Republic of the Philippines
Department of Education
Cordillera Administrative Region

RELEASED
APRIL 8, 2020
DEPED-CAR

April 7, 2020

REGIONAL MEMORANDUM
No. 91, S. 2020

To: Assistant Regional Director
Regional Office Division Chiefs
Schools Division Superintendents
Supervisors in-charge of Learning Resource Management
All Others Concerned
All Divisions

Subject: **ADDENDUM TO REGIONAL MEMORANDUM NO. 090, s. 2020 (Development of Learning Resources and Survey on Alternative Learning Delivery Modes)**

1. This has reference to Regional Memoranda No. 090, s. 2020 on the Development of Learning Resource and Survey on Alternative Learning Delivery Modes, which calls on all teachers to develop inclusive, competency-based K to 12 modules prioritizing First and Second Quarters that may be delivered through online or offline modes. This project shall be named as ***Learning Resource Material Dapat at Sapat (LRMDS) para sa Bata***.

2. In addition to the details stated in RM 90, and to facilitate the development and guide the developers in writing and Quality Assuring the modules, a format is provided for in accordance with BLR and ADM design and development standards, attached in this Memorandum as:

   Enclosure 1: Elements and Technical Specifications of LR Module

   Enclosure 2: Sample LR Module Lay-out

3. Quality assuring the modules shall utilize electronic Quality Assurance Tools provided for in RM 315, s. 2019 and LRMDS Help Desk.

4. Submission to the Regional Office of the developed modules which should be initially quality assured by the SDO LR Team, shall be from April 30 to June 30, 2020 through clmd.depedcar@gmail.com or the LRMDS e-folder provided for this purpose.

5. It is requested that Division LR Teams should stay in close coordination with the Regional LR team for updates regarding Learning Resources.

6. Immediate dissemination of and compliance with this Memorandum is directed.

MAY B. ECLAR PhD, CESO V
Regional Director

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Website: www.depedcar.ph | **Email Address:** car@deped.gov.ph

ISO 9001:2015 Certified
Quality Management System
DE-50500784 QM15

Enclosure 1 to Regional Memorandum No. _____

ELEMENTS OF LEARNING MODULE

A. Front Matter- COVER PAGE

1. Front Outside Cover Page
- It contains:
  - Resource Title (Lesson Title, Module - Learning Area, Quarter Number)
  - Cover Art
  - Name of Developer
  - DepEd identifier- Found at the bottom part of the front cover identifying the material as DepED owned LR

1.1 Preliminary Pages
- Copyright Page
  - Located at the back of the front inside cover
  - Contains:
    - Heading
    - Publisher
    - Copyright Notice, Year

- Preface
  - Introduction
    - Describes the material, the proprietorship and its purpose
  - It contains:
    - Date of Development
    - Resource Location
    - Learning Area
    - Grade Level
    - Learning Resource Type
    - Language
    - Quarter/Week
    - Learning Competency/Code

- Acknowledgement
  - Includes the list of the Division LRMDS Staff

- Table of Contents

B. Body Inside Page

1. Introduction
- It contains instructions for the learner and for the facilitator on how to use the module
- It contains learning objectives to be developed in a material.
- It introduces the topic/content of the module briefly.
- It uses the learner's language and must be conversational.

2. Pre-assessment
- This is given to check what the learner knows about the lesson to take.
- This shall contain instruction in whether to proceed or skip the module:
  - 100% correct – skip the module
  - 50% to 99% correct – proceed with the module
- Test item-ranged shall be as follows:
  Key Stage 1 : 5 items
  Key Stage 2 : 10 items
  Key Stage 3 : 15 items
  Key Stage 4 : 15 items

3. Lesson Proper
- Review
  - Connects the current lesson with the previous lesson by going over concepts that were learned previously.
- Activity
  - Introduces the new lesson through a story, an activity, a poem, song, situation or an activity
- Discussion of the activity
  - Questions that will help the learner discover and understand the concept
  - Questions shall be asked in a logical manner that lead to formative assessment.
- Mini-lesson
  - A brief discussion of the lesson
- Enrichment Activity
  - Guided/Controlled Practice
  - Guided/Controlled Assessment
  - Independent Practice
  - Independent Assessment

4. Generalization/ Summary of Learning
- A question, fill in the blank sentence/paragraph to process what the learner learned from the lesson.

5. Application
- An activity that shall transfer the skills/knowledge gained or learned into real-life concerns/situations.

6. Post Assessment
- This evaluates the learner's level of mastery in achieving the learning objectives.
- The task given shall validate the concepts and provide more opportunities to deepen the learning.
- Test item-range shall be as follows:
  Key Stage 1 : 5 items
  Key Stage 2 : 10 items
  Key Stage 3 : 15 items
  Key Stage 4 : 15 items

7. Additional Activity
- An activity in any form that can increase the strength of the response and tends to induce repetitions of actions/learning.

C. Back Matter

1. Answer Key
- It contains answers to all the activities in the material.
- It shall be written upside down.

2. Reference
- It included all third party materials or sources in developing the material.
- It follows Chicago Manual of Style.

