DIVISION MEMORANDUM
No. 712, s. 2016

To: Chief – Curriculum Implementation
   Public Schools District Supervisors
   Elementary School Principals/School Heads of ELLN Digital
   Participating Schools

From: DEE D. SILVA, DPA, CESO VI
       Schools Division Superintendent

Subject: Submission of LAC Group Profile Form and the LAC Facilitator
         Information Sheet for the Technology-Supported Teacher
         Professional Development on Early Literacy for K-3 Teachers
         Program (ELLN Digital)

Date: November 21, 2016

1. This Office would like to inform the participating schools of ELLN Digital that in line with the delivery of the Technology-Supported Teacher Professional Development on Early Literacy for K to 3 Teachers (TSELTPD) project funded by the United States Agency for International Development (USAID) and in partnership with the Department of Education, the school principals/heads together with the Kinder to Grade 3 teachers are requested to download and accomplish the forms emailed by FIT-ED ELLN Digital to the school principals/heads’ DepEd Account.

2. All the accomplished forms must be submitted to the Learning Facilitator, Miss Analiza C. Almazan on or before November 23, 2016 at 10:00 A.M. via email analiza.almazan@deped.gov.ph and text her in these mobile numbers: 09109971716 and 09178387428 for this purpose.

3. Attached herewith are the letter from FIT-ED and the forms to be accomplished and submitted (found in item 4, b. of the downloaded forms; first 2 pages only: 4.1 LAC Group Profile Form and 4.2 LAC Facilitator Information Sheet).

4. Prompt action on this matter is highly needed.

5. For your information and compliance.
Dear School Heads and ICT Coordinators,

Warm greetings on behalf of FIT-ED!

In line with the delivery of the Technology-Supported Teacher Professional Development on Early Literacy for K to 3 Teachers (TSELTPD) project funded by the United States Agency for International Development (USAID) and in partnership with the Department of Education, we are requesting you and the teacher participants to download the attached forms. All the accomplished forms must be submitted to your Learning Facilitator via email/fax asap.

Attached herewith are:

1. ELLN Digital Course Guide v2

2. ELLN Digital LAC Facilitator’s Guide

3. ELLN Digital Course Guide_Teacher Engagement (editable forms)

4. ELLN Digital LAC Facilitators Guide (forms to be submitted)

Please forward to the LAC Facilitator and remind him/her to accomplish the LAC Group Profile Form and the LACF information sheet, also to be submitted to the Learning Facilitator.

Please accomplish and submit the following (found in item 4, b.: first 2 pages only (4.1 LAC Group Profile form and 4.2 LAC Facilitator Information Sheet) by email to elin@fit-ed.org or to your assigned Learning Facilitators or by fax to 632 9265121/9265356.

We are currently making some updates to the list of participant teachers so we will be sending the TSELTPD Participant Commitment Form, together with the final list of teachers by tomorrow/next week.

Again, thank you for your support!

Best regards,

FIT-ED
TSELTPD Program
3F Oriel II Bldg., 1611 Quezon Avenue
Bgy. West Triangle
Quezon City 1100
T: (+632) 926-5356, (+632)926-5121
M: (+63) 917-792-3465/ (+63) 939-917-1330
4.0 Forms (to be submitted to the eLFs)

4.1. LAC Group Profile

<table>
<thead>
<tr>
<th>Schools Division</th>
<th>District</th>
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<tbody>
<tr>
<td>School:</td>
<td>School Head:</td>
</tr>
<tr>
<td>LAC ID (can be a number or name):</td>
<td>Number of LAC members:</td>
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<tr>
<td>LAC Facilitator:</td>
<td>Designation/Position:</td>
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<table>
<thead>
<tr>
<th>LAC members:</th>
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<tbody>
<tr>
<td>Name</td>
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### 4.2. LAC Facilitator Information Sheet

<table>
<thead>
<tr>
<th>Schools Division:</th>
<th>District:</th>
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</thead>
<tbody>
<tr>
<td>School:</td>
<td>School Head:</td>
</tr>
<tr>
<td>Name of LAC Facilitator:</td>
<td>Gender: M / F</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Age:</td>
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<tr>
<td>Contact Details:</td>
<td>Email address:</td>
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<tr>
<td>Phone Number</td>
<td>Facebook name:</td>
</tr>
<tr>
<td>Mobile Number</td>
<td>Others, please specify:</td>
</tr>
<tr>
<td>Home Address</td>
<td></td>
</tr>
</tbody>
</table>

**What is the best way to reach you? Please rank according to preference:**
- Personal
- Mobile
  - Phone (landline)
  - Email
  - FB message
  - Others, please specify:

**Do you have easy access to the internet? (i.e., it is easy for you to send and receive email, check FB, etc.)**
- Yes
- No

**Highest Educational Attainment: (check one)**
- College
- With MA units
- Master's Degree
- With PhD units
- PhD Degree

**Course(s)/Degree(s) completed: (please specify)**

**Designation/Assignments (please check all that apply):**
- Subject Teacher
- Class Adviser
- Administrator/Head Teacher
- Grade Level Coordinator
- Others: (please specify): 

**Teacher Rank:**
- Teacher I
- Teacher II
- Teacher III
- Master Teacher I
- Master Teacher II
- Others: (please specify): 

**Length of time teaching the present grade level:**
- 1-5 years
- 6-10 years
- 11-15 years
- 16-20 years
- 21 years and above

**Grade Levels Currently Taught:**
- Kinder
- Grade 1
- Grade 2
- Grade 3
- Grade 4 to 6
- Junior High School
- Senior High School

**Previous grade levels taught:**
- K to 3
- Grade 4 to 6
- Grade 7 to 10

**Number of years of teaching experience:**
- Less than a year
- 1-5 years
- 6-10 years
- 11-15 years
- 16-20 years
- 21 years and above

**Does your school have LACs other than the ELLN Digital LAC?**
- Yes
- No

**Have you attended training on early literacy and numeracy instruction? If yes, please specify the training program.**
- Yes
- No