Division Memorandum No. [70] s. 2018

MEMORANDUM TO: CHIEFS, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOL DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY SCHOOL HEADS

FROM: SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

DATE: JULY 17, 2018

SUBJECT: ORGANIZATION OF DIVISION LEARNING RESOURCE DESIGN AND DEVELOPMENT TEAM

1. In compliance with the attached Regional Memorandum 94 s. 2018, RE: ORGANIZATION OF LEARNING RESOURCE DESIGN AND DEVELOPMENT TEAMS, the Division Memorandum 154 s. 2017 entitled Division Reviewers/ Evaluators For Level 2 Quality Assurance of Learning Resources has been updated and reorganized aligned with the requirements of the said regional memorandum.

2. The following are the composition of the DIVISION LEARNING RESOURCE DESIGN AND DEVELOPMENT TEAM and SUB-COMMITTEES:

A. DIVISION LEARNING RESOURCE DESIGN AND DEVELOPMENT TEAM

CHAIRPERSON: JOSEFA V. ZAPE, Ed. D. - CID Chief

CO-CHAIRPERSON: JESSLYN T. TAWAY, Ed. D. - EPS (LRMDS)/ Division QA Coordinator

MEMBERS/ INSTRUCTIONAL DESIGN AND DEVELOPMENT COORDINATORS:

GINA L. CUSTODIO, Ed. D. - EPS (Kindergarten, Multi-grade)
GINA B. PANTINO, Ed. D. - EPS (English, MTB-MLE, Special Program in Journalism)
MA. GINA M. TEMPLITONUEVO, Ed. D. - EPS (Filipino, Journalism)
JEZRAHEL T. OMADTO - EPS (Science)
ROMEL G. PETAJEN - EPS (Math)
CYNTHIA T. SONOJA - EPS (AP/SPED)
AMELIA B. CABRERA - EPS (EEP/TLE/TVL)
FRANKIE T. TURALDE - EPS (ESF)
NELSON T. SICIO - EPS (MAPEH)
ERLINDA C. BORBE - PSDS (Madrasah)
JANE T. TUPLANO - SEPS (ALS)
B. DIVISION LEARNING RESOURCE DESIGN AND DEVELOPMENT SUB-COMMITTEES:

Kindergarten:
- Gina L. Custodio, Ed.D., EPS
- Nelson Isorena, PSDS
- Ruth Sorrera, PI
- Dennis Gianan, PI
- Arlene Triumfo, MT2
- Glenda Isorena, MT2
- Sandra Mac Soneja, T1
- Febbie Bermejo, T1
- Emlyn Lanon, T1
- Dennis Tulalian, T1

Mother Tongue:
- Gina B. Pantino, Ed. D., EPS
- Eligio Sales, PI
- Liza Arrojo, PI
- Jane Tabor, PI
- Minnie Lopez, PI
- Sharon Begino, T2
- Eva Tabuzo MT1
- Junalet Nazareno
- Ma. Cecilia Tate, MT
- Marichi Tabuzo, T3
- Joey Antonio, MT1
- Arlene Perlas, T3

Filipino:
- Ma. Gina M.
- Templonuevo,Ed.D, EPS
- Belen Tapas, PSDS
- Luz Licup, HT 3
- Rico Trollano, HT1
- Liza Bonafe, T3
- John Edgar Macca, T1
- Nori Uchi, T1
- Roselle Templonuevo, T1
- Remy Tabulin, MT2
- Maria Cecilia Tate, T3
- Efen Magno., MT1
- Ricky Tid, MT1

EPP/TLE/TVL:
- Amelia B. Cabrera, EPS
- Merly Gonzales, PSDS
- Arnold Valledor, PI
- Aileen Tabilig, Asst. Prin.
- Lorenzo Gando, HT
- Jennifer Metica, ITO (ICT)
- Noemi Oyoen Tablizo, T2 (FBS)
- Donald Karl Sorrail (CSS), T3
- Alvin Josef Soliveres T (CSS)
- Noel Vargas T2 (EPAS)
- Roxan Zinz T2 (Dressmaking)
- Pamela Tenerife T3 (Agriculture)
- Freddie Tría, Jr. T3 (ELM)
- Marilyn Miranda T2 (BPP)
- Jobelle Alintani T2 (FBS)
- Catherine de Leon T (ICT)

Elementary:
- Anchelita Sicio, PI
- Rolando Regalado, PI
- Julie Ann Surban, T2 (ICT)
- Rochelle Avila, MT1 (HE)
- Mildred Ferren, MT1 (Agriculture)
- Delfin Tabuzo, T3 (IA)
- Amalia Aguilar, MT1 (ICT/HE)