3. Back Outside Cover
- Feedback Box
  - Address
  - Contact Number
  - Office of the Management Team

ELEMENTS OF THE BODY OF ADM MODULE FOR GRADE LEVEL

Kindergarten

Element	Label in the Module (English)	Label in the Module (Filipino)
Introduction Learning Objectives	What I Need to Know	Alamin
Pretest	What I Know	Subukin
Lesson Proper		
Activity 1	What's New	Tuklasin
Discussion of Activity 1	What is It	Suriin
Enrichment Activities Activity 1 Assessment 1 Activity 2 Assessment 2 Activity 3 Assessment 3	What's More	Pagyamanin
Generalization	What I have Learned	Isaisip
Application	What I can do	Isagawa

Grades 1 to 3

Element	Label in the Module (English)	Label in the Module (Filipino)
Introduction Learning objectives	What I Need to Know	Alamin
Pretest	What I Know	Subukin
Lesson Proper		
Review	What's In	Balikan
Activity 1	What's New	Tuklasin
Discussion of Activity 1	What is It	Suriin
Enrichment Activities Guided Activity 1 Assessment 1 Guided Activity 2 Independent Activity 1 Assessment 1 Independent Activity 2 Assessment 2	What's More	Pagyamanin
Generalization	What I Have Learned	Isaisip
Application	What I can do	Isagawa
Assessment	Assessment	Tayahin
Additional Activities	Additional Activities	Karagdagang Gawain

Grades 4 to 12

Element	Label in the Module (English)	Label in the Module (Filipino)
Introduction Learning Objectives	What I Need to Know	Alamin
Pretest	What I Know	Subukin
Lesson Proper		
Review	What's In	Balikan
Activity 1	What's New	Tuklasin
Discussion of Activity 1	What is It	Suriin
Enrichment Activities Activity 1 Assessment 1 Activity 2 Assessment 2 Activity 3 Assessment 3	What's More	Pagyamanin
Generalization	What I Have Learned	Isaisip
Application	What I can do	Isagawa
Assessment	Assessment	Tayahin
Additional Activities	Additional Activities	Karagdagang Gawain

TECHNICAL SPECIFICATIONS

A. Page Design and Layout

1. Page Set up

Grade Level	Paper size	Orientation	Margin	Format	Ideal Number of Pages (Body)
Kindergarten	A4	Landscape	Top: 1" Bottom: 1" Inside: 1" Outside: 1"	Mirror Margins	4 pages
Grades 1 to 2	A4	Portrait	Top: 1" Bottom: 1" Inside: 1" Outside: 1"	Mirror Margins	4 pages
Grades 3 to 6					8 pages
Grades 7 to 12					16 pages

**Number of pages from Title Page to Reference shall be divisible by 8 or 16*

2. Front Matter-Cover Page

2.1 Front Outside Cover

- Background color of the learning module shall be white.

Entry	Font Type	Font Size	Other Details
Resource Title	A serif or san serif typeface with large x-height, open counters, contrast, good linkage, uniform proportion	35-45 pt, Boldface	Position: aligned at the center top part of the cover art
Subject Area, Grade Level Quarter		24 pt 20 pt	Position: after the resource title
Cover art/photo	N/A	N/A	Position: Center of the cover page
Name of Developer Subhead: Developer	Arial, boldface Arial	20 pt, Boldface, UPPERCASE 20 pt	Position: after the resource Identifier Position: after the name of developer
DepEd identifier	Arial	14 pt	Position: after the name of Developer

2.2 Back Outside Cover

Entry	Font Type	Font Size	Other Details
Feedback Note	Arial	12 pt	Position: at the bottom center part of the page Box Size: 5.67" x 2.12" with rounded corners Box border: 1.5 pt Background color: white Front Color: Black
Logo & Name of Donor (In case funds for printing are donated by an NGO or LGU)			Position: Bottom left part of the back cover below the feedback note

2.3 Preliminary Pages

a. Copyright Page

Entry	Font Type	Font Size	Other Details
Heading	Arial	12 pt	Center
Published by		12 pt	Center
Copyright Notice		12 pt Title: 14pt Bold face, UPPERCASE	Flush left Center

b. Preface

Entry	Font Type	Font Size	Other Details
Preface	Arial	14 pt , Bold face, Uppercase	Center
Body/Contents		12 pt	Justified

c. Acknowledgement

Entry	Font Type	Font Size	Other Details
Acknowledgement	Arial	14 pt , Bold face, Uppercase	Center
Body/Contents		12 pt	Justified
Division LRMS Staff, Consultants		12 pt, Boldface	Center
Name of Staff Position of Staff		12 pt, UPPERCASE 12 pt Capitalized Each Word	

d. Table of Contents

Entry	Font Type	Font Size	Other Details
Table of Contents	Arial	14 pt, Bold face, UPPERCASE	Center
Body/Contents		12 pt, Capitalized Each Word	Flushed left

B. Body Text Specifications

1. 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 Level	**Recommended Font-Family**	**Font Size (Body Text)**	**Art-to-Text Ratio**
Grade 2	Arial Times New Roman Bookman Old Style *(body text Justified)*	Text 16 pt Heads 20 to 30 pt Sub Heads 16 to 18 pt	60% : 40%
Grade 3		Text 14 pt	50% : 50%

		Heads 18 to 28 pt Sub Heads 14 to 16 pt	
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%

2. Other Specifications of the Body Text

a. Leading space shall be at 1.15 points.
b. Spaces between subtitles and paragraphs shall be two (2) points.
c. Pages shall be complete and properly sequenced.
d. There shall be no overprinting / double printing.
e. Text line for K to 3 shall be justified.
f. Beginning page for JHS and SHS shall be consistent on the right or left-hand page.
g. Answer key shall be upside-down on the inside-back cover and shall be written in font size 9.
h. Body text
   - K to 3 shall be flushed to the left; ragged right
   - Grades 4 to 12 – justified
i. Page number shall be centered at the bottom of the page.
j. Citations for graphics and visuals shall be on the same page.
k. There shall be no just one word or half a word on paragraph endings.
l. Inside pages shall 1082 be in Arabic numerals.
m. Pages shall not end with hyphenated word or awkward page turn.
n. Pages shall be of the same length.
o. The last page of the manuscript shall occupy at least half of the text area.
p. There shall be at least two (2) lines of the text below a text head at the foot of the page.

