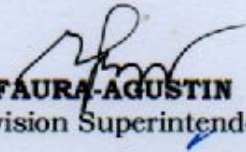**20 Apr 2021**

DIVISION MEMORANDUM
No. **131** , s.2021

DIVISION TRAINING ON EARLY LITERACY, LANGUAGE AND NUMERACY DIGITAL COURSEWARE THROUGH LEARNING ACTION CELL (LAC) SESSIONS

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Elementary School Heads

1. Pursuant to Division Memorandum No. 068, s. 2021 re:Division Orientation on Early Language Literacy and Numeracy Digital Courseware and in compliance with DepEd Memorandum No. 35, s. 2015 re: Conduct of Learning Action Cell and in support of the Department of Education's Early Language, Literacy and Numeracy (ELLN) Program under Every Child a Reader Program (ECARP),this office through the Curriculum Implementation Division announces the conduct of series of Learning Action Cells in All twenty-six (26) Elementary schools from April 23 to December 10, 2021 via Google Meet Application.

2. The activity aims to:
   a) enable teachers to support each other to continuously improve their content and pedagogical knowledge, practice, skills, and attitudes;
   b) plan and implement balanced literacy and numeracy instruction for K to 3 learners; and
   c) foster a professional collaborative spirit among School Heads and teachers.

3. It is suggested that each school should have an effective committed, dedicated, and focused LAC Facilitator/Leader to see to it that details are strictly followed and ensure that LAC members will accomplish the Teacher Engagement Report. They have tosubmit the completed form to the LAC Facilitator. The LAC Facilitator should accomplish the LAC session Report.

4. All schools and K to 3 Teachers are expected to finished the Modules One to Five by the end of December 10, 2021.

5. All PSDSs, EPSs in-charge in Kindergarten, English, Mathematics and Filipino, HRD, SMME of SGOD in coordination with School Heads are enjoined to strengthen monitoring and supervision as well as to provide Technical Assistance (TA) to teachers on the implementation of ELLN Digital Course.

6. Expenses relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

7. Please see attached for the Division ELLN Task Force Organization, schedule of ELLN Digital LAC Sessions,ELLN Digital School Report Template (to be accomplished by the School Head

and submitted to the ELLN Digital Education Supervisor every time a module is completed, and the tool for monitoring and supervision for use by all concerned.

9. Immediate dissemination of this Memorandum is desired.

EDNA FAURA-AGUSTIN
Schools Division Superintendent

Enclosure 1- The Schools Division ELLN Task Force is composed of the following:

Executive Chairpersons: Edna Faura-Agustin
Schools Division Superintendent

Edgardo B. Militante
Assit. Schools Division Superintendent

Vice-Executive Chair: Mary Ann L. Tatlongmaria, EdD.
CID-Chief

Bayani V. Enriquez, EdD.
SGOD-Chief

Area Chairpersons: Rhea D. Bilbes
Education Program Supervisor-Kindergarten/SPED

Leilani J. Miranda
Education Program Supervisor-English

Violeta M. Umel
Education Program Supervisor-Mathematics

Raquel L. Azur, EdD.
Education Program Supervisor-Filipino/MTB-MLE

Members: All PSDSs
Mary Joy L. Cabilles
SEPS-HRD

Isidra S. Galman
SEPS SMME

All Elementary School Heads

Enclosure 2—SCHEDULE OF ELLN DIGITAL (LAC sessions)

Date	Activities
April 23, 2021	**Module 1** Foundation of Early Language and Literacy Development and Instruction. **Lesson 1**-The K-3 Learners in the Context of K-12. Who Are We Teaching?
April 30, 2021	**Module 1** Foundation of Early Language and Literacy Development and Instruction. **Lesson 2**-The Domains of Literacy. What Do We Teach?
May 14, 2021	**Module 1** Foundation of Early Language and Literacy Development and Instruction. **Lesson 3**-Early Literacy Instruction: How Do We Teach?
May 28, 2021	**Module 2** Literature-Based Instruction **Lesson 1**-Children's Literature in the K-3 classroom
June 11, 2021	**Module 2** Literature-Based Instruction **Lesson 2**-Developing in the Learner a Love for Story
June 25, 2021	**Module 2** Literature-Based Instruction **Lesson 3**-Developing Comprehension
July 09, 2021	**Module 3** Developing Skills Through Explicit Instruction **Lesson 1**-Teaching Language
July 23, 2021	**Module 3** Developing Skills Through Explicit Instruction **Lesson 2**-Teaching Phonics
September 10, 2021	**Module 3** Developing Skills Through Explicit Instruction **Lesson 3**-Teaching Writing
September 24, 2021	**Module 3** Developing Skills Through Explicit Instruction **Lesson 4**-Teaching the Content Areas
Oct. 8, 2021	**Module 4** Assessing Reading Performance **Lesson 1**-Assessing Reading Performance through Classroom-Based Assessment Tools
Oct. 22, 2021	**Module 4** Assessing Reading Performance **Lesson 2**-Planning for Specialized Literacy Instruction
Nov. 12, 2021	**Module 5** Early Numeracy Instruction **Lesson 1**-How K-3 Children Learn Math
Nov. 26, 2021	**Module 5** Early Numeracy Instruction **Lesson 2**-Teaching K-3 Math
Dec. 10, 2021	**Module 5** Early Numeracy Instruction **Lesson 3**-Assessing and Addressing Children's Needs in Math

