



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SAN JOSE DEL MONTECITY
PARTIDA ELEMENTARY SCHOOL

Office of the Principal

June 18, 2021

SCHOOL MEMORANDUM

No. 18 s. 2021

To: All Teachers
All Other Concerned

CONDUCT OF SCHOOL LEARNING ACTION CELL

1. This office announces the conduct of School Learning Action Cell entitled: **School Pre-Year-End Evaluation: A Reflection and Setting Goals** on **June 24, 2021, 1:00pm to 5:00pm via Google Meet**.
2. The objectives of this activity are the following:
 - a. To assess and evaluate the School-Based Management Program (SBM) as reflected on the Division Evaluation of SBM Program of the school.
 - b. To assess and prepare LDM portfolio for teachers and LAC Leaders.
 - c. To discuss and inform teachers on the conduct of School Monitoring and Evaluation and Adjustment of School Programs, Projects and Activities.
 - d. Realize teacher's participation and being part of the success of every Programs, Projects and Activities of the school.
3. Participants of this activity are the 43 teaching personnel and the School Head, of Partida Elementary School.
4. See enclosure 1, 2, & 3 for the Training Matrix, Program and Technical Working Committee.
5. Immediate and wide dissemination of this Memorandum is desired.


CAROLYN W. OLIVEROS
Principal I



Address: Sitio Partida Brgy. Muzon, City of San Jose del Monte Bulacan
Official Email Add: 162507.sjdmc@deped.gov.ph
Contact Number: 0917-500-5966 (call only)



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ACTIVITY DESIGN

I. Activity Title:

School Pre-Year-End Evaluation: A Reflection and Setting Goals

II. Objective:

1. To assess and evaluate the School-Based Management Program (SBM) as reflected on the Division Evaluation of SBM Program of the school.
2. To assess and prepare LDM portfolio for teachers and LAC Leaders.
3. To discuss and inform teachers on the conduct of School Monitoring and Evaluation and Adjustment of School Programs, Projects and Activities.
4. Realize their participation and being part of the success of every Programs, Projects and Activities of the school.

III. Setting of Venue and Date

- A. Venue: Google Meet
B. Date: June 24, 2021
C. Time: 1:00am – 5:00 noon

IV. Participants

Teachers	43
School Head	<u>1</u>
	44

IV. Budgetary Requirements

None

VI. Source of Funds

None

Prepared by:


MA. OLIVA DC. GEMAO
LAC Coordinator

Approved by:


CAROLYN W. OLIVEROS
Principal I



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(Enclosure 1 to School Memorandum 18 s. 2021)

TRAINING MATRIX

Time	Program	Facilitator's
1:00 – 1:30 A.M.	Opening Program Prayer National Anthem Roll Call	PES ICT Team Grade One Teachers
1:30 – 1:45	Rationale	Carolyn W. Oliveros
1:45 – 3:40	The School-Based Management Program (SBM) as reflected on the Division Evaluation of SBM Program of the School. LDM Portfolio for Teachers LDM Portfolio LAC Leaders. The Conduct of School Monitoring and Evaluation and Adjustment of School Programs, Projects and Activities	Jackielyn D. Canoza Ma. Oliva DC. Gemao Carolyn W. Oliveros Carolyn W. Oliveros
3:45 – 4:30	Open Forum	Ma. Teresa M. Macalino
4:30 – 5:00	Closing Program	Awarding of Certificate (Virtual)

Prepared by:

MA. OLIVA DC. GEMAO
LAC Coordinator

Approved by:

CAROLYN W. OLIVEROS
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(Enclosure 2 to School Memorandum 18 s. 2021)


PROGRAM

Program	Facilitators
Opening Program Prayer National Anthem Roll Call	PES ICT Team Grade One Teachers
Rationale	Carolyn W. Oliveros
The School-Based Management Program (SBM) as reflected on the Division Evaluation of SBM Program of the School.	Jackielyn D. Canoza
LDM Portfolio for Teachers	Ma. Oliva DC. Gemao
LDM Portfolio LAC Leaders.	Carolyn W. Oliveros
The Conduct of School Monitoring and Evaluation and Adjustment of School Programs, Projects and Activities	Carolyn W. Oliveros
Open Forum	Ma. Teresa M. Macalino
Closing Program	Awarding of Certificate (Virtual)

Prepared by:


MA. OLIVA DC. GEMAO
LAC Coordinator

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(Enclosure 3 to School Memorandum 18 s. 2021)

PES LAC TECHNICAL WORKING COMMITTEE
For the Month of June

LAC Leader: Carolyn W. Oliveros

LAC Facilitator: Ma. Oliva DC. Gemao

LAC Documenter: Ma. Teresa M. Macalino

Members:

Emily F. Cordero

Violeta M. Fugaban

Jackielyn D. Canoza

Kristelle D. Ipio

Liza M. Abelilla

Resource Person:

Jackielyn D. Canoza

Ma. Oliva DC. Gemao

Carolyn W. Oliveros



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