



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

July 22, 2024

**DIVISION MEMORANDUM**  
NO. 380, s. 2024

**CONDUCT OF DOCUMENTS REVIEW AND DATA GATHERING ON  
CURRENT INSET AND LAC PRACTICES**

TO: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Secondary School Heads of CCNHS & RLMSF  
Master Teachers/Department Heads of CCNHS & RLMSF  
All Others Concerned

1. As part of the activities undertaken by National Educators Academy of the Philippines (NEAP) in reviewing the existing policies and guidelines related to teachers' school-based professional development (PD) programs, the NEAP QAD shall conduct a *Document Review and Data Gathering on the Current In-Service Training (INSET) and Learning Action Cell (LAC) Practices* to Calbayog City National High School and Rafael Lentejas Memorial School of Fisheries on July 26-27, 2024.
2. The specific objectives of the said activity are the following:
  - a. Gather and review existing INSET and LAC documents such as designs/plans, review tools, and implementation reports;
  - b. Identify issues and challenges in the development and implementation of INSET and LAC; and
  - c. Document notable practices, innovations, and areas for improvement in the implementation of INSET and LAC.
3. During this visit, the following personnel are requested to participate, to wit:
  - (4) CO Monitors
  - (1) RO Monitor
  - (1) SDS/ASDS
  - (2) PSDS
  - (2) School Heads
  - (1) HRD SEPS
  - (8) Master Teachers from RLMSF
  - (18) Master Teachers/Department Heads from CCNHS
4. Attached is the list of participants for reference of all concerned.



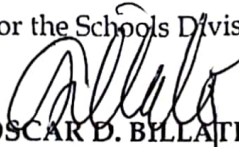
Address: P2 Brgy. Hamorawon, Calbayog City, Samar  
Email Address: [calbayogcity@deped.gov.ph](mailto:calbayogcity@deped.gov.ph)  
Website: <https://calbayogcity.deped.gov.ph/>

Page 1 of 3

5. Expenses to be incurred in this activity shall be charged against HRTD Fund, subject to usual accounting and auditing rules of the government.
6. For immediate dissemination and strict compliance.

**MARGARITO A. CADAYONA JR, PhD, CESO VI**  
OIC-Schools Division Superintendent

For the Schools Division Superintendent:

  
**OSCAR D. BILLATE, JR.**  
SEPS/Office-In-Charge




DOCUMENTS REVIEW AND DATA GATHERING ON  
CURRENT INSET AND LAC PRACTICES

July 26-27, 2024

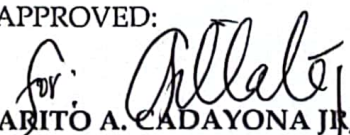
List of Participants

1. Dr. Margarito A. Cadayona, Jr., CESO VI, SDS/Dr. Jun-Nilou D. Dulfo, ASDS
2. Anabelle O. Yangzon, PSDS
3. Alma R. Caber, PSDS
4. Milaner R. Oyo-a, P-3
5. Emelie O. Tarrayo, P-2
6. Marita P. Senolos, SEPS
7. Elizabeth B. Lumod, MT-II
8. Meriam M. Calesa, MT-I
9. Hazel C. Paghunasan, MT-II
10. Maricel S. Cabrillas, MT-II
11. Rosela A. Armamento, MT-I
12. Eric O. Oguis, MT-I
13. Lido C. Manicane, MT-I
14. Luisa F. Romano, MT-I
15. Loniza A. Tizon, MT-I
16. Catherine A. Lim, MT-I
17. Adelia E. Cortado, MT-I
18. Joseph D. Catarus, MT-I
19. Michael D. Baculanta, Dept Head
20. Corie B. Senolos, MT-III
21. Joel N. Balbido, MT-II
22. Gene Dominic L. Gutierrez, MT-I
23. Rosalino P. Pelotos, MT-I
24. Wilfredo C. Yazar, MT-I
25. Diadema S. Batlangao, MT-I
26. Joel D. Sumayang, MT-I
27. Renante G. Mamulang, MT-I
28. (4 pax) CO Monitors
29. (1 pax) RO Monitor

Prepared by:

  
**MARITA P. SENOLOS**  
SEPS-HRDD

APPROVED:

  
**MARGARITO A. CADAYONA JR, PhD, CESO VI**  
OIC-Schools Division Superintendent