Teacher Engagement Report (to be accomplished by LACmembers)

General Directions: Complete one copy of this form immediately after each LAC session

Name of Teacher:	Grade Level Taught:
School:	Division/District:
Date of LAC Session:	ELLN DigitalModuleNo. _____LessonNo. __

Part A

Please indicate the extent to which you agree with each of the following statements by ticking the appropriate box. (SD = Strongly Disagree; D = Disagree; N = Neutral; A = Agree; SA = Strongly agree)

	SD	D	N	A	SA	Comments / Remarks (For example, if you disagree or strongly disagree, please indicate why.)
The LAC Session						
1. I learned a lot from my colleagues in this LAC session.						
2.TheLACsessiondeepened my understanding of the coursewarecontent.						
3. My perspective on the topic/s covered has changed as a result of the LACsession.						
4.Iparticipatedactivelyinthe LAC session by sharing my assignment and insights, asking questions, and giving feedback on what colleagues shared.						

5. I interacted with different people during the LAC session.						
Action Plan						
6. I feel motivated to apply in my classroom what I have learned in this lesson.						
7. I intend to apply what I have learned from the lesson in my classroom.						

Part B

Please provide the information requested.

1. I need further clarification and/or resources on the followingtopics:

2. I encountered the following problems orchallenges:

3. Othercomments/suggestions:

LAC Session Report (to be accomplished byLacF)

LAC Facilitator:	LAC SessionNumber:___ ELLNDigitalModule:_____Lesson:_____
School:	Division:
Date, time, and venue of LAC session:	Number of teacherspresent:_ *(attach copy of attendance sheets)

Materials and resources utilized (check all that apply):
___LCDprojector
___Hard of copy of assignment perteacher
___Blackboard / Whiteboard / Manilapaper(towriteon)
___Tools for writing (chalk/whiteboard marker/permanentmarker)
___Book / Texttobediscussed
___Courseware +computer
___LAC FacilitatorGuide
___Others, pleasespecify_____

Part A

Please indicate the extent to which you agree with each of the following statements by ticking the appropriate box. (SD = Strongly Disagree; D = Disagree; N = Neutral; A = Agree; SA = Strongly agree)

	SD	D	N	A	SA	Comments / Remarks(For example,ifyoudisagreco r strongly disagree, please indicatewhy.)
Teacher Participation						
1. The teachers came prepared for the LAC session.						
2. All of the teachers had an opportunity to share and discuss their assignment and insights and ideas.						

3. The teachers listened to and considered each other's insights and ideas.						
4. The teachers' assignments showed an understanding of the lesson(s) or topic(s) discussed in the courseware.						
5.Theteachersdemonstrated engagement in and/or enthusiasm for the learning tasks during the session (includingprovidingfeedback oneachother'sassignment).						
Facilitation						
6. I managed the sharing and discussion during the LAC session by keeping the discussion focused on the lesson or topic.						
7. I encouraged all the teachers to actively participate in the LAC session (i.e., for the teachers to share their work and ideas/ insights).						
8. I provided useful feedback on the teachers' assignments.						

Part B

Please provide the information requested.

1. The best part of the session (i.e., what went well):

2. Problems or challenges encountered and how they were resolved:

3. Other topics discussed apart from the recommended topics, if any:

4. Recommendations/plans for next LAC session:

LAC Session Observation Guide (to be accomplished by the SchoolHead)

Date of observation:	Number of teacherspresent:_
LAC SessionNumber:___	ELLNDigitalModule:____Lesson:_____

Part A. Session Components

For each item, tick "Yes" (done) or "No" (not done) as the case may be, and note down your observations or comments in the last column.

