



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



MEMORANDUM

RECEIVED
Division Office of Catanduanes
RECORDS SECTION
Date OCT 19 2015
Time 3:45 pm
By sv

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 PSDSs (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 _____

District (Elementary) : _____
Subject (Secondary) : _____

Date: _____

Topics Discussed	Strategy/ies	Highlights	Issues/Concerns	Suggestions/Recommendation

Prepared by: _____

Noted: _____

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