MEMORANDUM TO:

OIC- Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Principals
Officers-in-Charge
Public Schools

COMPOSITION OF THE LEARNING RESOURCES MANAGEMENT AND DEVELOPMENT TEAMS

Attached is Regional Memorandum No. NCR, 307, s. 2020 re: Composition of the Learning Resources Management and Development Teams, content of which is self-explanatory, for information and appropriate action.

Immediate and wide dissemination of this Memorandum is desired.

SHERLY L. CATOLA
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent
REGIONAL MEMORANDUM

No. NCR- _____, s. 2020

To : Schools Division Superintendents

From : MALCOLM S. GARMA
Regional Director

Subject : Composition of the Learning Resources Management and Development Teams

Date : October 20, 2020

1. This Office announces the composition of the Management and Development Teams for Learning Resources assigned to, or initiated / developed by the Region and Schools Division Offices, as stated in the Enclosure.

2. The Management and Development Teams are expected to ensure the compliance of the learning resources with the standards and guidelines on content, technical design, illustration, artwork, and copyright management, among others.

3. Likewise, the names of the members of the said teams are to appear in the learning resources being developed for proper identification and attribution.

4. Immediate dissemination of and compliance with this Memorandum is desired.

CLMD/DMMendoza
**COMPOSITION OF THE LEARNING RESOURCES MANAGEMENT AND DEVELOPMENT TEAM**

<table>
<thead>
<tr>
<th>Central Office</th>
<th>CO-Assigned</th>
<th>RO-Developed</th>
<th>SDO Initiated or Developed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regional Director</td>
<td>Regional Director</td>
<td>Schools Division Superintendent</td>
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<td></td>
<td>Superintendent of the SDO assigned to develop the learning resources</td>
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<td></td>
<td>CLMD and CID Chiefs</td>
<td>CLMD Chief</td>
<td>CID Chief</td>
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<td></td>
<td>CLMD and CID Supervisors of the learning area of the material being developed</td>
<td>CLMD EPS of the Learning Area of the material being developed</td>
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<td></td>
<td>CLMD and CID LR Supervisors</td>
<td>CLMD LR Supervisor</td>
<td>CID LR Supervisor</td>
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<td></td>
<td>CLMD-LRMS Librarian II, Teaching Aid Specialist and Administrative Aid</td>
<td>CLMD-LRMS Librarian II, Teaching Aid Specialist and Administrative Aid</td>
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<td></td>
<td>CID-LRMS Librarian II and PDO II</td>
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<td>CID-LRMS Librarian II and PDO II</td>
</tr>
<tr>
<td></td>
<td>Editors, Writers, Illustrators, Artists</td>
<td>Editors, Writers, Illustrators, Artists</td>
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</tbody>
</table>

To follow the identified composition of the Central Office
MEMORANDUM

TO: REGIONAL DIRECTORS
   REGIONAL SECRETARY, BARMM
   CLMD CHIEFS
   REGIONAL EDUCATION PROGRAM SUPERVISORS
   REGIONAL ADM COORDINATORS
   SCHOOLS DIVISION SUPERINTENDENTS
   CID CHIEFS
   DIVISION EDUCATION PROGRAM SUPERVISORS
   ALL OTHERS CONCERNED

FROM: DIOSDADO M. SAN ANTONIO
       Undersecretary


DATE: May 7, 2020

This refers to the agreement during the First National Assembly for Curriculum and Instruction held on December 12-15, 2018 at the Teachers Camp, Baguio City, and reiterated in the OUCI Memorandum List of Assignments, First National Assembly of Curriculum and Instruction dated December 27, 2018 that each Region shall develop Alternative Delivery Mode (ADM) Modules for a particular grade level.

To ensure the provision of quality, appropriate, and accessible ADM learning resources to our public school learners, all Regional Offices (ROs) are required to comply with the following guidelines on the Design and Development (DD) and Quality Assurance (QA) of ADM Modules:

1. The instructional design and technical specifications of ADM Modules shall be compliant to the ADM Learning Resource Standards (please refer to pages 17 to 36 of Enclosure 3). Digital file of the said document as well as of the ADM Template for each key stage shall be provided by the Bureau of Learning Resources (BLR) to the Regional Education Program Supervisors (EPS) in-charge of Learning Resource Management Section (LRMS) and to the Regional ADM Coordinators.

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City, Philippines
Direct Line: 8633-7202/8687; Fax: 8631 5057
Email Address: ouci@deped.gov.ph
2. For the Roles and Responsibilities of the ADM Learning Resource Development and Management Teams, please refer to pages 9-12 of Enclosure 3. Please note, that the lead in managing the Design and Development of ADM Modules shall be the authorized personnel from the ROs as indicated in the standards. Additional tasks of the management team are also included hereinafter.

3. All development teams shall conduct an internal review of the draft ADM modules before subjecting to QA to ensure that the materials are free from content, language, layout and format errors, plagiarism, and copyright infringement as well as compliant to the prescribed ADM Module elements.

