



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

01 July 2026

DIVISION MEMORANDUM

No. 445 s. 2026

SUBMISSION OF MEANS OF VERIFICATION (MOVs) FOR CONDUCTED LEARNING ACTION CELL (LAC) SESSIONS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with **DepEd Order No. 35, s. 2016**, entitled **The Learning Action Cell (LAC) as a K to 12 Basic Education Program School-Based Continuing Professional Development Strategy for the Improvement of Teaching and Learning**, and to strengthen the monitoring and documentation of Learning Action Cell (LAC) implementation in the Schools Division Office of Tayabas City, all public elementary and secondary school heads are hereby directed to submit the Means of Verification (MOVs) for the Learning Action Cell (LAC) Sessions conducted in their respective schools during School Year 2025–2026.

2. Each school shall submit one (1) compiled soft copy in PDF format containing the documentary evidence of all Learning Action Cell (LAC) Sessions conducted from **January to March, School Year 2025–2026**. The submission shall include, but shall not be limited to, the following:

- a. Approved LAC Plan/Session Plan;
- b. Notice of Meeting or Advisory;
- c. Attendance Sheet duly signed by participants;
- d. Minutes of the Meeting (if applicable);
- e. Presentation materials and other learning resources utilized during the session;
- f. Activity documentation (photos with captions);
- g. Narrative or Accomplishment Report;
- h. Evaluation results or participants' feedback, if available; and
- i. Other relevant supporting documents.

3. Schools shall organize the documentary evidence chronologically and compile all required documents into a single PDF file. The file shall be named using the following format:

School Name_LAC MOVs_January–March_SY 2025–2026



Address: Brgy. Potol, Tayabas City

Telephone No.: (042) 785-9615

Email Address: tayabas.city@deped.gov.ph

Website: <https://www.sdotayabascity.ph>

4. The compiled MOVs shall be submitted on or before **July 30, 2026**, through the official online submission platform. Schools may upload the compiled file by scanning the QR code below or clicking the submission link below.



<https://acesse.one/7mogvn5>

5. Immediate dissemination of and strict compliance with this Memorandum is directed.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Order No. 35, s. 2016

To be indicated in the Perpetual Index
under the following subjects:

LAC
SUBMISSION
MEANS OF VERIFICATION
SESSIONS

SGOD- submission of means of verification (movs for conducted learning action cell (lac) sessions
SGOKJRE2-005085/July 1, 2026