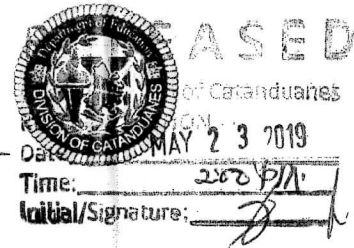


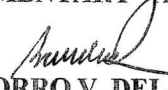


Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



Division Memorandum No. 160s. 2019

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

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

DATE: May 23, 2019

SUBJECT: FILLING UP METADATA FOR UPLOADING LEARNING
RESOURCES TO LR PORTAL

1. This is to reiterate the filling up of metadata to be submitted by writers, together with the developed Learning Resources and results of the first level quality assurance by the School Quality Assurance Team or School LR Committee.
2. It has been observed that some teachers have developed LRs and desired to share their LRs specifically to be uploaded and published in the LR Portal but can not have the privilege to do so due to some non-functional School LR Committees despite of several trainings conducted and attended in the division or district level.
3. All schools are therefore encouraged to support their talented teacher-writers to have the privilege of publication which the DepEd can provide for free through the LR Portal. This publication will just be availed after the LRs they developed had undergone Quality Assurance in the School Level and Division Level.
4. Another cause why the flow of publication is disrupted is the non-submission of metadata which is also a requirement by the system for uploading the developed LR. Meta data is needed for on line classifying of the LRs to make it readily searched and browsed or downloaded by other users.
5. To address the issue, the Division Office through the LRMDS is providing the field with metadata form (Enclosure 1), a sample filled-up metadata form (Enclosure 2) and a part of a handbook on how to fill up the metadata form (Enclosure 3- Instruction for Completing Metadata...). These are same copies provided during trainings and workshops conducted and attended by concerned teachers and school heads.
6. Other queries for filling up metadata or for uploading LRs may be addressed to any of the Division LRMDS Staff.
7. For information, guidance and compliance

DIVISION OFFICE OF CATANDUANES
 Learning Resource Management and Development Center
 Virac, Catanduanes



METADATA FORM

To be attached to LR Digital and Print Copy

Developer's Name _____	Contact Number _____
Designation/Position _____	Email _____
School _____	District _____
Location of school _____	School Contact Number _____

* Indicates required field

General	Technical	Educational	Rights	Comments
General				
ID				
Title*				
Language*	<input type="checkbox"/> Bikol <input type="checkbox"/> English Other: <i>specify</i> _____ <input type="checkbox"/> Bikol Catanduanes <input type="checkbox"/> Filipino			
Keywords*				
Description*				
Cataloguer				
File Name				
Primary Media	<input type="checkbox"/> CD <input type="checkbox"/> Model <input type="checkbox"/> Video <input type="checkbox"/> DVD <input type="checkbox"/> Poster <input type="checkbox"/> Wallchart <input type="checkbox"/> Flashcards <input type="checkbox"/> Storybook <input type="checkbox"/> Worksheet/Work <input type="checkbox"/> Interactive Lesson <input type="checkbox"/> Textbook Other: <i>specify</i> _____			
Primary Storage	<input type="checkbox"/> Cassette Tape <input type="checkbox"/> DVD <input type="checkbox"/> VCR <input type="checkbox"/> CD <input type="checkbox"/> Print <input type="checkbox"/> Web Based <input type="checkbox"/> Digital <input type="checkbox"/> VCD Other: <i>specify</i> _____			
Resource Location (Choose only one)	<input type="checkbox"/> Company, Address, URL, Email, Phone _____ _____ _____ <input type="checkbox"/> School, Address, URL, Email, Phone _____ _____ _____			
External Resource Identifier				
Publication Date				
Date Created				
Date Modified				



General	Technical	Educational	Rights	Comments
Technical				
File Size				
File Type				
Operating System				
Software				
Number of Pages				

