



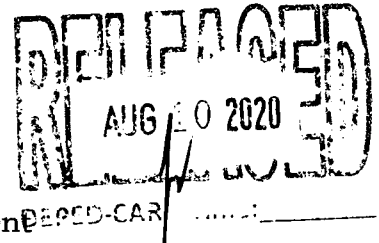
Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

Office of the Regional Director

August 5, 2020

REGIONAL MEMORANDUM

No. 229-2020



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

**REITERATION ON QUALITY ASSURANCE OF
LEARNING RESOURCES, QA TEAMS, AND FLOW**

1. In line with the *Sulong Edukalidad* of the Department and with reference to the BE-LCP and DepEd-CAR's Learning Continuity Operational Plan, this Office, through the CLMD-LRMDS, reiterates and harmonizes previous issuances relative to the development and quality assurance of learning resources.
2. To harmonize details stipulated in RM 81, 90, & 91, s. 2020, Learning Resources developed by Teachers, Master Teachers, School Heads, and Supervisors based from the Most Essential Learning Competencies (MELC) shall be subjected to the BLR-standardized evaluation processes and assessment procedures.
3. To further guide the SDOs, District Offices, Schools, and Community Learning Centers, the following are to be considered:
 - a. Submission of learning resources shall be done on a monthly-basis instead of quarterly as stipulated in RM 81, s. 2020. This is so the quality assurance team can provide immediate or timely feedback.
 - b. Locally developed LRs shall undergo thorough review and quality assurance at the Division level based on the elements and technical specifications required, before submitting to the Regional Office. After initial review by the RO-LR team, learning resources that have not undergone Division quality assurance shall be returned.
4. To facilitate tracking and inventory, soft copies of Learning Resources being submitted to the Regional office shall be labeled using the filename format below and sent through the following official email address:

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Address: Wangal, La Trinidad, Benguet, 2601
Telephone No.: (074) 422-1318 | Fax: (074) 422-4074
Website: www.depedcar.ph | Email: car@deped.gov.ph



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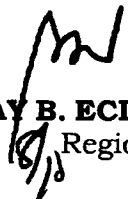


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Types of Learning Resource	Filename Format	Official Email Address
ADM for Self Learning Modules	<i>learning area with grade level_quarter number_module number_lesson title_version number</i> ex: science8_q1_mod1_natueofbiology_v1	lrmdshelpdesk.depedcar@gmail.com
Locally developed LRs for portal and Landing Page	Learning area_grade level_LR type and number_name of developer_division ex: science_g8_q1_mod1_juandelacruz_abra	lrmdshelpdesk.depedcar@gmail.com

5. The Curriculum and Learning Management Division-LRMD Section, after initial review, shall facilitate the distribution of the received LRs to the reconstituted QA team of the Region and shall lead the furtherance of quality assurance.
6. Roles, responsibilities, and process flow of the QA team shall adhere to the standards as provided for in the following:
 - i. Enclosure 1: Regional QA team for all types of LRs and their Terms of Reference
 - ii. Enclosure 2: Regional QA team for ADM-Self Learning Modules (CO-initiated)
 - iii. Enclosure 3: Diagram Flow of the Regional LRs QA process
7. For inquiries and clarifications, please contact CLMD Chief Carmel Meris at carmel.meris@deped.gov.ph or LRMDs EPS-Focal and Manager Rosita Agnasi at rosita.agnasi@deped.gov.ph.
8. Immediate and widest dissemination of and strict compliance with this Memorandum is directed.


MAY B. ECLAR, PhD, CESO V
 Regional Director

Enclosure 1. Regional Quality Assurance Team and Terms of Reference

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A. The Curriculum and Learning Management Division-LRMD Section shall facilitate the distribution of the received LRs to the **QA team** of the Region, duly reconstituted as:

Learning Area	Quality Assurance Team Focals	Support Team
1. Filipino and MTB-MLE (grade 3)	Thelma Dalay-on	Leonardo Aquino
2. English	Patricio Dawaton	
3. Science	Asterio Madalla Georgina Ducayso	Florence Balictan
4. Math	Bryan Hidalgo	Romulo Basa Marjory Valdez
5. EsP and IPEd	Annie Rose Cayasen	
6. MAPEH	Jeannie Claire Piggangay	Maksim Botilas
7. ALS and MTB-MLE (grades 1, 2)	Angela Apopot	
8. EPP/TVL	Jonalyn Ambrona	Clemente Bandao
9. Special Education/ Kindergarten/MTB-MLE (K)	Denia Tarnate	
10. Araling Panlipunan	Edgar Madlaing	Sasha Joseph Daganos