4. All works included in the ADM Modules must be original. In case use of third-party content is inevitable, the development team shall be responsible for seeking permission from the copyright owner of the work to be used. Permission to be requested includes giving rights to the Department of Education (DepEd) to distribute in printed and digital forms and to convert into other formats the copyrighted work requested. The development team shall submit to the Regional EPS in-charge of LRMS copies of the letter seeking permission to use copyright-protected material as well as the response of approval signed by the copyright owner. (See Annex 5, page 48 of the ADM Learning Resource Standards for a sample Communications Seeking Permission to Copy)

5. The development team shall accomplish and submit the following forms to the Regional EPS in-charge of LRMS:
   - Writers/Artwork Assignment Agreement
   - Copyright Originality Form
   - Learning Resource Management and Development System (LRMDS) Metadata Form

If third-party contents or photos are used in the materials, the following forms shall also be accomplished and submitted:
   - Inventory of Third-Party Contents
   - Model Release Form

Copies of the above-mentioned forms shall be secured from the Regional EPS in-charge of LRMS. These forms are also included in the ADM Learning Resource Standards.

The Regional ADM Coordinators shall assist the Regional EPS in-charge of LRMS in gathering the above-mentioned forms from the development teams.

6. Revised materials based on internal review findings, shall then be subjected to QA (content, language, layout). However, due to exigency for appropriate learning resources to support teaching and learning amid the COVID-19 situation, the QA processes indicated on pages 8 to 9 of the ADM Learning Resource Standards are amended as follows:
   a. QA of the ADM Modules shall be managed by DepEd field personnel from the ROs where the materials were developed (Please refer to Enclosure 1 for the Roles and Responsibilities of Regional EPS in-charge of LRMS).

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Email Address: ouci@deped.gov.ph
b. The Regional ADM Coordinator shall submit to the Regional EPS in-charge of LRMS the digital file and/or one (1) printed copy of each internally reviewed ADM Module which shall be used for QA.

c. The Regional EPS in-charge of LRMS with approval from the Chief of the Curriculum and Learning Management Division (CLMD) shall select Learning Resource Evaluators (LREs) for content, language, and layout. Selected evaluators must not be members of the development team of the ADM Modules they will be assigned to evaluate. The Division EPS in-charge of LRMS shall assist in identifying the LREs.

d. Content evaluators must come from the pool of Content Learning Resource Evaluators of the region/division who have been trained in the evaluation of learning resources by the BLR or region or those who have experience in evaluating learning resources. Moreover, English or Filipino EPS shall serve as language evaluators while Project Development Officers (PDOs) shall be assigned as layout evaluators.

e. The Regional EPS in-charge of LRMS with the assistance of the Division EPS in-charge of LRMS shall orient the LREs on the guidelines and evaluation tools to be used for content, language, and layout evaluations. Digital copies of the said documents shall be provided by BLR. These are also included as annexes to the ADM Learning Resource Standards (See Annexes 9, 10, 11 pages 52-66)

f. Content evaluation shall be conducted prior to language and layout evaluations. ADM Modules shall be revised by the development teams based on the findings of the content review before subjecting to language and layout evaluations.

g. ADM Modules with marginal notes, accomplished evaluation tool, and summary reports on content evaluation shall be submitted to the Regional EPS in-charge of LRMS who shall then transmit these to the concerned development teams for implementation.

h. The development team shall be given at most one week to revise the materials based on the findings of the content evaluators.

i. Regional Learning Area EPS shall check if necessary revisions are made based on content recommendations.

j. Language and layout evaluations shall be done simultaneously upon submission of the revised materials. Digital copies of the revised modules shall be used for the language and layout reviews.

k. ADM Modules with marginal notes, accomplished evaluation tool, and summary reports on language and layout reviews must be immediately submitted to the Regional EPS in-charge of LRMS who shall then give the said documents to the concerned development teams for implementation.

l. Digital copies of the revised/finalized ADM Modules shall be submitted to the Regional EPS in-charge of LRMS for final review.

m. Review of revised/finalized ADM Modules shall be done by Regional Learning Area EPS to ensure that the recommendations in the previous evaluation are sufficiently and correctly implemented.

n. A Specialty Clearance (See Annex 12, page 67 of Enclosure 3) signed by the evaluators shall be issued attesting that the materials underwent QA.

7. After all necessary revisions have been done, ready to print (material ready for mass printing) modules shall be submitted to BLD. The Regional Learning Area EPS and the writers shall sign off the materials. Please note that ready to print modules shall be converted into interactive and radio-based materials. Hence, it is expected that
permission to convert into other formats the third-party contents used have been secured by the development team even before submitting the draft module for QA.

8. The Regional Office shall issue a certification (Annex 13, page 68 of the ADM Learning Resource Standards) signed by the Chief of the CLMD and the Regional Director stating that the materials are ready to print and ready for conversion to other formats.