Multi-Grade:
- Gina L. Custodio, Ed.D., EPS
- Edgar Rima, PSDS
- Marjohn Tablizo, T3
- Demetrio Suarez, Jr., T3
- Janet Benevidez, MT1
- Maricel Besonia, T3

English:
- Gina B. Pantino, Ed. D., EPS
- Brenda Villarey, PSDS
- Sonia Prensader, PI
- Lorraine Tatad, HT3
- Jocelino Tono, PI
- Myla Cordial, PI
- Dave Tolentino, T3
- Imee Gabion, T3
- Jefferson Arcilla, T1
- Rey King Bernal, MT1
- Sandra Garcia, T3
- Ruel Fernandez, T3

Science:
- Jezrael T. Ontario
- Miguelito Rodriguez, PSDS
- Marisol Lim, PI
- Ronald Refre, PI
- Nino Gerard Censta, PI
- Mary Rose Sta. Rosa, PI
- Jose Roy Aguilar, HT5
- Rebecca Villacorta, HT3
- Mari-Ann Manguerra, T3
- Judy Marie Barro, T2
- Jayson Yuta, T3
- Shianne Rubio, T3

Math:
- Romel G. Petaja, EPS
- Elias Abando, PSDS
- Lyra Tusi, PI
- Edgar Sarmiento, PI
- Ronie Tolledo, MT1
- Ludy Avila, HT3
- Carol Gil, MT1
- Jonel Aznar, MT1
- Marita Tabuzo, MT1
- Jessa Pustil, T3
- Jenny Tejerero, T3
- Romeo Alcantara, MTI-OIC Prin.

EsP:
- Frankie Turalde
- Herman Bodota, PSDS
- Rosario Socito, PI
- Fe Mendoza, PI
- Franklin Arcilla, HT3
- Cheryl Tupue, MT1
- Jane Tolledo, T3
- Dolor BREQUILLO, T3
- Helen Mendez, T2
- Jose Angel Aquino, T3
- Mary Grace Tayam, MT2
MAPEH: Nelson T. Sicio, EPS
Edgardo Valencia, PDS
Joselito Ruiz, PII
Generosa Sarmiento, PI
Raul Borbor, Asst Prin.
Ferdinand Tusi, P1
Efren Matienzo, HT3
Noel Villanueva, T3
Odeza Sy, T2
Maria Laynes, MTI
Anatoly Raphael Arcilla, T2
Bernardino Sorra, T3
Efren Jimenez, MTII
Edita Barba, MTII

ALS: Jane Tuplano, SEPS
Josefina Tabor, SEPS
Maria Rita Tablate, MT
Marilou Bernal, MT I
Abraham dela Cruz, T3
Allan Sumalde, T2

AP: Cynthia T. Soneja, EPS
Teresa Canu, HT3
Imelda Mendoza, MT I
Fredelyn Tarrobol, MT I
Augusto Vargas, MT II
Kevin Escobido, T3
Jupiter Torno, T3
Marilyn Garcia, MT I
Soocorro Molod, MT II

SPED: Cynthia T. Soneja, EPS
Zarita Boneo, MT II
Liza Molod SPET
Maisene Somido-Maglaqui, SPET I
Judy Soneja SPET I
Francia Alberto T3

Madrasah:
Erlinda Borbe, PDS
Marivic Camacho, PI
Jessie Icaranom, PI
Jose T. Arcila, Jr, PI
Ar-jay Callao, T1
Mary Jane Valenzuela, MT I,
Cherilyn Turado, T1

3. The School Quality Assurance Team shall be renamed **School LR Committee** with the same composition.

4. For other information relative to the task, roles and responsibilities of the Division Team, Sub-committee and School LR Committee, please refer to the same attachment.

5. For guidance and compliance.
REGIONAL MEMORANDUM
No. 54-S, 2018

ORGANIZATION OF LEARNING RESOURCE DESIGN AND DEVELOPMENT TEAMS

TO: Schools Division Superintendents

1. In accordance with the purpose of the Curriculum and Learning Management Division (CLMD) and the Curriculum Implementation Division (CID) to contribute in the improvement of performance specifically on learning outcomes and to ensure an effective implementation of the curriculum, through localization and indigenization; enforcement of standards; and provision of access to quality and varied learning resources and in line with DepEd Order No. 76, s. 2011 (National Adoption of the Learning Resources Management and Development System), the CLMD and the CID are directed to organize and mobilize Learning Resource Design and Development Teams. Consequently, the Schools Division Offices through the Curriculum Implementation Division (CID) shall ensure that School Learning Resource Teams are likewise organized.