General	Technical	Educational	Rights	Comments
Educational				
Material Type* (Choose only one)	<input type="checkbox"/> Professional Development <input type="checkbox"/> Curriculum			
Education Type	<input type="checkbox"/> Pre School <input type="checkbox"/> Secondary	<input type="checkbox"/> Elementary <input type="checkbox"/> ALS	<input type="checkbox"/> Etc. (please specify)	
Grade				
Learning Area				
Content/Topic				
Content Standards				
Performance Standards				
Competencies				
Related topics				
Objectives				
Intended Users*	<input type="checkbox"/> Educators <input type="checkbox"/> Learners			
Accessibility				
Resource Type	<input type="checkbox"/> Learning Material <input type="checkbox"/> Braille	<input type="checkbox"/> Storybook <input type="checkbox"/> Posters	<input type="checkbox"/> Charts <input type="checkbox"/> Web-based	



General	Technical	Educational	Rights	Comments
Rights				
Author				
Copyright**				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Copyright Owner**				
Copyright Address				
Copyright Email				
Copyright URL				
Condition of Use				
<input type="checkbox"/> Modify <input type="checkbox"/> Derive <input type="checkbox"/> Reproduce <input type="checkbox"/> Use <input type="checkbox"/> Copy <input type="checkbox"/> Print				

Printed Name and Signature
 Developer

For technical assistance, please contact:

JOGENE ALILLY C. SAN JUAN
 Project Development Officer II
 Learning Resource Management and
 Development Center
 ✉ jogenealilly.sanjuan@deped.gov.ph
 ☎ 0928 607 3417

SAMPLE FILLED –UP METADATA

General	Technical	Educational	Rights	Comments
General				
Title	ICT LAC: One Note Digital Notebook			
Language	English			
Keywords	ICT LAC Activity Card, LAC, ICT, Activity Card, Microsoft, OneNote			
Description	This ICT LAC activity card is about OneNote Digital Notebook.			
Cataloguer				
File Name	ICTLAC_OneNote.pptx			
Primary Media	Digital			
Primary Storage	Digital			
Resource Location	Department of Education – Central Office			
External Resource Identifier	https://onedrive.live.com/?authkey=%21A0OmEPTkCQWnFNo&id=65E08557A10C37A0%21149&cid=65E08557A10C37A0			
Publication Date	May 11, 2018			
Date Created	February 2018			
Date Modified	May 2018			

General	Technical	Educational	Rights	Comments
Technical				
File Size	8.8 MB			
File Type	PPT			
Operating System	Windows			
Software	Microsoft PowerPoint			
Number of Pages	35			

LEARNING RESOURCE MANAGEMENT AND DEVELOPMENT SYSTEM (LRMDS)

General	Technical	Educational	Rights	Comments
Educational				
Material Type	Professional Development			
Education Type				
Grade				
Learning Area				
Content/Topic				
Content Standards				
Performance Standards				
Competencies				
Related topics				
Objectives	<ol style="list-style-type: none"> 1. Create a digital notebook 2. Navigate OneNote interphase with ease 3. Handwrite and Type Notes 			
Intended Users	Educators			
Accessibility	None			
Resource Type	LAC Activity Card			

General	Technical	Educational	Rights	Comments
Rights				
Author	Microsoft Philippines Basic Education Sector Transformation (BEST) Program			
Copyright	Yes			
Copyright Owner	Microsoft Philippines, Basic Education Sector Transformation (BEST) Program and the Department of Education			
Copyright Address				
Copyright Email				
Copyright URL				
Condition of Use	Reproduce, use, copy, print			

2 Metadata Elements and Sub-elements

LRMDS Metadata for a learning resource, teaching resource, or professional development material.

1. Resources may be digital or non-digital and accessible online or offline.
2. All resource evaluation sheets must be submitted with a copy of the resource and the completed metadata template to the LRMDS Supervisor/QA Coordinator.

Project Code:

Client/Requesting party:

Resource Title:

Instructions for completing metadata for a resource to be Catalogued and or uploaded to LRMDS repository.

1. The metadata elements describe many different attributes of the resource being catalogued in LRMDS. The metadata is completed by the following personnel:

General metadata: Instructional designer, subject matter experts

Educational metadata: Education/curriculum experts, writers, subject matter experts

Life cycle metadata: LRMDS development and production coordinator

Technical metadata: LRMDS Developer (Desktop publisher/multimedia developer)

Rights Management metadata: Instructional designer, LRMDS development and production coordinator

Meta-metadata: LRMDS development and production coordinator, LRMDS Supervisor.

Final review and sign off of metadata: LRMDS development and production coordinator, LRMDS Supervisor.

