



Republic of the Philippines
Department of Education
 REGION II – CAGAYAN VALLEY
 DIVISION OF TUGUEGARAO CITY

October 8, 2020

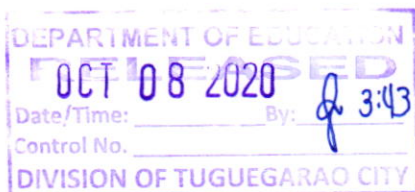
DIVISION MEMORANDUM

No. 161, s. 20 20

**GUIDELINES ON THE DEVELOPMENT/CONTEXTUALIZATION
 OF LEARNING RESOURCES**

To: Assistant Schools Division Superintendent
 Chiefs, SGOD & CID
 Elementary and Secondary School Heads
 All Others Concerned

1. The Department of Education adheres to the standards and principles of the K to 12 Basic Education Program (BEP) that enables and allows schools, divisions and regions to localize, indigenize and enhance learning resources based on their respective educational and social contexts. The production and development of locally produced learning resources shall be encouraged.
2. With this, this Office through the Curriculum Implementation Division (CID) and Learning Resources Management Section (LRMS) ensure the provision of quality learning resources to all public schools in the division.
3. Attached is the deployment flowchart on the development/contextualization of learning resources to be strictly implemented. Also, it should be printed in a 5X8 tarpaulin. (*digital copy to be emailed*).
4. The said flowchart shall be posted within the school premises for wider dissemination. Adherence to the directive shall be monitored.
5. For information, guidance and compliance.



REYNANTE Z. CALIGUIRAN
 Assistant Schools Division Superintendent
 Officer In-charge
 Office of the Schools Division Superintendent ✓

Encl: Deployment of Flowchart for School-initiated LRs
 Reference:
 To be indicated in the Perpetual Index
 Under the following subjects:
 Education, Teaching Aids
 CID/esc/jtc



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
 Telephone Nos.: (078) 844-7925; (078) 377-8805
 Email Address: tuguegarao@depd.gov.ph
 Website: depdtuguegarao.net

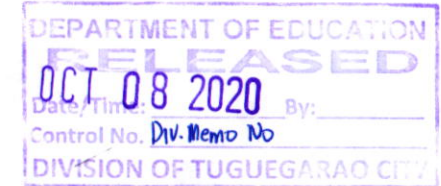


Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	1



Republic of the Philippines
Department of Education

Region II – Cagayan Valley
 Division of Tuguegarao City



Deployment Flowchart for School-Initiated Learning Resources

Activity	Activity Details	Time Frame	Persons Responsible
Needs Analysis (Reflected in the School LR Plan)	Writer conducts needs analysis for a particular subject. Baseline data from results of learners' performance evaluation and least mastered competencies (from item analysis) vis a vis availability of learning resources should be included. <i>Note: Target implementation should be within a specific quarter in a school year.</i>	To be determined by the School Head	Teacher/Non-Teaching Personnel
Material Development	Writer develops a material based on the needs analysis. Specific LR standards will be followed depending on the chosen type of material (print or non-print).		Teacher/Non-Teaching Personnel, Illustrator
School-Level Quality Assurance	School LR team quality assures the material. Focus areas: a. Language, style, and mechanics b. Competencies, content, and suitability to grade level c. Social content guidelines d. Technical specifications for design and layout, texts and illustration e. Intellectual Property Rights issues		Teacher/Non-Teaching Personnel, SLR QA Team, School Head
Initial Revision of Material/ <i>First Indorsement</i>	Teacher incorporates suggestions/recommendations. Original and revised copies of the material should be attached to the first indorsement to be forwarded to the SDO.		Teacher/Non-Teaching Personnel
Division Quality Assurance	LRMS receives, checks completeness of the material, and quality assures the endorsed material using the appropriate QA tool (for print or nonprint).	17 days	DLR QAT
<i>2nd Indorsement</i>	SDO communicates findings and recommendations to the writer.	15 min.	SDS
Revision of Quality Assured Material	Writer revises the material incorporating specific findings and recommendations. <i>Note: If writer fails to submit the revised material within the given time frame, the process returns to the first indorsement.</i>	9 days	Teacher/Non-Teaching Personnel
<i>3rd Indorsement</i>	School indorses revised material to the SDO.	15 min.	School Head
<i>4th Indorsement</i> (Pilot Test)	SDO approves the material for implementation. Writer conducts pilot testing to at least five teachers (from writer's respective school and/or other schools) and summarizes the results. <i>Note: Online pilot testing is allowed for special cases</i>	10 days	DLR QAT, SDS
<i>5th Indorsement</i> (Preparation of Completion Report)	Writer prepares completion report that includes implementation plan, pictorials, certification of utilization from other teachers, performance evaluation analysis. Previous indorsements (1 st - 4 th) should also be attached.	3 days	Teacher/Non-Teaching Personnel
<i>6th Indorsement</i> (Certification to Quality Assurance Conformance)	SDO acknowledges the completion report. Writer furnishes the SDO with one printed and one digital copy (in PDF format) of the material for division utilization and uploading to the Division LR portal, GRASP (General Repository for Accessibility, Sustainability, and Production).	6 days	DLR QAT, SDS