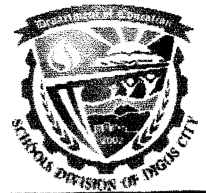


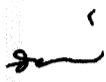
Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF Digos City
Digos City



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.

DepEd Schools Division Office - Digos

RELEASED

Date: NOV 21 2016 Time: 2:22

By: 

ELLN Digital <elln@fit-ed.org>

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 elln@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
3/F Orcei II Bldg., 1611 Quezon Avenue
Brgy. West Triangle
Quezon City 1100
T: (+632) 926-5356, (+632)926-5121
M: (+63) 917-792-3485/(+63) 939-917-1330

4.2. LAC Facilitator Information Sheet

Schools Division:	District:
School:	School Head:
Name of LAC Facilitator:	Gender: M F
Date of Birth:	Age:
Contact Details: Phone Number Mobile Number Home Address:	Email address: Facebook name:
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): _____
Grade Levels Currently Taught: ___ Kinder ___ Grade 1 ___ Grade 2 ___ Grade 3 ___ Grade 4 to 6 ___ Junior High School ___ Senior High School	Length of time teaching the present grade level: ___ Less than a year ___ 1-5 years ___ 6-10 years ___ 11-15 years ___ 16-20 years ___ 21 years and above
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 ___ 11-15 years ___ 1-5 years ___ 16-20 years ___ 6-10 years ___ 21 years and above
Does your school have LACs other than the ELN Digital LAC? ___ Yes ___ No	Have you attended training on early literacy and numeracy instruction? If yes, please specify the training program. ___ Yes _____ ___ No