



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

January 28, 2021

DIVISION MEMORANDUM

No. 18 , s. 2021

**DIVISION ONLINE WRITESHOP ON THE DEVELOPMENT OF LEARNING
ACTIVITY SHEET (LAS) FOR GRADE FOUR (4) SPECIAL PROGRAM IN
JOURNALISM (SPJ) FOR QUARTERS THREE (3) AND FOUR (4)**

To: **Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned**

1. The Department of Education-Regional Office VI, through the Curriculum and Learning Management Division (CLMD) and the SDO-Aklan through the Curriculum and Implementation Division (CID) takes the initiative in the preparation of Learning Materials for quarters three (3) and four (4) of School Year 2020-2021. The SDO-Aklan is assigned to work on LAS for SPJ-Grade Four (4).
2. In this regard, there will be Online Writeshop on the Development of Learning Activity Sheets (LAS) for Grade Four (4) Special Program for Journalism (SPJ) on February 1-15, 2021 for Quarter 3 and February 16-27, 2021 for Quarter 4, respectively.
3. The activity aims to develop MELC-Based learning materials for grade four SPJ learners.
4. The members of the Division Development Team of LRs are entitled to Service Credits for their services rendered during weekends and holidays but not to exceed 15 days per year in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to teachers. On the other hand, non-teaching personnel shall be provided with Compensatory Time Off (CTO) for their services rendered during weekends and holidays per Civil Service Commission (CSC) and Department of Budget and management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered. The giving of the said Service Credits/Compensatory Time Off shall reckon from the time that the development teams have started their development works in quarter 1 depending on the number of LRs developed and quality assured. The management team shall have prepared attendance sheet/logbook for the team members to record their actual time to this effect.



5. It is understood that in the conduct of this activity there shall be no discrimination on provision of learning and Development interventions on account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run to the principles of equal opportunity.
6. The participants to this activity shall strictly adhere to the health protocols in accordance to DO No 14, s. 2020 titled: Guidelines on the Required Health Standards in Basic Education Offices and Schools.
7. Expenses relative to the conduct of the activity shall be charged to Local Funds subject to the usual accounting and auditing rules and regulations.
8. Enclosed are the list of participants and the timeline.
9. Immediate and widest dissemination of this Memorandum is earnestly desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: As Stated

Reference: RM Nos. 127,181,188, 213, s.2020 and RM No. 13, s. 2021

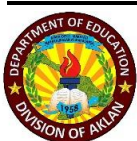
Allotment: None

To be included in the Perpetual Index
under the following subjects

**CURRICULUM
INNOVATIONS**

**DISTANCE LEARNING
LEARNING RESOURCES**

MST/KDL



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Enclosure No. 1 to Division Memorandum No. 18 , s. 2021



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SCHOOLS DIVISION OF AKLAN

List of Participants

Writers:

| MELC | Filipino | English | School |
|------|-------------------|--------------------------------------|------------|
| 1 | Chona O. Escalona | Mary Abbygail Adriene L. Enriquez | Bulwang ES |

| MELC | Filipino | English | School |
|------|-----------------------|---------------------|-------------|
| 2 | Romano B. Casuncad | Ellyn Joy O. Tanega | Buruanga ES |

| MELC | Filipino | English | School |
|------|------------------|--------------------|-----------------|
| 3 | Gemma R. Nicolas | Dennis E. Bontogon | Kalibo Pilot ES |

| MELC | Filipino | English | School |
|------|---------------------------------|-------------------|-----------|
| 4 | Mahalia Cassandra D. Legaspi | Ramela J. Peralta | Balete IS |

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Content Expert: Marth S. Trope and Dr. Kyzil D. Lipar

Language Expert: Darren N. Naelgas and Maienne P. Briones

Technical Expert: Mahnnie Q. Tolentino and Rovie C. Abello

SDO-AKLAN TIMELINE IN THE PREPARATION OF LEARNING ACTIVITY SHEETS (LAS) FOR Q3 AND Q4

| QUARTER | LAS uploaded in the Division Google Drive | |
|---------------|---|-------------------|
| | QUARTER 3 | QUARTER 4 |
| Weeks 1 and 2 | February 5, 2021 | February 27, 2021 |
| Weeks 3 and 4 | | March 6, 2021 |
| Weeks 5 and 6 | February 9, 2021 | March 14, 2021 |
| Week 7 and 8 | February 16, 2021 | March 20, 2021 |



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