9. Each region is requested to submit one (1) hard copy of ready to print modules with signature of the Regional Learning Area EPS and writers as well as the date of signing on each page. In the event, the actual signature of the Regional EPS and of the writers cannot be done on the printed copy due to the current situation, digital files of the modules with electronic signatures and date of signing on each page will suffice.

The doc and pdf files of the ready to print modules (without signature and date) shall also be emailed and named following this format:

learning area with grade level_quarter number_module number_lesson
title_version number (Example: science8_q1_mod1_natureofbiology_v3)

(Note: The ready to print copy is considered as version 3 of the module. The draft module subjected to content evaluation shall be considered as version 1. The revised module based on findings of content review and subjected to language and layout reviews is version 2 of the material. All versions shall be named following the above-mentioned format.)

Electronically signed ready to print modules shall be named as follows:

signed_off_learning area with grade level_quarter number_module number_lesson
title_version number3
(Example: signed_off_science8_q1_mod1_natureofbiology_v3)

10. The Regional EPS in-charge of LRMS with the assistance of the Regional ADM Coordinator shall be responsible in submitting the modules, certification, and other aforementioned documents. (Please see Enclosure 2 for Submission Checklist)

11. The following are the deadlines for submission of the ADM Modules and other pertinent documents:

<table>
<thead>
<tr>
<th>Materials for Submission</th>
<th>Date</th>
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<tbody>
<tr>
<td>Ready to Print ADM Modules for Quarter 1 and Other Required</td>
<td>May 30, 2020</td>
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<tr>
<td>Documents</td>
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<tr>
<td>Ready to Print ADM Modules for Quarter 2 and Other Required</td>
<td>June 30, 2020</td>
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<tr>
<td>Documents</td>
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<tr>
<td>Ready to Print ADM Modules for Quarter 3 and Other Required</td>
<td>July 30, 2020</td>
</tr>
<tr>
<td>Documents</td>
<td></td>
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<tr>
<td>Ready to Print ADM Modules for Quarter 4 and Other Required</td>
<td>August 30, 2020</td>
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<tr>
<td>Documents</td>
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</table>

12. Ready to print ADM modules, forms, and certifications shall be submitted and addressed to Ms. Angelika D. Jabines, Bureau of Learning Delivery-Teaching and
Learning Division, 4th Floor Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City with email addresses: alternative delivery mode@gmail.com and angelika.jabines@deped.gov.ph.

For proper guidance and strict compliance. Thank you.
Roles and Responsibilities of Regional Education Program Supervisors in-charge of LRMS

- Manage the QA activities for the ADM Modules
- Receive the digital copies of learning resources (LRs) to be evaluated/reviewed from the Regional ADM Coordinator
- Schedule the conduct of evaluation/review of revised ADM Modules
- Identify and notify QA team members (for content, language, and layout and Learning Area supervisors) of the LRs for evaluation/review
- Meet (face-to-face or online) with the QA team members regarding schedule of the LR evaluation/review activities
- Log/transmit LRs to QA team members with corresponding LR evaluation tools and provide technical assistance
- Receive evaluated/reviewed ADM Modules and reports from QA team members
- Return the evaluated/reviewed ADM Modules to developers for revision or enhancement of the LRs
- Forward the quality assured LRs to the CLMD Chief for endorsement to and for approval of the highest approving authority (Regional Director)
Submission Checklist

Region: __________________________ Date: __________________________

Assigned Grade Level: __________________________

<table>
<thead>
<tr>
<th>Materials to Be Submitted</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1. Digital file of ready to print ADM module (pdf file)</td>
<td>(specify here the title of the modules)</td>
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<tr>
<td>2. Digital file of ready to print ADM module (doc file)</td>
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<tr>
<td>3. Hard copy or digital file of the ready to print ADM Module with signature and date on each page</td>
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<tr>
<td>4. Signed Certification that the Material is Ready to Print and Ready for Conversion to Other Formats</td>
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<tr>
<td>5. Communications Seeking Permission to Copy</td>
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<tr>
<td>6. Signed Response of Approval by the Copyright Owner</td>
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<tr>
<td>7. Inventory of Third-Party Contents</td>
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<tr>
<td>8. Signed Writer's/Artwork Assignment Agreement</td>
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<tr>
<td>9. Duly Accomplished Copyright Originality Form</td>
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<td>10. Duly Accomplished LRMD Form</td>
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<tr>
<td>11. Duly Accomplished Model Release Form</td>
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<tr>
<td>12. Signed Specialty Clearance (for Quality Assurance)</td>
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</tbody>
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Name and Signature of Regional ADM Coordinator

Name and Signature of Regional EPS in-charge of LRMS

Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City, Philippines
Direct Line: 8633-7202/8687 - 4146 Fax: 8631-5057
Email Address: ouac@deped.gov.ph