3. School Learning and Development

It is a school strategic initiative based from the result of electronic-Self Assessment Tool (e-SAT) and other similar needs assessments to address any competency gap/sthat affect or contribute to the school's performance. This could be done through School Learning Action Cell (SLAC), Coaching and Mentoring, In-Service Training (INSET), Work Immersion, or Team Development.

Office or Division:	Schools
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	Teachers or Teaching Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. School Action Plan Form -1 copy	LAC Coordinator
2. Accomplished Individual Performance Commitment and Review Form (IPCRF) – 1 photocopy	HR/Teacher/School Head/Department Head
3. Accomplished e-SAT	ICT Coordinator
4. Accomplished Development Plan	Head Teacher , School Planning Team
5. Project/Training/SLAC Proposal –for INSET	PMT, SLAC Coordinator/Master Teacher
6. Monitoring & Evaluation Form	LAC Coordinator/Master Teacher

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit complete requirements	1.1 Check submitted requirements	None	5 minutes	School Training Coordinator/ PMT/ SLAC Coordinator/ Master Teacher/ Head Teacher/ ICT Coordinator / School Head
	1.2 Identify needs of teachers based on documents	None	1 day	
	1.3 Craft an action/SLAC plan/proposal	None	1 day	
2. Attend learning and development activity and provide feedback	2.1 Implement SLAC	None	1 hour	
	2.2 Conduct Monitoring and Evaluation	None	30 minutes	
TOTAL:		None	2 days, 3 hours, 35minutes	