C. Illustrations

1. Illustrations shall adhere to the Social Content Guidelines.
2. Filipino characters (if applicable) shall be the subject of illustration.
3. People, animals, places, and objects shall be appropriate to the age, grade level and context of the learners.
4. Illustrations shall clarify and/or enhance concepts.
5. Illustrations and visuals shall be gender and culture sensitive.
6. Cover art shall be original and simple.
7. Cover art shall be appropriate to the age, grade level and culture of the learners.
8. Cover art shall have elements such as colors, artwork and title.
9. Title written in the cover art shall convey the theme of the book and must be interesting to the leader. Also;

a. Illustrations shall face toward the page gutter.
b. Illustrations shall not be divided into two (2) pages or placed in between the gutter of the learning resource.
c. Scanned illustration shall be saved in JPEG, PNG or TIF.
d. Illustrations shall use line-art in single color (preferably black) and there shall be no shading effect other than hatching, cross hatching and stipple shading.
e. Illustrations shall be near to the actual size of the requirement of the writer.
f. Enlarging and resizing a raster illustration shall not be more than once.
g. A right balance between filled and empty space and the proportion of illustration to text shall be created.
h. Cropping in the joints like neck, shoulder, knee and elbow shall be avoided.
i. Illustrations and visuals shall be attractive and appealing.
j. Illustrations and visuals shall sustain consistency of style, color, size and angle throughout the manuscript.
k. Illustrations shall be correct, original, realistic, simple, clear and recognizable.
l. 2. Illustrations and visuals shall be properly labeled and captioned.
m. Illustrations shall have appropriate and complete details such as color.
n. For K to 3, illustrations of people, animals, places and objects shall be complete.
o. Illustrations and visuals shall be original. Permit to use copyrighted illustrations and visuals shall be secured before using it.
p. Illustrations shall not be a modification of an illustration from other source.
q. The use of photocopied, scanned published illustrations, screen captured illustrations are prohibited.
r. Flatbed scanner shall be used for manually drawn illustration.
s. Manually drawn-illustration shall be scanned in 300 to 600 dpi in actual size to capture all the details of the illustration and to produce quality scan.
t. Illustrations shall be framed only when necessary. Thinner lines shall be used for the frames than that of the illustrations.
u. Local pictures and artworks shall be validated and approved by the ethnic community.
v. Texts that are superimposed in the illustration shall be spelled out.
w. Callouts shall be used to emphasize important parts of the illustration.
x. Brief, consistent, and relevant file name shall be used to save similar artwork files in one manuscript.
y. Digital illustration shall be saved in PSD layered file, SVG, JPEG, PNG or TIF.

D. Paper and Binding

Properties	In-house Reproduction	Printer (Procured/Supplier)

Paper Size	paper size used on layout (A4)	paper size used on layout (A4)
Paper Thickness (Basis Weight)	70 – 80 gsm	70 gsm (BP)
Binding	Staple (triple) with with PVC or duct tape	Saddle stich
Cover	Acetate or Plastic Folder	Foldcote No. 12 (FC#12) (4 color) with lamination (UV coating)
Inside	1 color/4 color	1 color/4 color

E. Digital File Management

a. Learning Module shall be encoded using Microsoft Word (at least version 97-2003).

b. There shall be one digital file per module or learning competency.

c. Each module file shall be named following this format:

learning area with grade level_quarter number_module number
lesson title_version number

Example: science8_q1_mod1_natureofbiology_v1

d. The draft manuscript ready for external review shall be version 1 of the module.

e. Ready to print module shall be stored as doc and pdf files.

STYLE GUIDE

DepEd Style Guide is a set of guidelines and standards for writing, organizing, and designing (formatting) any kind of learning resources for publication.

To style learning resources written in English, the following references shall be used:

a. For basic style concerns: the latest edition of the Chicago Manual of Style (CMOS) by the University of Chicago Press;
b. For grammar and style concerns: the latest edition of Elements of Style by William Strunk Jr. and E. B. White;

c. For spelling and word division: latest edition of Merriam-Webster International Dictionary of the English Language (unabridged); and
d. For in-text citations and reference lists: sixth edition of the 16th Edition of the
e. Chicago Manual of Style.

To style learning resources written in Filipino, the grammar rules and standards set by the Komisyon sa Wikang Filipino, as directed by Kautusang Pangkagawaran No. 34, series 2013 (Ortograpiyang Pambansa) and Komisyon sa Wikang Filipino.

REFERENCES

Alternative Delivery Mode Learning Resource Standards as of October 16, 2019.