References:

[IEEE 1484.12.1-2002] IEEE LOM: Draft Standard for Learning Object Metadata. This standard defines a structure for interoperable descriptions of learning content. http://lisc.ieee.org/wq12/files/LOM_1484_12_1_v1_Final_Draft.pdf Refer to http://www.imsglobal.org/metadata/mdv1p3pd/lmsind_bestv1p3pd.html#1621610

Dublin Core Metadata Initiative Library Application Profile <http://www.dublincore.org/documents/ibravv-application-profile/>
<http://dublincore.org/documents/ibravv-application-profile/index.shtml>

Education Services Australia, 2012, ANZ-LOM Metadata Application Profile V1.01 Revised: June 2012
http://www.ndlm.edu.au/standards_for_digital_resources/metadata/metadata.html and http://www.ndlm.edu.au/verve/resources/ANZ_LOM_map.pdf

Shaded Elements are completed by LRMS Catalogue Administrators. Other Elements completed by Evaluators

Category	Element/Item Identifier	Element Description	Metadata entry EXAMPLE
General		A string or number used to uniquely identify the resource. A globally unique label that identifies the resource. LOM 1.1 DCMI Identifier	Unique identifier that is generated by the system when the metadata is first created. The life and works of Leonardo da Vinci Title including subtitle Leonardo da Vinci: artworks Use sentence case
	Title	The name given to the resource, usually by the creator or publisher DCMI Title LOM1.2 Title	
	Language	The language of the intellectual content of the resource Language types to include: ISO 639 – Language codes http://www-01.sil.org/iso639-3/macrolanguages.asp http://www.loc.gov/standards/iso639-2/php/English_list.php SGML/XML http://xml.coverpages.org/iso639a.html USE SIL codes? DCMI Language	Filipino English (To be supplemented by a list of languages specific to the Philippines. Also, allow entry of a language not in the list) Filipino Hiligaynon Bikol Sinugboanong Binaraya (Cebuano) Ilokano Kapampangan Waray Maguindanaon Chabacano Maranao

		<p>Pangasinan Tausug English Arabic Spanish Indonesian Tagalog</p> <p>Other languages can be added...</p>
<p>Keywords</p>	<p>Keywords or phrases that describe the resource Competency Codes (DepEd K to 12 Curriculum) LOM 1.5 Keyword DCMI Subject <i>Refer to attached Categories, sub-categories and narrower terms (LRMDS V0.4.xls) Based on Library of Congress Categories and SCOT broader and narrower terms</i> <i>Narrower terms can be selected per category and subcategories selected.</i> Structured menu for selection of categories and related terms. Free text entry allowed.</p>	<p>For a mathematics resource modelling strategies for solving arithmetic problems:</p> <ul style="list-style-type: none"> • Counting on • Doubling; tens and ones • Multiplication <p>Can also contain colloquial terms.</p> <p><i>Refer to attached Categories, sub-categories and narrower terms (LRMDS V0.5.xls) Based on Library of Congress Categories and SCOT broader and narrower terms</i></p> <p><i>Narrower terms can be selected per category and subcategories selected.</i></p>
<p>Cataloguer Description</p>	<p>A textual description of the content of the resource, including abstracts in the case of a document or content descriptors in the case of a visual/interactive resource. LOM 1.4 DCMI Description</p>	<p>E.g. In this video clip, the life and works of Leonardo da Vinci are briefly presented. The focus is on his artistic production, most</p>

		notably the Mona Lisa.
	<p>Term Name: description</p>	
URI:	http://purl.org/dc/elements/1.1/description	
Label:	Description	
Definition:	An account of the resource.	
Comment:	Description may include but is not limited to: an abstract, a table of contents, a graphical representation, or a free-text account of the resource.	
Type of Term:	Property	
Version:	http://dublincore.org/usage/terms/history/#description-006	
Note:	A second property with the same name as this property has been declared in the dcterms: namespace (http://purl.org/dc/terms/). See the Introduction to the document "DCMI Metadata Terms" (http://dublincore.org/documents/dcmi-terms/) for an explanation.	
	<p>The physical or digital manifestation of the resource (Note CD, DVD are allowed in both Primary Media and Primary Storage Type, as they could feature a range of resources - clarified by the Resource Type field in Educational category)</p> <p>DCMI Format</p>	
Primary Media		<p>CD DVD Flashcards Interactive Lesson Model Poster Storybook Textbook Video</p>

