



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
Region XII
SCHOOLS DIVISION OF COTABATO CITY
Cotabato City



DIVISION MEMORANDUM
No. **012**, s. 2018

To: Public Schools District Supervisors
School Heads
School ICT Coordinators
Public Elementary and Secondary School
This Division

From: 
CONCEPCION F. BALAWAG, Ph.D., CESE
Schools Division Superintendent

Subject: ADDENDUM TO DIVISION MEMORANDUM NO. 349, s. 2016 DATED
SEPTEMBER 16, 2016, "LEARNING ACTION CELL (LAC) FOR ICT
INTEGRATION"

Date: January 9, 2018

1. In reference to Division Memorandum No. 349, s. 2016 dated September 16, 2016, "LEARNING ACTION CELL (LAC) FOR ICT INTEGRATION", the ICT Unit of the SDO of Cotabato City will conduct LAC sessions for School ICT Coordinators.
2. This aims to support the Continuing Professional Development of the School ICT Coordinators as well as to improve the teaching-learning process that will lead to improved learning among the students. Furthermore, this will continuously improve teachers' content and pedagogical knowledge, practice, skills and attitudes.
3. The LAC sessions shall be facilitated by the Division Information Technology Officer. It will be a regular activity beginning February 2018.
4. All sessions will be held at the ICT Office from 8:00AM to 11:00AM and 2:00PM to 5:00PM as scheduled below:

District	Date
District I, II, III & IV	First Friday of the Month (AM Session)
District V & VI	First Friday of the Month (PM Session)
District VII & VIII	Last Friday of the Month (AM Session)
JHS and SHS	Last Friday of the Month (PM Session)

5. The topics for LAC Sessions will be prepared by each District representative.
6. Immediate dissemination of this Memorandum to all concerned is desired.