2. The teams are organized to:
   a. Ensure that contextualized supplementary learning resources for all the learning areas/domains in all grade levels are developed; and
   b. Ascertain that learning resources are developed in accordance with the standards and guidelines set by the LRMDs

3. The Regional Learning Resource Design and Development Team is composed of:
   - CLMD Chief as Chairperson;
   - Education Program Supervisor for LRMDs as Co-Chairperson and Quality Assurance Coordinator and;
   - Education Program Supervisors in charge of the Learning Areas, Alternative Learning System (ALS) and Kindergarten as members and will serve as Instructional Design and Development Coordinators of their respective learning areas.
   - The Regional Education Program Supervisors may organize a sub-committee with the Division Education Program Supervisors handling the same learning area as members.

4. The Division Learning Resource Design and Development Team is composed of:
   - Chief of the CID as Chairperson;
   - Education Program Supervisor for LRMDs as Co-Chairperson and Quality Assurance Coordinator and;
   - Education Program Supervisors in charge of the learning areas, Alternative Learning System (ALS) and Kindergarten as members and will serve as Instructional Design and Development Coordinators of their respective learning areas.
   - The Division Education Program Supervisors may organize a sub-committee with selected PSDS’s, school heads, master teachers or key teachers as members.

clmd/grace
members of the sub-committees may vary depending on the learning resources
developed or evaluated for a particular key stage or grade level.

5. The Schools Division Offices are expected to submit a list of the committee members
to the Regional LRMD S Unit for cataloging purposes.

6. The School LR Committee shall be composed of the School Head as Chairperson and
master teachers/key teachers as members.

7. The Learning Resource Design and Development Teams are expected to:
   a. Assess and evaluate learning resource needs in relation to: underachievement
      (test results); competencies (teacher capacity in subject area and pedagogy); 
      resource gaps across subject and year levels; contextualization requirements; 
      alternative modes of delivery; and support facilities for use of resources.
   b. Develop contextualized learning resources by learning area
   c. Evaluate new learning resources for acquisition or procurement
   d. Evaluate existing resources for reproduction
   e. Evaluate teacher-developed materials
   f. Evaluate locally-developed materials for uploading and publishing in the LR Portal
   g. Provide technical assistance to schools and Learning Centers in line with learning
      resources development

8. For any learning resource development initiative, the Education Program Supervisors
   as Instructional Design and Development Coordinators shall coordinate and collaborate with
   the LRMD S EPS who is responsible for supervising the development, production and
   distribution of all types of learning resources. The process flow of evaluating learning
   resources is in Enclosure 1.

9. The LRMD S Unit of the region and divisions are responsible for providing orientation
to the division and school teams as to their tasks, roles and responsibilities. The unit shall take
the lead in building the capacity of the teams in the processes and technical aspects of the
development, quality assurance and production of learning resources.

10. Expenses relative to activities of the Learning Resource Design and Development
Teams Committee shall be charged against local and other funds subject to the usual
accounting and auditing rules and regulations.

11. For compliance.

RAMON FIEL G. ABCEDE
Regional Director

References: DepEd Order No. 76, s. 2011 (National Adoption of the Learning Resources Management and
Development System), Memorandum 125/2018 (Compendium of DepED Office Functions and Job
Descriptions), LRMD S Framework
To be indicated in the PERPETUAL INDEX under the following subjects:
SYSTEMS
LEARNING RESOURCES
ROLES AND RESPONSIBILITIES

009519
SCHOOL
Locally-developed LR

Meet standards?

NO
YES

Print/reproduce for school use or Submit to Division QA

DIVISION
Review LR based on Assessment Checklist

Meet Standards?

NO
YES

Communicate findings with LR owner
Print/reproduce for division use OR Digitize catalog and submit to Regional QA (with LR Evaluation report)

REGION
Review LR based on Assessment Checklist

Meet standards?

NO
YES

Communicate findings with LR owner Publish in the LR Portal

District/School QA Team:
PSDS/School Head/Principal—Chairperson
Master Teachers/Key Teachers

Division QA Team:
- CID Chief—Chairperson
- LRMD Supervisor—Co-Chairperson
- Education Program Supervisors (In-Charge of the Learning Area)
- Selected PSDS

Regional QA Team:
- CLMD Chief—Chairperson
- LRMD Supervisor—Co-Chairperson
- Regional Education Program Supervisor (In-Charge of the Learning Area)
- Selected Division EPS/Trained LREs