		(NB Publisher here refers to the LRMDS operative who actually added the final version of the resource to the catalogue - i.e. marked the Workflow Status as Published) LOM 2.3.1 Role Year (MM/DD/YYYY) – (the date is date of cataloguing of final version, i.e. when Workflow Status = Published. If the Workflow Status is not Published, it represents the date on which the resource entered the currently indicated Workflow Status) Workflow Values: Draft, Review, Final, Published. Integer The cataloguer of a resource (complete or partially complete can increment this number).		Incremented by the system based on upload of a file and or metadata updates. V0.1 – n all pre published versions First and subsequent published versions are whole decimal number: v1.0, 2.0 etc Unpublished and in development/QA v1.1; 1.2 etc. Use accepted Media types E.g. Video (avi, mp4, MPEG...)
Technical	Date of Cataloguing/Current Workflow Stage Date Workflow status Version		The data format of the resource, used to identify the software and possibly hardware that might be needed to display or operate the resource. Not mutually exclusive: Microsoft Word Microsoft PowerPoint Microsoft Excel OpenOffice Writer OpenOffice Calc OpenOffice Impress Executable (exe) PDF <Video file types> <Animation file types> <Image file types> Web-Based DCMI format LOM 4.4 Technical Requirement – media types. File size in MB (allow integer or real, e.g. 2, 3.5) Maximum allowable file size is 5 (MB)	
	File Format (for digital resources)			
	File Size			E.G. 2.3Mb

			<p>Education Supervisor Trainer Pre-service In-service Executive Managerial Administrative Other</p>
Intended users		<p>Educators Learners</p>	
Curriculum/Learning area		<p>A standardized list of curriculum areas. (K-12, In-service T&D) Araling Panlipunan, Art, Edukasyon sa Pagpapalakatao, English, Filipino, Mathematics, Health, Mother Tongue, Music, Physical Education Specific lists provided depends on Grade/Level selection. LOM 9.1 Classification Purpose.</p>	<p>English Filipino Mother Tongue Araling Panlipunan Edukasyong Pantahan at Pangkabuhayan Edukasyong sa Pagpapalakatao Health Mathematics Science Music and Arts Physical Education Technology and Livelihood Education Professional Development: NCBTS NCBSSH</p>
Discipline/subject		<p>A standardized list of subject areas within each curriculum area. Biology, physics, chemistry, physics, earth science, (This list will be completed for all of the disciplines covered in the curriculum areas.) LOM 9.1 Classification Purpose</p>	<p>To be added as required Biology, physics, chemistry, physics, earth science, (This list will be provided for all of the disciplines covered in the curriculum areas on choice of Curriculum Area)</p>

			<p>Professional Development e.g. NCBTS Domains - social regards for learning; learning environment; e.g. NCBSSH Domains - School leadership</p> <p>ICT competencies Educational Leadership Instructional Leadership Assessment Policy and planning Students with special needs Etc.</p>
	Special Curricular Program	Optional	<p>SPED MADRASAH IP Education</p>
	Skills	Optional	<p>Content Standards/ Performance Standards/ Competencies</p> <p>Free text</p>
	Objectives	<p>Primary teaching, learning or training objectives of the resource. LOM 9.1 Classification Purpose</p>	
	Skills (Competencies/standards)	<p>See Subject. Each set of skills will be of the following form: Strand S1 Competency C1 Sub-competency C1.n</p> <p>Measurable outcome that the user can be expected to achieve after using the resource. (What the user will know and be able to do) A three-option main menu, with sub menus, one listing DepEd K-12 approved curriculum competencies, one listing NCBTS competencies, one listing competencies for non-teaching DepEd staff.</p> <p>LOM 9 Classification Purpose</p>	<p>K to12 Curriculum</p> <p>Professional Development and Training Curriculum (NCBTS etc.)</p>