LRMDS Framework version 2. 2010

Enclosure 2 RM No: _____

Sample LR Module Lay-out

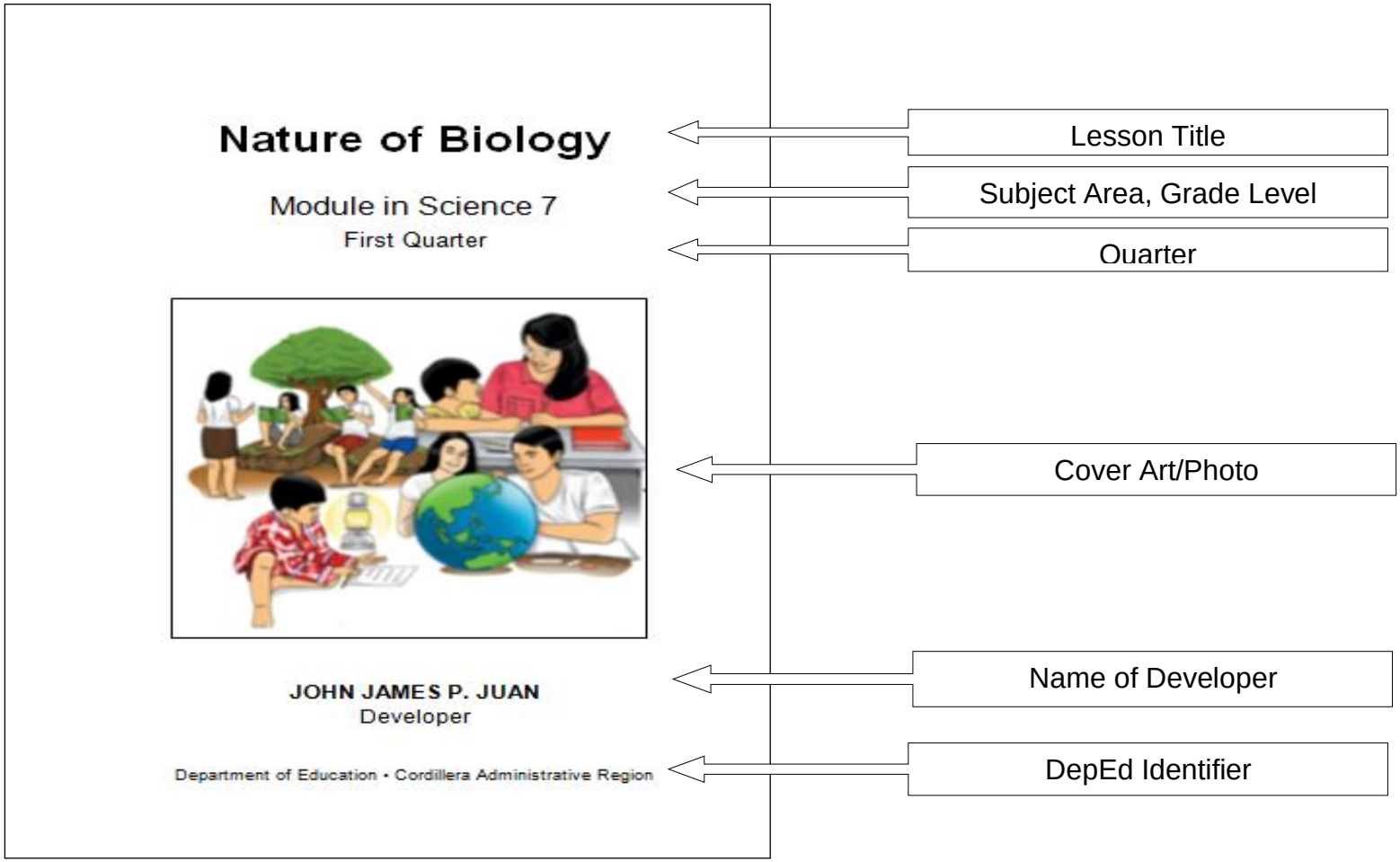


Figure 1: Sample Cove Page

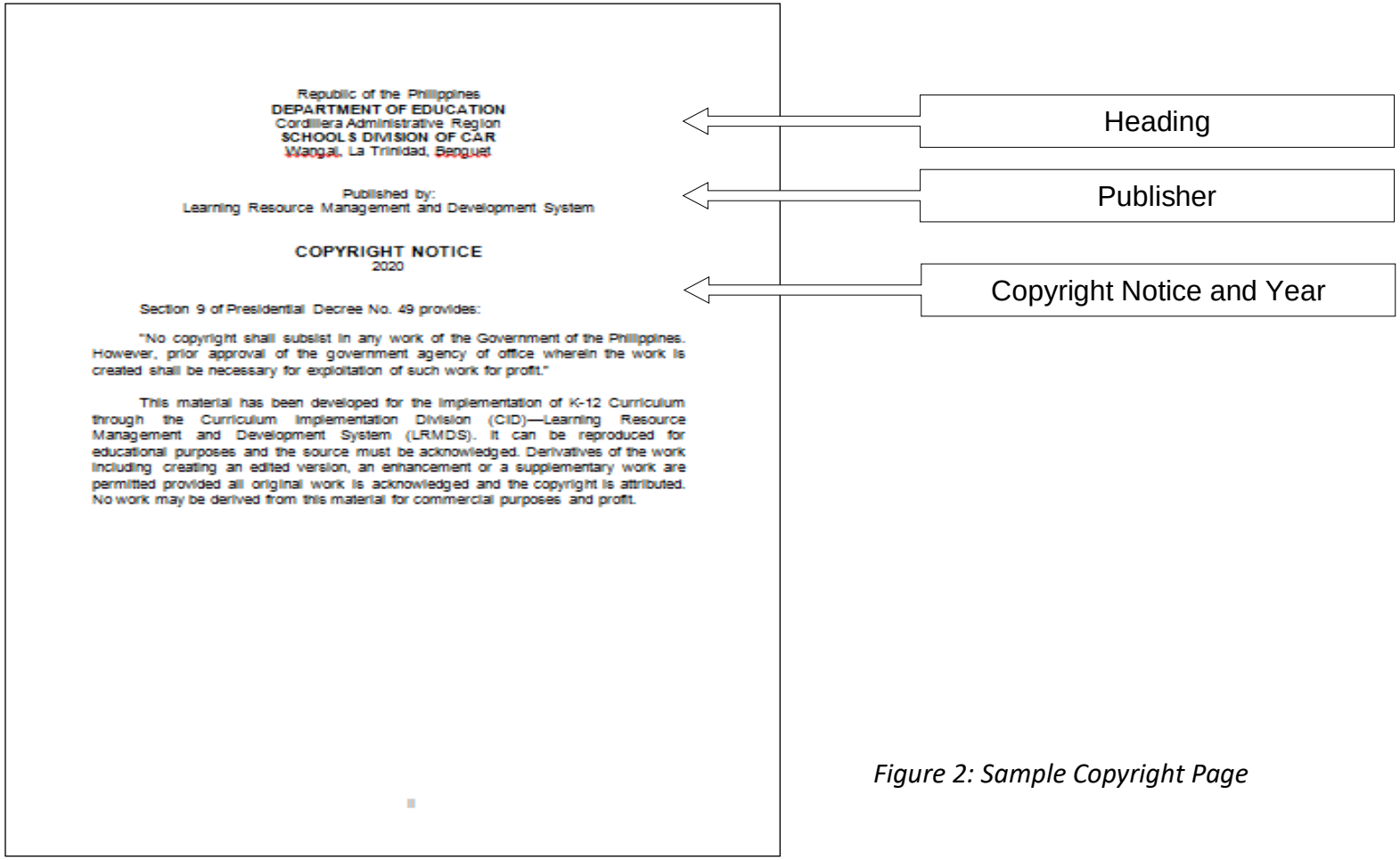


