



Republic of the Philippines

Department of Education

REGION IV - A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

01 October 2026

DIVISION MEMORANDUM

No. **652** s. 2026

SUBMISSION OF MEANS OF VERIFICATION (MOV's) 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 (MOV's) for the Learning Action Cell (LAC) Sessions** conducted in their respective schools during School Year 2026-2027.

2. Each school shall maintain and submit **one (1) compiled soft copy in PDF format** containing the documentary evidence of all **Learning Action Cell (LAC) Sessions** conducted from **June 2026 to March 2027, School Year 2026-2027**. The documentary evidence shall include, but shall not be limited to, the following:

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

3. The Monthly LAC Accomplishment Report shall be submitted through the designated online submission platform using the corresponding link provided below:

Month	Submission Link
June	https://drive.google.com/drive/folders/1BM5sn_iELcKTow3PBUWKZ_t9Me0lkzJhS?usp=sharing
July	https://drive.google.com/drive/folders/1uwRYf

	3IM8GS01GraU5EJid1Sz-JPsz-M?usp=sharing
August	https://drive.google.com/drive/folders/1315uMbMFCwxQnJXnpw9HHrF_zqKhkX3x?usp=sharing
September	https://drive.google.com/drive/folders/1JcB5QQQx8J_s-qil_ro-1q1yEfGmEBVZ?usp=sharing
October	https://drive.google.com/drive/folders/12HfXs4xlaUQwRCWs8qNAnrArwbovvO_g?usp=sharing
November	https://drive.google.com/drive/folders/1K6ekRp_BEzApIIRjDe02qBiU_EJjYdP8?usp=sharing
December	https://drive.google.com/drive/folders/1eUGYQhu99BB87Y7uEdJ1kzt1YQ5vS6Sb?usp=sharing
January 2027	https://drive.google.com/drive/folders/1CJ-zwkstyRP3ui_4WfbNsXLT3nC_6L8e?usp=sharing
February 2027	https://drive.google.com/drive/folders/13S6iJlm8OPMwTRuFeLsFM2SJ0y-yCH5Z?usp=sharing
March 2027	https://drive.google.com/drive/folders/1NAsAAEHOYjcQHoNLzWOap2wb_rYGCA4Q?usp=sharing

4. For the compiled LAC MOVs, schools shall use the following file-naming convention:

School Name_LAC_MONTH_MOVs_SY 2026-2027

5. Schools are reminded to ensure that all submitted documents are complete, properly organized, readable, and duly supported by appropriate documentary evidence.

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

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: None

Reference: DepEd Order No. 35, s. 2016

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

LEARNING ACTION CELL
MEANS OF VERIFICATION

SGOD- submission of means of verification (movs) for conducted learning action cell (lac) sessions
SGO00QK1-005684/October 01, 2026