Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION
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DIVISION MEMORANDUM
No. 374 , s. 2022

DIVISION WORKSHOP ON QUALIFYING AND UPGRADING THE ASSURANCE OF LEARNING RESOURCES BY INTEGRATING TECHNOLOGY-BASED STRATEGIES FOR YOUNG LEARNERS' PROGRESS (QUALITY)

To : OIC - Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Schoolheads

1. Pursuant to Republic Act No. 10533 or the Enhanced Implementing Rules of Basic Education Act of 2013, Section 5, item H which states that the approval of materials shall devolve to the regional and division education units. DepEd Order No. 32, s. 2015 National Adoption and Implementation of LRMDS stipulates that the LRMDS framework is supported by guidelines and process documents for all sub-systems, a quality assurance framework, standards, and specifications while DepEd Memorandum No. 82, s. 2017 reiterates that the system should include the standards, specifications, and guidelines for assessing and evaluating resources. It is also a call to ensure that SDO contextualized learning resources used for learning recovery plan are free from errors, intellectual property rights, and social content issues and aligned for intervention and remediation to address the learning gaps brought by the modular modality of learning for almost two years due to limited face to face classes. Relative to this, the Learning Resources Management Section under the Curriculum Implementation Division announces the conduct of the **Division Workshop on the Qualifying and Upgrading the Assurance of Learning resources by Integrating Technology-based strategies for Young learners' progress on December 3 and 10, 2022 from 8:30 a.m. to 5:00 p.m. at the Division Library Hub.**

2. The workshop aims to:
Terminal Objective:
Develop a deeper understanding on the quality assurance of learning resources.

Enabling Objectives:
a. Familiarize with the guidelines and tools to be used during the evaluation;
b. Appreciate the importance of quality assurance to learning resources with the use of the appropriate tools; and
c. Demonstrate skills on the evaluation of learning resources during the practicum.

3. There shall be a planning committee meeting of all the Technical Working Group on December 02, 2022, at 4:00 p.m. via MS Teams.

4. Attached herewith is the List of Training Management Team and Terms of references, List of Participants and Matrix of Activities for everyone's reference. Participants are requested to bring their laptops that will be used during the quality assurance process. In connection to this, participants in this activity shall receive a **certificate of completion/recognition upon finishing and submitting the individual assigned tasks to the Learning Resources Management Section (LRMS)** and shall be given **service credit equivalent to two (2) days** as per DepEd Order No. 53, s. 2003.

5. Expenses relative to this activity shall be charged against HRTD Fund, subject to the usual accounting and auditing rules and regulations. For inquiries and clarifications, please contact Ms. Evelyn P. De Castro, Division Education Program Supervisor in Learning Resources Management Section (LRMS) at evelyn.decastro002@deped.gov.ph/09297529113 and/or Mr. Allan E. Medenilla, Librarian II at allan.medenilla001@deped.gov.ph/09176513801.

6. Immediate and widest dissemination of this Memorandum is desired.

EDNA FAURA-AGUSTIN
Schools Division Superintendent

Encl: List of Program Management Team, List of Paticipants and Matrix of Activities
Reference: Republic Act No. 10533, DepEd Order no. 32, s. 2015 and DepEd Memorandum No. 82, s. 2017

CID/LRM / EPD / / DM-Division Workshop on Qualifying and Upgrading the Assurance of Learning resources by Integrating Technology-based strategies for Young learners' progress / 11/29/2022