Figure 2: Sample Copyright Page

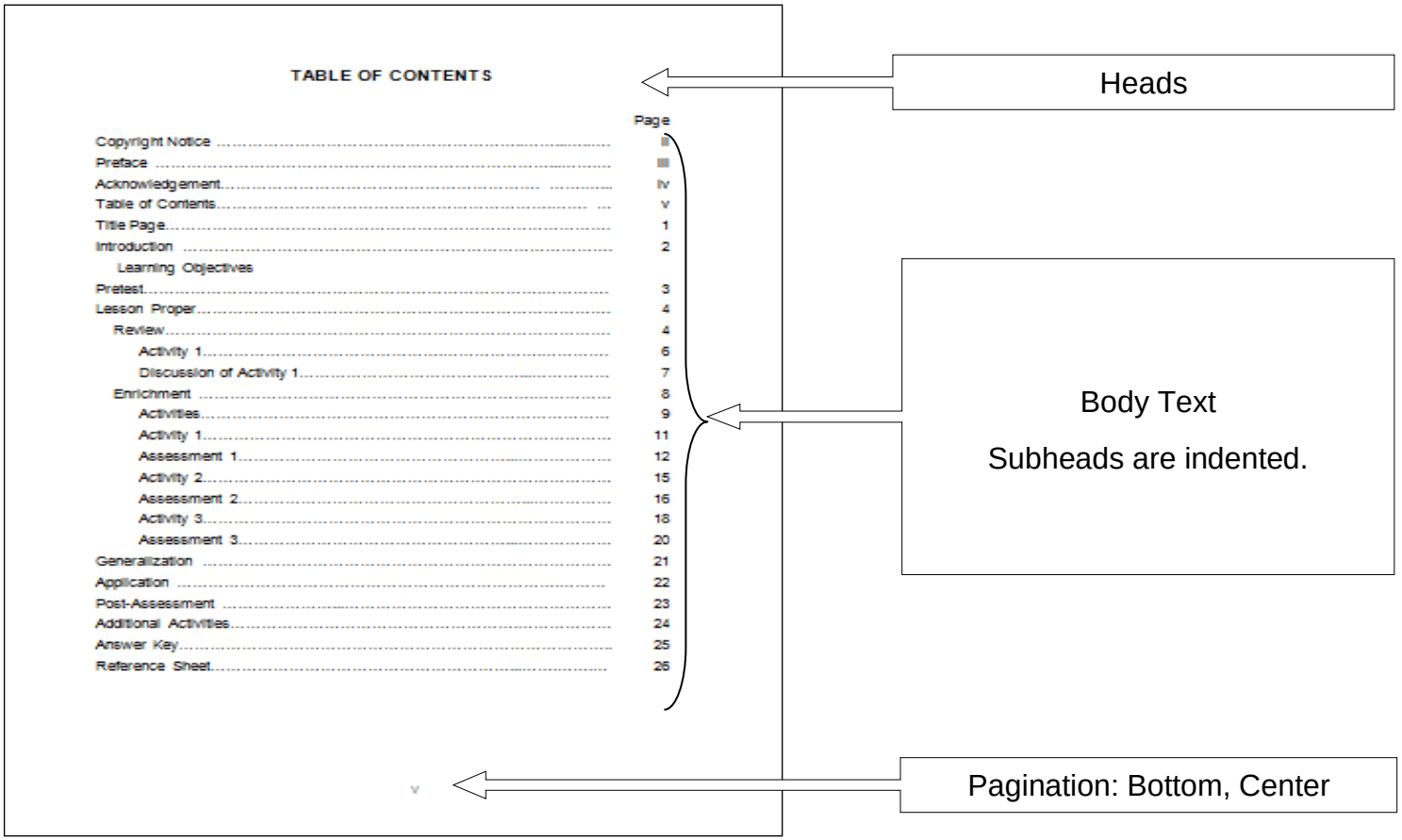
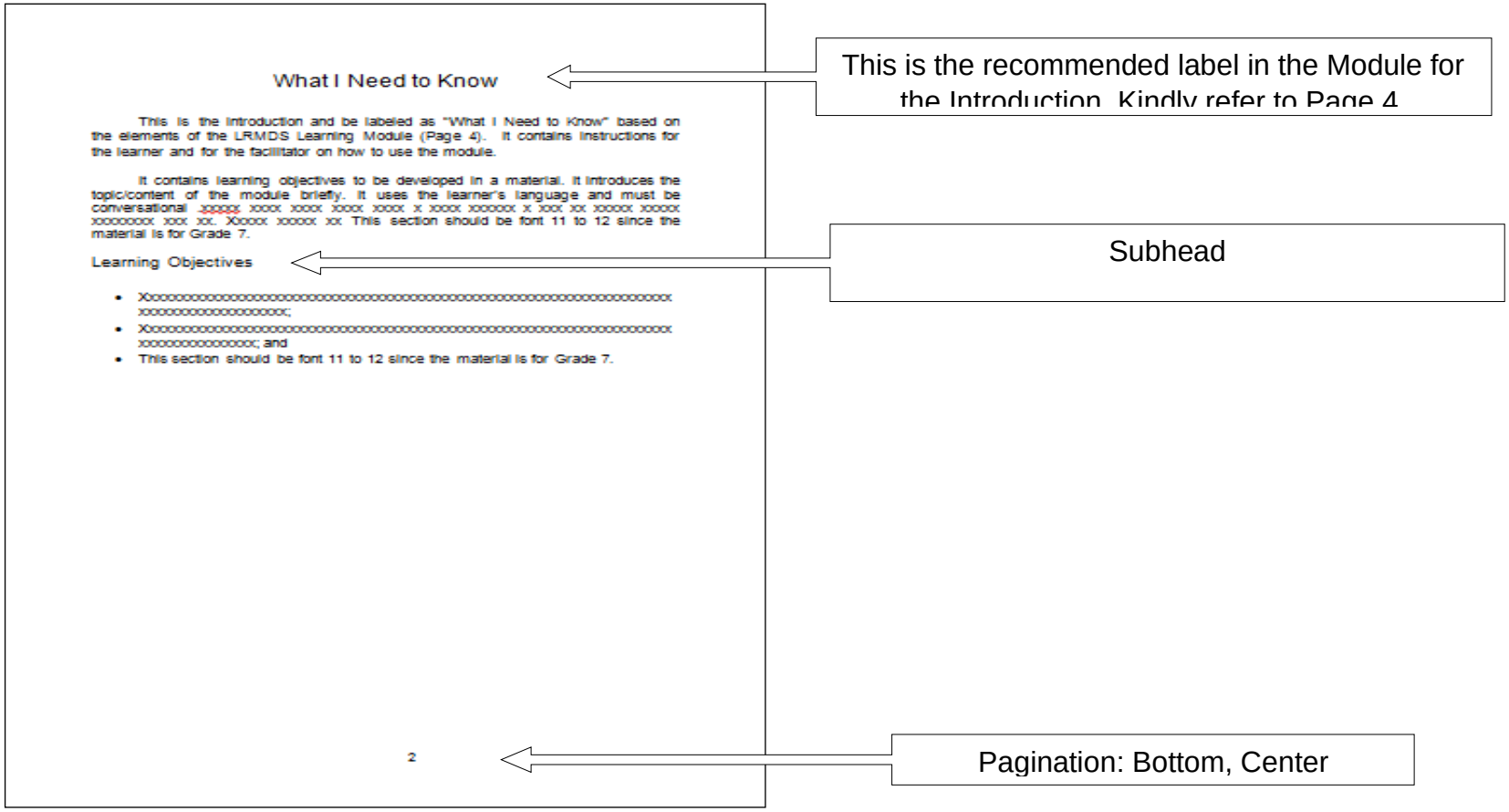


