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DEPARTMENT OF EDUCATION
Region V(Bicol)
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RELEASED

DIVISION MEMORANDUM
No. 154, s. 2017

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

SUBJECT: **DIVISION REVIEWERS/EVALUATORS FOR LEVEL 2 QUALITY ASSURANCE OF LEARNING RESOURCES**

DATE: August 23, 2017

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1. To provide direction on the development of local materials and curriculum contextualization through LRMDS, the following are designated as evaluators/reviewers of Quality Assurance team for each learning area/program in the division for Level 2 QA:

Division Reviewers for Level 2 Quality Assurance of Learning Resources, Teaching Resources and Professional Development Materials for Publishing in the LR Portal

Kindergarten:
Gina L. Custodio
Ruth Sorrera
Dennis Gianan
Arlene Triumfo
Glenda Isorena
Sandra Mae Soneja
Febbie Bermejo
Emlyn Lanon
Dennis Tulalian

EsP:
Frankie T. Turalde
Rosario B. Socito
Fe Mendoza
Franklin Arcilla
Jane Tolledo
Dolor Zafe
Helen Mendez
Jose Angelo Aquino
Mary Grace Tayam

Mother Tongue:
Gina B. Pantino, Ed. D.
Eligio Sales
Jane Tabor
Junalet Nazareno
Ma. Cecilia Tatel
Marichu Tabuzo
Joey Antonio

English:
Gina B. Pantino, Ed. D.
Josalie Tonio
Myla Cordial
Dave Tolentino
Imee Gabion
Rey King Bernal
Sandra Garcia
Arlene Perlas

Filipino:
Ma. Gina M. Templonuevo, Ed.D.
Luz Licup
Liza Bonafe
Efren Magno
John Edgar Macca
Ricky Tid

Science:
Jezrahel T. Omadto
Ronald Refre
Nino Gerard Cenata
Mary Rose Sta. Rosa
Jose Roy Aguilar
Rebecca Villacorta
Mari-Ann Manguerra
Judy Marie Barro
Jayson Yutan

EPP/TLE/TVL:
Amelia B. Cabrera
Arnold Valledor
Aileen Tabilog
Jennifer Metica (ICT)
Noemi Xoyen Tablizo (FBS)

Math:
Romel G. Petajen
Lyra Tusi
Marilyn Tuplano
Jose San Juan
Ludy Avila

EPP/TLE/TVL: (continuation0	Donald Sorra (T. Drafting) Alvin Josef Soliveres(CSS) Noel Vargas (EPAS) Roxan Zinz (Dressmaking) Pamela Tenerife (Agriculture) Freddie Tria, Jr. (AIM) Marilyn Miranda (BPP)	Math: (cont.)	Carol Gil Jonel Aznar Marita Tabuzo Jessa Purcil Evangeline Tuquerro
	Elementary: Julie Ann Surban (ICT) Rochelle Avila (HE) Mildred Ferrer (Agriculture) Delfin Tabuzo(IA)		
MAPEH:	Nelson T. Sicio Joselito Ruiz Generosa Sarmiento Raul Borbor Ferdinand Tusi Efren Matienzo Noel Villanueva Odeza Sy Maria Laynes Anatoly Raphael Arcilla Bernardino Sorra	ALS:	Jane Tuplano Maria Rita Tablate Marilou Bernal Abraham dela Cruz Allan Sumalde
Araling Panlipunan:	Cynthia T. Soneja Imelda Mendoza Fredelyn Tarrobal Augusto Vargas Kevin Escobido Jupiter Torno Marilyn Garcia Socorro Molod	SPED:	Cynthia T. Soneja Zarita Boneo Liza Molod Mary Joe Avila Mailene Samudio
Madrasah:	Erlinda Borbe Jessie Icaranom Linda Vega Jose Arcila, Jr. Ar-Jay Callos Mary Jane Valenzuela		

2. The following workflow for Learning Resources publication in the LR portal should be followed:

- **FIRST LEVEL OF REVIEW**
  - School, division and region developed learning resources are reviewed (quality assured) and tested at school level. Before pilot testing in the school, the LR should pass the recommending approval of the learning area supervisor for her/him to look into the content, noted by the PSDS and approved by the SDS; request for pilot testing shall be indorsed by the School Head through the PSDS to the Schools Division Superintendent.
  - Quality Assurance Tools provided to all LRMDS School Coordinators should be the tools for evaluating LR by the organized School QA Team
    - School QA Team shall be composed of the following:
      - Chairman: School Head
      - Co-chairman: School LRMDS Coordinator
      - Members: Subject Area Coordinators/Master Teacher
        ICT Coordinator

- **SECOND LEVEL OF REVIEW**
  - Requirements to be submitted to CID through LRMDS Supervisor:
    - Certification that the LR has been pilot tested in the school
    - Result of pilot testing and evaluation signed by the School LRMDS QA Team
    - Printed version of LR (if applicable), e-file, metadata and author's details
  - LR shall be forwarded to the designated cataloguer (LRMDS staff) in the CID for cataloguing and uploading in the portal.
  - The LR Admin shall tag specific area of review for QA assigned.
  - Selected QA receives LR on line and can tag resource as either passed or failed after review
  - A resource needs to pass a set of appropriate evaluation tools downloadable from LR portal before being qualified for publishing.
  - All resources should undergo the following evaluation at the minimum:
    1. Intellectual Property Rights (IPR) Review
       - Confirm the intellectual property rights of the entire content of the resource and that DepEd has the rights to reproduce and distribute the resource.
       - Section A-D should be completed for all resources as the first part of the Evaluation process and before making a decision to catalogue, reproduce and distribute, or redesign and develop a resource.

    2. Educational Soundness General Evaluation
       - Determine overall fit for purpose, curriculum relevance and readiness of the existing resource to be reproduced in its current format.
       - The purpose of the evaluation is to determine whether or not a LR/TR/PDM should be reproduced, redeveloped and/or included in the LRMDS Catalogue.
    3. Educational Quality Review for:
       - Print
       - Charts, posters, drill & flash cards, manipulatives
       - Non-print
       - General reference

       Note: This determines accuracy of content, correctness, appropriateness and suitability of presentation, language and visuals to target users, society and culture.

  Other Evaluation Tools:
    1. Technical: usability, interoperability, offline digital
       - Determine appropriateness of technical format for target users and teaching and learning environment
    2. Accessibility Evaluation - Resources being identified for SPED
    3. Online site evaluation - Determine usability and technical format enables access and use by target users
    4. Social content guidelines

- **THIRD LEVEL OF REVIEW**
  - If passed, LR shall be forwarded to regional Admin for final Quality Assurance and publication.

Notes:
- LR will not be published unless it passed review of all assigned QAs in the portal.
- If LR is tagged as failed, QA can send feedback why LR did not pass, comment shall be sent to Cataloguer.
- Cataloguer will be the one to contact LR author for revision.

- After modification, cataloguer can resubmit LR, but it does not have to go thru QA selection. It shall automatically be submitted to QA who previously reviewed the LR.
- If developed LR is to be used for promotion, developer should comply with other requirements issued by the Division Selection Committee.

3. Reorientation will be conducted for the division evaluators on the schedule to be announced later.

4. For information, guidance and compliance.