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Enclosure 1

PRORAM MANAGEMENT TEAM AND TERMS OF REFERENCES

TRAINING MANAGEMENT TEan	ASSIGNMENT	TERMS OF REFERENCE
Mary Ann L. Tatlongmaria, EdD Evelyn P. De Castro	Chairpersons	* Oversee the conduct of the Division Workshop on the **Q**ualifying and **U**pgrading the **A**ssurance of **L**earning resources by **I**ntegrating **T**echnology-based strategies for **Y**oung leaners' progress (**QUALITY**); and * Monitor the progress of submitted output.
Marilyn E. Macababbad Allan E. Medenilla	Co-Chairpersons	* Assist on the conduct of the Division Workshop on the **Q**ualifying and **U**pgrading the **A**ssurance of **L**earning resources by **I**ntegrating **T**echnology-based strategies for **Y**oung leaners' progress (**QUALITY**); and * Monitor the progress of submitted.
Quality Assurance Team	Layout Artist	*Layout the manuscript according to the LR Standards; * Coordinate with the writer/s and illustrator as needed; *Attend orientation and editorial meetings; and *Submit the editable digital file of the manuscript on the agreed schedule following the LR standards.
Quality Assurance Team	Content Editor	*Reviews and verifies the accuracy of the contents of the manuscript / developed LR, if it is free from social content violations and plagiarized content and illustrations; *Checks the compliance of the learning resource or manuscript to the curriculum standards; *Gives comments and recommendations; *Helps the writer in developing content or in revising the parts that need improvement; *Ensures that given comments and suggestions are incorporated in the manuscript; *Prepares and submits the manuscripts/learning resources

		with marginal notes / review comments / corrections; and *Attends orientation and editorial meetings related to the quality assurance of Learning Resources.
Quality Assurance Team	Content Reviewer	*Attends the orientation meeting and participates in the evaluation/review/final review workshops (if needed); *Evaluates the developed LR, review the final LR, and do last review the final LR in the assigned learning area to check the accuracy of the content, suitability of pedagogy and instructional design, compliance to Social Content Guidelines and identify other types of errors; *Write/ encode specific comments and recommendations; *Discuss with other QA team members to arrive in a consensus on the comments and recommendations that shall be made on the LR; *Submit the duly accomplished and appropriate tools to the QA team leader and secretariat; *Check and proofread the assigned LR to ensure comments and recommendations are accurately, completely; and appropriately implemented.
Quality Assurance Team	Content Evaluator	*Evaluate, reviews and verifies the accuracy of the contents of the manuscript / developed LR, if it is free from social content violations and plagiarized content and illustrations; *Checks the compliance of the learning resource or manuscript to the curriculum standards; *Gives comments and recommendations; *Helps the writer in developing content or in revising the parts that need improvement *Ensures that given comments and suggestions are incorporated in the manuscript; *Prepares and submits the manuscripts/learning resources

		with marginal notes / review comments / corrections; and *Attends orientation and editorial meetings related to the quality assurance of Learning Resources.
Quality Assurance Team	Language Evaluator	*Attends the orientation meeting and participates in the evaluation/review/final review workshops (if needed;) *Evaluates the developed LR, review the revised LR, and final review the LR in the assigned learning area to check for language errors (coherence and clarity, grammar, diction, verbosity, syntax, spelling, consistency in style; *Writes / encodes specific comments and recommendations; *Discusses with other QA team members to arrive in a consensus on the comments and recommendations that shall be made on the LR; *Submits the duly accomplished and appropriate tools to the QA team leader and secretariat; and *Checks and proofreads the assigned LR to ensure comments and recommendations are accurately, completely, and appropriately implemented.
Quality Assurance Team	Layout Evaluator	*Attend the orientation meeting and participates in the evaluation/review/final review workshops (if needed); *Evaluate the developed LR, review the revised LR, and do a last review the LR in the assigned learning area to check on layout design for clarity and appropriateness and review the artworks to ensure congruency with skill/ competency, social content and appropriateness to target users; *Recommend suggestions for improvement/enhancement of illustrations and layout and/or improve the illustrations and other artworks; *Write specific comments and recommendations;

		*Discuss with other QA team members to arrive in a consensus on the comments and recommendations that shall be made on the LR; *Submit the duly accomplished and appropriate tools to the QA team leader and secretariat; and *Check and proofread the assigned LR to ensure comments and recommendations are accurately, completely, and appropriately implemented.
Select teacher	Facilitator	*Assist the quality assurance team on the conduct of quality assurance of learning resources -Facilitate the evaluation process and submission of outputs; *Identify, notify, update, and provide technical assistance to the assigned participants; *Follow up the submission of the assigned outputs; and *Log/transmit/validate the submitted outputs on the SDO tracer.
Ferdinand R. Arbo	M & E	Monitor and evaluate the session
Erwin P. Legasto	Process Observer	Prepare the Process observation form
Minerva V. Tantiado Louiegi K. Marcellana Vanessa K. Estor John Jerold V. Castillo	Technical Working Team (TWG)	*Prepare the paraphernalia needed for the activity; *Assist the Chairpersons and co-chairperson; *Identify, notify, update, and provide technical assistance to the assigned participants; *Prepare the progress report tracer on the submitted outputs; *Lead and assist in the quality assurance team on the conduct of quality assurance of learning resources; *Reassure the completion of evaluated learning resources, evaluation tools and other outputs; and *Log/transmit/validate the submitted outputs on the SDO tracer.

Enclosure 2

LIST OF PARTICIPANTS

		STORYBOOK	
1	Benilyn Marce	Layout Editor	Mamplasan NHS
2	Jenny Jean E. Balazon	Layout Editor	SVES
3	Maria Chrisantha B. Bay	Layout Editor	MES
4	Carmela Marie R. Maigue	Layout Editor	SVES
5	Wendell Flores	Layout Editor	MES East
6	Darwin Clutario	Layout Editor	BCSHS-Timbao
7	Maylene A. Delos Santos	Layout Editor	MES
8	Imeelyn M. Zamora	Layout Editor	Timbao ES
9	Erwin Legasto	Content/Language Evaluator	PSDS-District 9
10	Nancy Landicho	Content/Language Evaluator	PES
11	Ailyn Pearl Navisaga	Language Evaluator	Jacobo NHS
		ARALING PANLIPUNAN	
12	Joel J. Valenzuela	Content Evaluator/Editor/Reviewer	DEPS- AP
13	Ireesh Joy Landicho	Content Evaluator/Editor	JGMNHS
14	Dennis Estocado	Content Evaluator/Editor	SFINHS
15	Elizabel Catindig	Content Evaluator/Editor	PES
16	Nanette Aurellano	Content Evaluator/Editor	DESM
17	Edna Santa Ana	Content Evaluator/Editor	Binan INHS
18	Rodolfo Miranda	Language Evaluator	Binan INHS
19	Maya Cortez	Language Evaluator	Binan INHS
20	Ma. Vanessa Mabansag	Language Evaluator	BSSAA
21	Jay Mark Canturia	Layout Editor	JGMNHS
22	Glenn Mark Espanola	Layout Editor	MBES
		HOUSEKEEPING	
23	Lani A. Alonte	Content Evaluator/Editor/Reviewer	DEPS-TVL
24	Elizabeth Torres	Content Evaluator/Editor	BCSHS-Timbao Campus
25	Olivia Hibaya	Content Evaluator/Editor	JGMNHS
26	Mel Ria Alonte	Language Evaluator	JGMNHS
27	Rosauro Molina	Language Evaluator	BSSAA
28	April Claire Manlangit	Layout Editor	BCSHS- San Antonio Campus
29	Marlowe Marquez	Layout Editor	BCSHS- San Antonio Campus
		ETV BINAN	
30	Joel J. Valenzuela	Content Evaluator	DEPS-AP
31	Rhea DM. Bilbes	Content Evaluator	DEPS-Kindergarten
32	Raquel L. Azur	Content Evaluator	DEPS-Filipino
33	Ronaldo P. Bago	Content Evaluator	DEPS- Science
34	Eva Joyce V. Cabantog	Language Evaluator	EPS II- SMN

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35	Kristine Joy Presbitero	Language Evaluator	TGES
36	Christopher Ian M. Detera	Language Evaluator	MNHS
37	Joseph Arsie C. Cabantog	Video Editor	BCSHS- Sto Tomas Campus
38	Mark Crisostomo	Video Editor	SV5A INHS
39	Jeffrey Arimado	Video Editor	LANGKES
		FACILITATOR	
40	Catherine A. Costoy	Facilitator	BES

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DEVELOPERS, QUALITY ASSURANCE/CONFORMANCE REVIEW TEAM

Learning Area: STORYTELLING VIDEOS
Focal Person/s: RHEA DM. BILBES

Grade Level: KINDER, ALS, SPED, Grades 1-3
Quarter/Week: N/A

GRADE LEVEL	Description/ Title of learning Resources	DEVELOPERS		QUALITY ASSURANCE TEAM			CONFORMANCE REVIEW TEAM	
		Scriptwriter	Video Editor	Content Evaluator	Language Evaluator	Video Evaluator	Language Evaluator	Video Evaluator
SPED	Pitong Araw na Lang	Gemma Lyn R. Rivadeniera	Ma. Bernadette V. Secolles	Rhea DM. Bilbes	Myra Z. Magno	Wendell S. Flores	Michael Autor	Joseph M. Cabantog
KINDER	Tatlong Pulang Lobo	Lovely F. Yaba/Janice Baleña	Carol Anne Aballar/Berna Venzel Careon	Myra Z. Magno	Raquel L. Azur			
GRADE 1	Kara Karayom at Sin Sinulid	Joy A. Valdez	Joelle Ann C. Ubana Ma. Elena B. Hernandez					
GRADE 2	Mobile Legends Shutdown	Joy G. Cases/Kristine Hernandez	Carmela Marie R. Maigue/ Genelie Segismar				George S. Ipil	
GRADE 3	Espesyal na Lapis	Maria Cristina A.Hubilla/Melody T. Luna	Melody T. Luna					
ALS	May Kaibigan na si Pedrong Pihikan	Liza L. Mindo/Angela H. Navarro	Gilbert B. Dueño/Troi A. Medina					

Enclosure 3

MATRIX OF ACTIVITIES

TIME	ACTIVITY	IN-CHARGE
Master of Ceremony: Catherine A. Costoy		
December 3, 2022 8:30 – 9:00	Patriotic Song	AVP ALLAN E. MEDENILLA Librarian
	Opening Prayer	
	DepEd Vision and Mission and Core Values	
	DepEd Quality Policy Statement	
	Acknowledgment of Participants	
	Opening Remarks	MARY ANN L. TATLONGMARIA Chief Education Supervisor Curriculum Implementation Division
	Statement of Purpose	EVELYN P. DE CASTRO Education Program Supervisor, LRMS
	Inspirational Message	EDNA FAURA-AGUSTIN Schools Division Superintendent
	Schedule of Activities & Webinar Etiquette	ALLAN E. MEDENILLA Librarian II
9:00 – 11:00	Guidelines on Quality Assurance of Developed Contextualized Learning Resources (LRMS QMS Process) *Content *Language and Book Design *Presentation and Organization -Evaluation tools	**Evelyn P. De Castro** Division Education Program Supervisor, LRMS **Marilyn E. Macababbad** Project development Officer II **Allan E. Medenilla** Librarian/Regional Layout Evaluator
11:00 – 12:00 1:00 – 5:00	**Workshop** Evaluation of learning resources	Quality Assurance Team **Evelyn P. De Castro** EPS-LRMS **Allan E. Medenilla** Librarian **Marilyn E. Macababbad** PDO II
December 10, 2022 8:30-9:00	Management of Learning	
9:00-4:30	Continuation of Workshop Presentation, Critiquing and Submission of Outputs	
4:30-5:00	Closing	