Figure 3: Sample Table of Contents


What I Need to Know
This is the Introduction and be labeled as "What I Need to Know" based on the elements of the LRMDS Learning Module (Page 4). It contains instructions for the learner and for the facilitator on how to use the module.
It contains learning objectives to be developed in a material. It introduces the topic/content of the module briefly. It uses the learner's language and must be conversational xxxxx xxxx xxxx xxxx xxxx x xxxx xxxxxx x xxx xx xxxxx xxxxx xxxxxxxx xxx xx. Xxxxx xxxxx xx This section should be font 11 to 12 since the material is for Grade 7.
Learning Objectives
Xxxxxxx

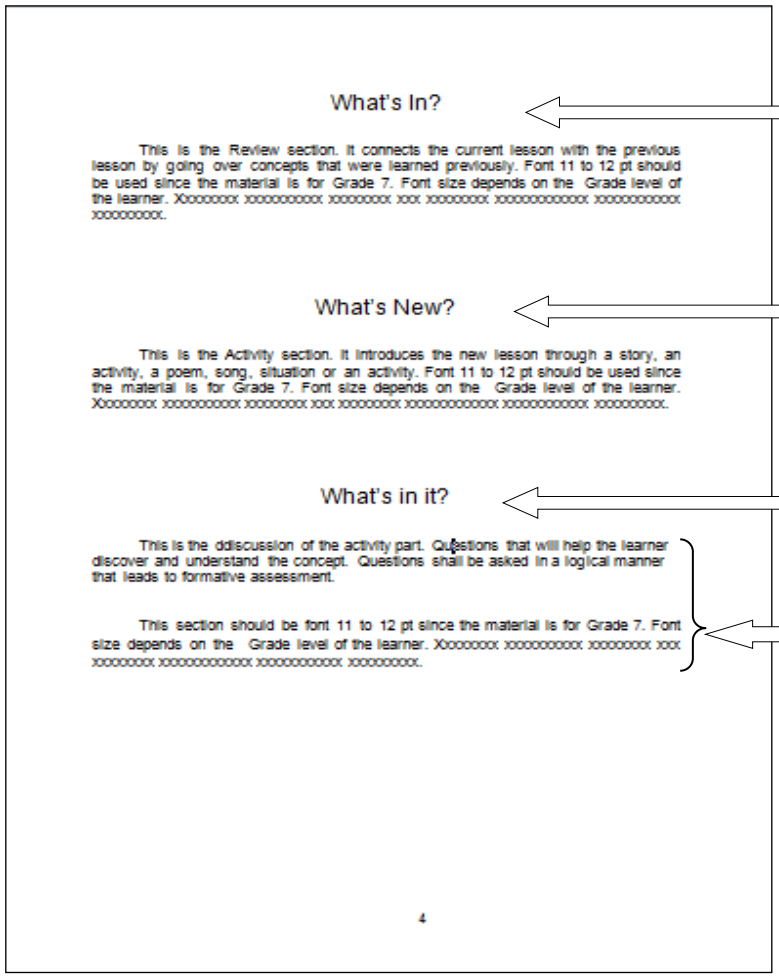


Figure 5: Sample Body Inside Page for the Lesson Proper

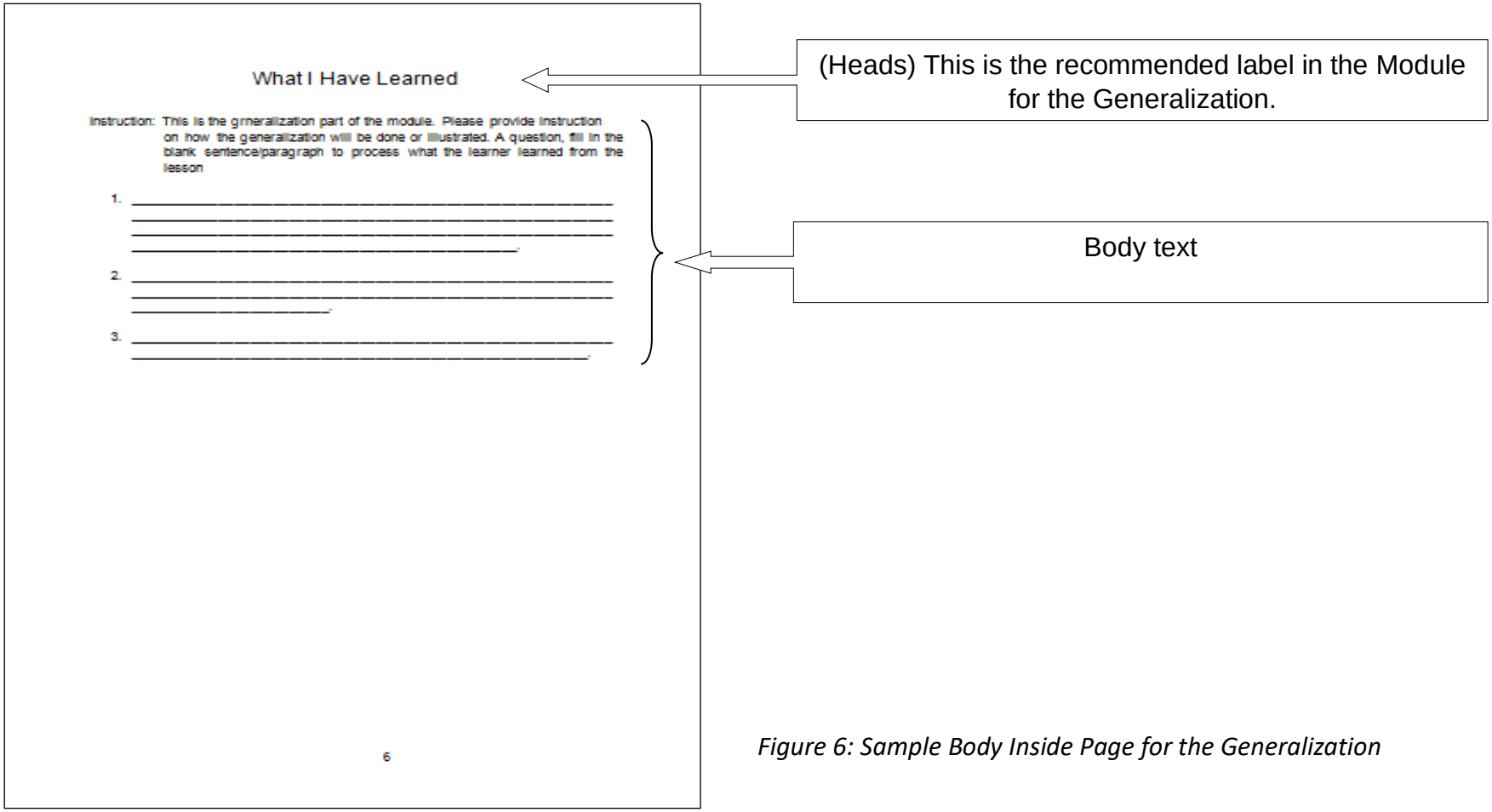


Figure 6: Sample Body Inside Page for the Generalization

Sample Module:

Nature of Biology

Module in Science 7

First Quarter

JOHN JAMES P. JUAN
Developer

Department of Education • Cordillera Administrative Region

Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF CAR
Wangal, La Trinidad, Benguet

Published by:
Learning Resource Management and Development System

COPYRIGHT NOTICE

2020

Section 9 of Presidential Decree No. 49 provides:

"No copyright shall subsist in any work of the Government of the Philippines. However, prior approval of the government agency of office wherein the work is created shall be necessary for exploitation of such work for profit."

This material has been developed for the implementation of K-12 Curriculum through the Curriculum Implementation Division (CID)—Learning Resource Management and Development System (LRMDS). It can be reproduced for educational purposes and the source must be acknowledged. Derivatives of the work including creating an edited version, an enhancement or a supplementary work are permitted provided all original work is acknowledged and the copyright is attributed. No work may be derived from this material for commercial purposes and profit.

Sample

PREFACE

This module is a project of the Curriculum Implementation Division particularly the Learning Resource Management and Development Unit, Department of Education, Schools Division of CAR which is in response to the implementation of the K to 12 Curriculum.

This Learning Material is a property of the Department of Education- CID, Schools Division of CAR. It aims to improve students' performance specifically in English.