Expected behaviors per component	Yes	No	Evidence / comments
1) Review of previous LAC session:			
a) Topics discussed previously and action steps implemented are briefly reviewed.			
2) Sharing and discussion of assignments (small groups)			
a) LAC members are divided into smaller groups as needed.			
b) LAC members brought their assignments.			
c) LAC members discuss assignment outputs openly, following the guide questions posed by the LacFs. Discussion stays focused.			
d) LacF moves around the room, listens to small- group discussion, and provides feedback as necessary.			
e) The small-group discussions are completed within the allotted time.			
3) Plenary Discussion			

Expected behaviors per component	Yes	No	Evidence / comments
a) Group representatives taketurns presenting the assignment outputs and/or consolidated group answers to the question/s posed.			
b) The LacF keeps the discussion going and encourages everyone to participate and share their insights.			
c)LACmembersseemcomfortable workingtogether/collaborating on lesson plans and other activities as needed.			
d) The session time is used effectively.			
e) The overall atmosphere is relaxed and friendly, and there is open exchange of ideas and insights.			
4) Introduction to the next lesson			
a) The LacF introduces the topics in the next lesson briefly and clarifies details of the assignment as needed.			
5) Accomplishment of forms			
a) The forms are ready for distribution.			
b)All LAC members complete the form and submit them to the LacF before leaving the session.			

Part B. Other observations

1) Were there any deviations from the LacF Guide? If so, do you think the deviationswere necessary? How andwhy?

2) What was the best part of thesession?

3) What are some points forimprovement?

Part C. Notes on your post-session discussion with the LacF

Discuss with the LacF the impressions or observations you noted in Parts A and B of this form and note their response with regard to these observations.

ELLN Digital School Report Template (to be accomplished by the School Head, and submitted to the ELLN Digital Education Supervisor every time a module iscompleted)

NAME OF SCHOOL	
DIVISION	
DISTRICT	
Total # of K to 3 Teachers:	Module completed:
Total # of LACs:	Dates of LAC sessions:

A. Teacher Completion of Module

Name of teacher	Complet e	Incomplete
1. Last Name, First Name M.I.		
TOTAL:		

B. Implementation progress

1. Independent learning component (ELLN Digital Courseware)

Problem/s encountered	Response

Best practice/ innovation

2. Collaborative learning component (ELLN Digital LAC sessions)	
Problem/s encountered	Response
Best practice/ innovation	

3. Classroom implementation (assignments and tasks)	
Problem/s encountered	Response
Best practice/ innovation	

Prepared by:

<SCHOOL HEAD>
<SIGNATURE OVER PRINTED NAME>

Date submitted:

LAC Session ObservationGuide

Form 4. LAC Session Observation Guide (To be accomplished by the School Head; it can also be utilized by you, the Education Supervisor)

School:	Date of observation:
School Head:	Division/District:
Name of LacF:	No. of teachers present:
LAC Session No.	ELLNDigitalModule____Lesson____

Part A. Session components

For each item, tick Yes (done) or No (not done) as the case may be and note down your observations or comments in the last column.

Expected Behaviors per Component	Yes	No	Evidence/Comments
1) Review of previous LAC session:			
a) Topics discussed previously, and action steps implemented are briefly reviewed.			
2) Sharing and discussion of assignments (small groups)			
a) LAC members are divided into smaller groups as needed.			
b) LAC members brought their assignments.			

c) LAC members discuss assignment outputs openly, following the guide questions posed by the LacFs. Discussion stays focused.			
d) LacF moves around the room, listens to small- group discussion, and provides feedback, as necessary.			
e) The small-group discussions are completed within the allotted time.			
3) Plenary Discussion			
a) Group representatives taketurns presenting the assignment outputs and/or consolidated group answers to the question/s posed.			
b) The LacF keeps the discussion going and encourages everyone to participate and share their insights.			
c)LACmembersseemcomfortable workingtogether/collaboratingon lesson plans and other activities as needed.			
d) The session time is used effectively.			
e) The overall atmosphere is relaxed and friendly, and there is open exchange of ideas and insights.			
4) Introduction to the next lesson			
a) The LacF introduces the topics in the next lesson briefly and clarifies details of the assignment as needed.			
5) Accomplishment of forms			

a) The forms are ready for distribution.			

b)All LAC members complete the form and submit them to the LacF before leaving the session.			

Part B. Other observations

1. Were there any deviations from the LacF Guide? If so, do you think the deviations were necessary? How and why?

2. What was the best part of the session?

3. What are some points for improvement?

ELLN Digital School Report Template

Form 3. ELLN Digital School Report Template (to be accomplished by the School Head)

Name of School			
Division			
District			
Total # of K to 3 Teachers:		Module completed:	
Total # of LACs:		Dates of LAC sessions:	

A. Teacher Completion of Module

	Name of Teacher	Complete	Incomplete
1	Last Name, First Name M.I.		
	TOTAL:		

1. Independent learning component (ELLN Digital Courseware)

Problem/s encountered	Response

Best practice/innovation

2. Collaborative learning component (ELLN Digital LAC sessions)

Problem/s encountered	Response

Best practice/innovation

3. Classroom implementation (Assignments and Tasks)

Problem/s encountered	Response

Best practice/innovation

Prepared by:

<SCHOOL HEAD>
<SIGNATURE OVER PRINTED NAME>

Date: