



July 26, 2021

DIVISION MEMORANDUM
 OSDS-CID-DM 304s. 2021

To : Education Program Supervisor (MAPEH)
 Public School District Supervisors
 Elementary and Secondary School Heads
 All Concerned

DEVELOPMENT OF SELF-LEARNING MODULES TO LEARNER'S PACKETS

1. In addressing the need for learning resources in the implementation of the Modular Distance Learning under the Basic Education- Learning Continuity Plan, the Curriculum Learning Management Division with the support of the Curriculum Implementation Division of Catanduanes shall work on the conversion of the regionally initiated self-learning modules for Quarter 1 and Quarter 2 to learner's packets. The said learning resources is called Simplified Modules Intended for Learning Encounters or SMILE Learner's Packets.

2. In consonance with this conversion, the following team of MAPEH , Arts and Design writers and Quality Assurance Team is hereby created to facilitate the preparation of the Learner's Packets:

MAPEH (Elementary)

MUSIC

Roldan S. Reazon	- MT 1	- Palumbanes IS	- Caramoran Nort District
Edita A. Barba	- MT 2	- San Andres Central ES	- San Andres East District
Anatoly Raphael V. Arcilla	-T2	- Virac Pilot ES	- Virac North District
Rina Francia A. Dolores	- T2	- Bagamanoc CES	- Bagamanoc South Dist.
Resty M. Francisco	- T 1	- Yocti ES	- San Andres East Dist.

Arts

Sharina SR. Templonuevo	- T 1	- Bato CES	- Bato East District
Liezle A Gualberto	- T 1	- Moning ES	- Baras South District
Mary Grace T. Tayam	- MT 2	- Marinawa ES	- Bato West District
Allen B. Marino	- T3	- Guinobatan ES	- Bato West District

Physical Education

Efren T. Jimenez	- MT2	- Gigmoto CES	- Gigmoto District
Jose Antonio P. Tupas	- T3	- Virac Pilot ES	- Virac North District
Jessel I. Magdaraog	- T2	- Dugui Too ES	- Virac North District
Nena T. Molina	- T3	- Cavinitan ES	- Virac South District

Health

Sandra G. Gianan	- T 3	- Virac Pilot ES	- Virac North District
Annie N. Eustaquio	- T2	- Cobo IS	- Pandan East District
Jeniffe S. Tenoria	- T3	- Baras CES	- Baras South District
Maria Luz G. Bautista	- MT 1	- Bugao CES	- Bagamanoc CES



QUALITY ASSURANCE TEAM:

Nelson T. Sicio	-	EPS I (MAPEH), SDO Catanduanes
Romer A. Teves	-	HT 1 - Lictin IS
Allen B. Marino	-	MT 1 - Guinobatan ES (Bato)
Roberto B. Molina	-	SP1 - Hicming ES
Efren O. Matienzo, Jr.	-	SP 1 - Palumbanes IS

Secondary: Arts and Design Writers (Grade 11)

Media Arts

Christine Phoebe C. Bien	- CNHS
Kirby G. Aguilar	- CNHS
Mary Joy A. Pantí	- Bagamanoc RDHS

Visual Arts

Melody C. Romero	- CNHS
Fernado Molina	- Bato RDHS

Theater Arts

Emalyn Baltar	- CNHS
Fatima Carla B. Cajuday	- SAVS
Marvin Abad	- CNHS
Cynthia D. Sorra	- CNHS

Music

Joseph Broz T. Tito	- CNHS
Jessielito I. Bautista Jr.	- CNHS
Arjay U. Pantí	- CNHS
Bernardino A. Sorra	- CNHS
Anthony Carlo G. Pantino	- CNHS
Glydel P. Rodriguez	- Bato RDHS

Dance

Lito D. Zafe	- CNHS
Rochelle E. Rubio	- CNHS
Jesel B. Crispino	- SAVS

QUALITY ASSURANCE TEAM:

Nelson T. Sicio	- EPS I (MAPEH) Consultant
Amelia R. Eusebio	- Principal III, CNHS Consultant
Rochelle E. Rubio	- Content Editor, CNHS
Joseph Broz T. Tito	- Content Editor, CNHS
Loiue A. Sicio	- Language Editor/Lay out Artist, CNHS
Emalyn Baltar	- Content Editor, CNHS
JimboyC. Armario	- Language Editor/ Layout Artist, CNHS
Lito D. Zafe	- Content Editor, CNHS
Christine Phoebe C. Bien	- Content Editor, CNHS
Melody C. Romero	- Content Editor, CNHS
Emalyn Baltar	- Content Editor, CNHS
Jessielito I. Bautista Jr.	- Facilitator/Coordinator

- In this regard, an orientation on the Conversion of Self-Learning Modules to SMILE Learner's Packets will be held on July 28, 2021 at 1:30 P.M. via Microsoft Teams Link at <https://bit.ly/LPWritersMAPEH>.
- Attached is the Guidelines on the Conversion of Self-Learning Modules to Learner's Packets.
- The writers and members of the Quality Assurance Team are entitled to service credit/COC regarding this activity.
- Travelling and other incidental expenses incurred in the development process shall be charged against the school's MOOE subject to the usual accounting and auditing rules and regulations.
- For immediate dissemination and compliance.

SUSAN S. COLLANO,

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION V - BICOL

MEMORANDUM

To : **Schools Division Superintendents**

From : 
GILBERT A. SADSAD
Regional Director

Subject : **GUIDELINES ON THE CONVERSION OF SELF-LEARNING MODULES
TO LEARNER'S PACKETS**

Date : **July 13, 2021**



As part of the initiatives in addressing the need for learning resources in the implementation of Modular Distance Learning under the Basic Education- Learning Continuity Plan, the Curriculum Learning Management Division with the support of the Curriculum Implementation Division of the 13 Schools Division Offices shall work on the conversion of the regionally initiated self-learning modules for Quarter 1 and Quarter 2 to learner's packets. These learning resources shall be called Simplified Modules Intended for Learning Encounters or SMILE Learner's Packets.

The following guidelines are set for this project:

A. Development Teams

1. Preferably, the same teams of writers, illustrators/artists per learning area/grade level will work on the conversion of SLMs to learner's packets.
2. The regional and division learning area supervisors shall manage and facilitate the conversion. They are expected to provide technical assistance to the development teams.

B. Instructional Design of Learner's Packets

1. The SUGGESTED instructional design of learning activity sheets in Regional Memo. No. 86, s. 2020 shall be adopted. The learning areas are free to make modifications in the content design, if deemed appropriate and necessary.

C. Language/Layout

1. The medium of instruction (MOI) used in the learning area/grade level shall be the language of the learner's packets. Kinder to Grade 3 materials are expected to be in Mother Tongue except in English and Filipino subjects.
2. The SMILE Learner's Packet will not have a cover page. A template shall be provided for a uniform layout of the learner's packet. The template shall bear the official heading and the DepEd Region V logo at the uppermost center of the page. The footer shall bear the page numbers at the center of the page and learner's packet code at the lower left-hand corner. The code shall bear this information: **RO_Learning Area- Grade Level_Quarter Number and Learner's Packet Number** (ex. *RO_English_Grade 5_Q1_LP 5*)
3. The name of the writer/illustrator/layout artist of every Learner's Packet will be indicated at the last page of the Learner's Packet.



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- Final copies of the Learner's Packets in **Word file** shall be submitted by the Regional Learning Area Supervisors to the Regional LRMS for uploading in MS Teams. All CLMD and CID supervisors will be given access to the Learner's packets once uploaded.

D. Quality Assurance

- Every learning area is expected to organize a quality assurance team which may be composed of supervisors, school heads, master teachers and key teachers who are not members of the development team. The regional learning area supervisors are expected to lead the quality assurance of the materials in their respective learning areas.
- Evaluation of the Learner's Packets on content, format, language, and design shall be within every learning area.
- The quality assurance team shall evaluate the learner's packets for educational soundness and conformance to guidelines and standards. The Evaluation Tool for Learning Activity Sheets shall be used for this purpose.
- For security reasons, all learner's packets that are on the stage of development and quality assurance shall be labeled as "FOR QUALITY ASSURANCE". This label shall be removed after final QA at the region and before uploading in MS Teams or Google Drive by the regional LRMS.
- Once completed a separate issuance will be issued for guidelines on utilization of the Learner's Packets.

E. Technical Specifications (found in Enclosure 1 of this Memorandum)

F. Timeline

Activity	Duration	Dates
Orientation with Development Teams	1 day	Between July 13-16, 2021
Remote Workshop on Conversion of Q1 SLMs to LPs	2 weeks	July 19-30, 2021
Quality Assurance and Finalization of Q1 LPs	2 weeks	August 2-13, 2021
Submission to RO LRMS for Uploading	1 week	August 16-20, 2021
Remote Workshop on Conversion of Q2 SLMs to LPs*	2 weeks	August 23- September 3, 2021
Quality Assurance and Finalization of Q2 LPs	2 weeks	September 6- September 17, 2021
Submission to RO LRMS for Uploading	1 week	September 20-24, 2021

* Schedules for Q2 are indicative, in consideration of school opening for SY 2021-2022.

Questions and clarifications may be directed to the Regional LRMS through CP # 09667658524 or lrmds.rov@deped.gov.ph.

For information and appropriate action.

Reference No. M: - _____
CLMD/gurabelas/LRMS



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Enclosure 1

Technical Specifications of Learner's Packets

A. Page Design and Lay out

Grade Level	Paper Size	Orientation	Margin	Format	Ideal Number of Pages (Body)
Kindergarten	8.27" x 11.69" (A4)	landscape	Top: 1" Bottom: 1" Inside: 1" Outside: 1"	Mirror Margins Leading space: 1.15 pts Space between subtitles and paragraphs: 2 pts	4 pages
Grades 1 to 2	8.27" x 11.69" (A4)	portrait	Top: 1" Bottom: 1" Inside: 1" Outside: 1"		4 pages
Grades 3 to 6					8 pages
Grades 7 to 12				16 pages	

Typography

Grade Level	Recommended Font Family	Font Size (Body Text)	Art-to-Text Ratio
K to Grade 1	Alfabeto Century Gothic (except for "?" symbol) (body text flushed left/ragged right to avoid hyphenations)	Text 16 pt Heads 20 to 30 pt Sub Heads 16 to 18 pt	65% : 35%
Grade 2		Text 16 pt Heads 20 to 30 pt Sub Heads 16 to 18 pt	60% : 40%

Grade 3	Arial Times New Roman Bookman Old Style (body text Justified)	Text 14 pt Heads 18 to 28 pt Sub Heads 14 to 16 pt	50% : 50%
Grade 4		Text 14 pt Heads 18 to 28 pt Sub Heads 14 to 16 pt	40% : 60%
Grades 5 to 12		Text 11 to 12 pt Heads 15 to 24 pt Sub Heads 11 to 13 pt	30% : 70%



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SMILE

(Simplified Module Intended for Learning Encounters)

Learner's Packet