Date of Development	: January 2019
Resource Location	: CAR-LRMS
Learning Area	: Science
Grade Level	: 7
Learning Resource Type	: Module
Language	: English
Quarter/Week	: Q2/W3
Learning Competency/Code	: Use phrases, clauses, and sentences appropriately and meaningfully. EN7G-II-c-1

Sample

ACKNOWLEDGEMENT

The developer wishes to express her gratitude to those who help in the development of this learning material. The fulfillment of this learning material would not be possible without these people who gave their support, helping hand and cooperation:

Xxxx

TABLE OF CONTENTS

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Sample

Nature of Biology

Module in Science 7

First Quarter

JOHN JAMES P. JUAN
Developer

What I Need to Know

This is the introduction and be labeled as “What I Need to Know” based on the elements of the LRMDS Learning Module (Page 4). It contains instructions for the learner and for the facilitator on how to use the module.

It contains learning objectives to be developed in a material. It introduces the topic/content of the module briefly. It uses the learner’s language and must be conversational .xxxxx xxxx xxxx xxxx xxxx x xxxx xxxxxx x xxx xx xxxxx xxxxx xxxxxxxx xxx xx. Xxxxx xxxxx xx This section should be font 11 to 12 since the material is for Grade 7.

Learning Objectives

- Xxxxxxx

What I Know

This is the pre-assesstment section given to check what the learner knows about the lesson to take (Page 2). Intructions on why and how the learner will answer the Pre-Assessment should be explained here.This section should be font 11 to 12 pt since the material is for Grade 7. Font size depends on the Grade level of the learner. Xxxxxxxx xxxxxxxxxx xxxxxxxx xxx xxxxxxxx xxxxxxxxxxxx xxxxxxxxxx xxxxxxxxx.

1. Xxx xx xxxxxxxxxxxxxxx xxx xxxxxxxxxxx?
2. Xxxxxxxxxxxx xxxxxxxxxx xxxxxxxxxxx?
3. Xxx xx xxxxxxxxxxxxxxx xxx xxxxxxxxxxx?
4. Xxx xx xxxxxxxxxxxxxxx xxx xxxxxxxxxxx?
5. Xxx xx xxxxxxxxxxxxxxx xxx xxxxxxxxxxx?

Sample

What's In?

This is the Review section. It connects the current lesson with the previous lesson by going over concepts that were learned previously. Font 11 to 12 pt should be used since the material is for Grade 7. Font size depends on the Grade level of the learner. Xxxxxxxx xxxxxxxxxx xxxxxxxx xxx xxxxxxxx xxxxxxxxxxxx xxxxxxxxxxx xxxxxxxxx.

What's New?

This is the Activity section. It introduces the new lesson through a story, an activity, a poem, song, situation or an activity. Font 11 to 12 pt should be used since the material is for Grade 7. Font size depends on the Grade level of the learner. Xxxxxxxx xxxxxxxxxx xxxxxxxx xxx xxxxxxxx xxxxxxxxxxxx xxxxxxxxxx xxxxxxxxx.

What's in it?

This is the ddiscussion of the activity part. Questions that will help the learner discover and understand the concept. Questions shall be asked in a logical manner that leads to formative assessment.

This section should be font 11 to 12 pt since the material is for Grade 7. Font size depends on the Grade level of the learner. Xxxxxxxx xxxxxxxxxx xxxxxxxx xxx xxxxxxxx xxxxxxxxxxxx xxxxxxxxxxx xxxxxxxxx.

Sample

What's More?

Activity 1

1. Guided/ Controlled Practice
2. Independent Practice
3. This section should be font 11 to 12 since the material is for Grade .

Assessment 1

1. Guided/Controlled Assessment. Xxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx?
2. Independent Asseement. Xxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx?
3. Xxxxxxxxxxxxxxxxxxxx

What I Have Learned

Instruction: This is the grneralization part of the module. Please provide instruction on how the generalization will be done or illustrated. A question, fill in the blank sentence/paragraph to process what the learner learned from the lesson

1. _____
   _____
   _____
   _____.
2. _____
   _____
   _____.
3. _____
   _____.

Sample

What I can do

Instruction: This is the Apllication section of the module. Please provide instruction on how the Apllication on the lesson learned will be done. An activity that shall transfer the skills/knowledge gained or learned into real-life concerns/situations.

a. _____
_____
_____
_____.

b. _____
_____
_____.

c. _____
_____.

Sample

Post Assessment

Instruction: This is the pot-assessment section of the module. Please provide instruction on how the pot-assessment will be answered. This evaluates the learner's level of mastery in achieving the learning objectives. The task given shall validate the concepts and provide more opportunities to deepen the learning.

1. _____
   _____
   _____
   _____.
2. _____
   _____
   _____.
3. _____
   _____.

Sample

Additional Activities

Instruction: Provide clear instructions for each addidtional activities to be prepared. An activity in any form that can increase the strength of the response and tends to induce repetitions of actions/learning.

Activity 1

_____
_____
_____
_____.

Activity 2

_____
_____
_____.

Activity 3

_____
_____.

Sample

ANSWER KEY

Pre-assessment

1. biology
2. air
3. life
4. water
5. sun

Review

Activity 1

1. biology
2. air
3. life
4. water
5. sun

Enrichment Activities

Activity 1

1. biology
2. air
3. life
4. water
5. sun

Activity 2

1. biology
2. air
3. life
4. water
5. sun

Sample

REFERENCES

This section should be font 11 to 12 since the material is for Grade 7. Follows the 16th Edition of the Chicago Manual of Style (CMOS).

This section should be font 11 to 12 since the material is for Grade 7. Follows the 16th Edition of the Chicago Manual of Style (CMOS).

Sample

For inquiries or feedback, please write of call:
Department of Education-Schools Division of CAR
(Office Address, Wangal, LTB)
Telefax:
Email Address:

Sample