	<p>Classification LOM 9.2 Taxon path LOM 9.2.1 Source LOM 9.2.2 Taxon</p> <p>Curriculum planning/delivery</p> <p>Curriculum Organizer</p>	<p>Optional To describe the resource in terms of suggested K-12 curriculum structure, planning and delivery for the school year.</p> <p>K-12 Quarter/s Week/s</p> <p>Drop down list: Menu (Select) Range: Quarter 1, 2, 3, 4 or Null Week 1- 40 or null</p> <p>Can select 1 or more Quarters. Can select 1 or multiple weeks/range of weeks.</p> <p>Can tag resources as Special Curricular Programs; Special Events; Professional Development (when not catalogue directly under PD curriculum area);</p> <p>LOM 9 Classification Taxon path</p>	<p>E.g. Quarter 1 Wk 4. E.g. Quarter 1, Week 4. Or Quarter 2, Wk 3-5 Or Quarter 1,</p> <p>Special Curricular Programs may tag resources. E.g.</p> <ul style="list-style-type: none"> • Special Science Program • Delivery Modes (program/delivery name) • Accreditation & Equivalency • Literacy & Numeracy • Assessment? • IP Education • Special Needs (Accessibility based programs) • Madrasah Education • Professional Development (Audience)
<p>Resource type</p>			<p>You can choose among the ff.:</p> <p>Learning Material Braille Story Books Posters Charts Web-based</p>

			<p><i>Interactive Modules</i> <i>Activity Sheets</i> <i>Workbook</i> <i>Readers</i> <i>General Reference</i></p>
	<p>Related topics</p>	<p>Other catalogued LR/TR/PDM that are related to this resource. List of Relation, ID, and description. Structure where: Relation is one of: ispartof haspart isversionof hasversion isformatof hasformat isreferencedby isbasedon isbasisfor requires isrequiredby</p> <p>ID Identifier of a catalogue entry</p> <p>Description Free text description of the related resource</p>	<p>Other catalogued LR/TR/PDM that are related to this resource</p> <p>ispartof LR405 Leonardo da Vinci: artworks is an accompanying text of The life and works of Leonardo da Vinci</p>
	<p>Accessibility</p>	<p>From the following (not mutually exclusive) list Hearing Impaired Visually Impaired Device independence Cognitively Impaired SARDO (Students at risk) Gifted</p> <p>LOM 9 Classification 9.1 Purpose "accessibility restrictions"</p>	<p>Elements are not mutually exclusive</p>
	<p>Primary Educational Use</p>	<p>Learning & Teaching Materials Select from list: multiples allowed or null</p>	<p>Sub-elements are not mutually exclusive</p>

	Resource type	
	Lesson Plan Lesson Guide Activity Module Learning Guide Teachers Guide Learning Module or unit Assessment Task Test Teacher-Professional Training Development Material: Self-paced Blended Face to face (not exhaustive - more to be added) LOM 5.2 Resource type	
Rights		
	Developer	
	Copyright	Y/N Option Y/N DCM 1.1 Rights
	Copyright owner	Structure: Name/Company Name
	Copyright Address	
	Copyright Email	e.g. info@esa.edu.au
	Copyright URL	Web based materials
	Conditions of Use	Refer to <i>Intellectual Property Rights Specification</i> and Permissions granted for non-DepEd resources. Section 6 for a complete description of agreed

		<p>For offline resources, if rights are unknown value is: <i>Refer to Publisher (See General category for publisher contact details.</i></p> <p>Select from list: Select full- auto fill/ or select individual use terms</p> <p>LOM 6.3 Rights description</p> <p>DCMI 1.1 Rights</p> <p>Creative Commons http://creativecommons.org/</p>	<p>Rights Management implementation.</p> <p>Option for free text entry and or copy paste or upload of licence or CoU</p> <p>Creative Commons http://creativecommons.org/</p>
Meta-Metadata	Identifier	A globally unique label that identifies this metadata record LOM 3.1	
	Catalogue	The name or designator of the identification or cataloging scheme for this entry. LOM 3.1.1	
	Entry	Actual string value of the entry. LOM 3.1.2	
	Contribute	Those entities that have affected the state of this metadata instance during its life cycle. Includes Role; Entity; Date LOM 3.2	
	Metadata scheme	The name and version of the authoritative specification used to create this metadata instance. LOM 3.3	
	Language	Language of this metadata instance. This is the default language for all language strings. LOM 3.4 ISO 639 language code	