MEMORANDUM

TO: Education Program Supervisors
Public Schools District Supervisors

From: NYMPHA D. GUEMO
Asst. Schools Division Superintendent
Officer In-Charge

Subject: Documentation Reports on the Conduct of ZLAC

Date: October 19, 2015

1. In line with the capability building program to enhance teacher's teaching competencies in the Division through the conduct of the Zonal/Municipal/District LAC Sessions managed by PDSs (Elem) and EPSs (Secondary) Documentation reports in August and September be submitted to the CID Office, attention: Dr. Josefa V. Zape for monitoring purposes.

2. Attached is the template for uniformity.

3. A monthly report be submitted first week (Thursday) of the following month.

4. For information and guidance.
Consolidated Report on the Conduct of ZLAC
For the Month of ________________

<table>
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<tr>
<th>District (Elementary)</th>
<th>Subject (Secondary)</th>
<th>Date: ________________</th>
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<tr>
<th>Topics Discussed</th>
<th>Strategy/ies</th>
<th>Highlights</th>
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Prepared by:

Noted:

NYMPHA D. GUEMO
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