B. Terms of Reference:

ROLES	SPECIFIC TASKS and EXPECTED OUTPUTS
RO-LRMDS Team	<ul style="list-style-type: none"> • Receive online and offline learning resources from the region and divisions; • Identify and notify members of the RQAT who will evaluate learning resources depending on the learning area of submitted materials; • Meet with the RQAT members and decide on a schedule for an LR evaluation workshop, if needed; • Supply RQAT members with copies of materials for evaluation and corresponding LR evaluation tools; • Consolidate LR evaluation results; • Librarian to review metadata of submitted LRs; • Return to the DQAT, LRs needing Division QA or revision; and • Publish approved LRs in the LR Portal.
Quality Assurance Team Focals	<ul style="list-style-type: none"> • Guide the quality assurance team in evaluating resources using the approved tools and processes;

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	<ul style="list-style-type: none">• Respond to queries or clarifications from the team relative to the task-at-hand;• Evaluate learning resources with the team;• Collect evaluation results and submit to the LR
Quality Assurance Team	<ul style="list-style-type: none">• Evaluate learning resources using approved and prescribed tools;• Provide necessary suggestions/recommendations to improve a learning resource;• Submit evaluation results to the Area Supervisor; and• Recommend learning resources for publishing in the LR portal.
Support Team	<ul style="list-style-type: none">• Provide additional manpower in evaluating learning resources when needed;• Evaluate learning resources using approved and prescribed tools;• Provide necessary suggestions/recommendations to improve a learning resource.• Submit evaluation results to the LR supervisor

**Enclosure 2. Quality Assurance Team for ADM-Self Learning Modules
(TLE, Mathematics, English and EsP)**

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	Names	Division	Learning Area	Grade Level
1	Jona C. Ambrona	RO	TLE	Regional Focal
2	Bobby John A. Balaong	Abra	TLE	G7-G10
3	Anthony D. Magpatoc	Baguio City	TLE	G7-G10
4	Fely L. Kidange	Baguio City	TLE	G7-G10
5	Redentor C. Yassan	Kalinga	TVL Computer	G10-G12
6	Baby Lourdes S. Balian	Kalinga	TVL Agri	G10-G12
7	Mary Jane N. Malihod	Baguio City	TVL Agri	G7-G10
8	Lourdes Balian	Kalinga	TLE	G 10- G -12
9	Grimilou Cudiamat	Kalinga	TLE	G 10- G -12
10	Hazel N. Balokey	MP	ICT/ HE	G10- G12
11	Bryan A. Hidalgo	RO	Math	Regional Focal
12	Vic Jomar M. Laderas	Baguio City	Math	K to 12
13	Melchor B. Ticag	Baguio City	Math	K to 12
14	Heather G. Banagui	Benguet	Math	K to 12
15	Laila B. Kiw-isen	Baguio City	Math	K to 12
16	Aiza R. Bitanga	Baguio City	Math	K to 12
17	Patricio T. Dawaton	RO	English	Regional Focal
18	Sydney Shan M. Carino	Baguio City	English	G7- G10
19	Geraldine D. Sumipit	Baguio City	English	G7- G10
20	Gregoria M. Lipa-od	Benguet	English	G 10- G12
21	Magdalena B. Tayaban	Ifugao	English	G 1- G6
22	Regina D. Sarmiento	Benguet	English	G 4- G6
23	Annie Rose A. Cayasen	RO	EsP	Regional Focal
24	Leticia B. Luoang	Baguio City	EsP	G 10- G12
25	Octavia M. Pedro	Baguio City	EsP	G 10- G12
26	Maria Teresa E. Prieto	Kalinga	EsP	G 10- G12
27	Thelma P. Deza	Apayao	EsP	G 10- G12
28	Henrieta A. Bringas	Abra	EsP	G 10- G12
29	Edgar H. Madaling	RO	ADM FOCAL	
30	Rosita C. Agnasi	RO	LRMDS COORDINATOR	
31	Carmel F. Meris	RO	OVERALL COORDINATOR, Chief, CLMD	
32	May B. Eclar, PhD, CESO V	RO	Consultant	

Enclosure 3. Diagram Flow of the Regional LRs QA process



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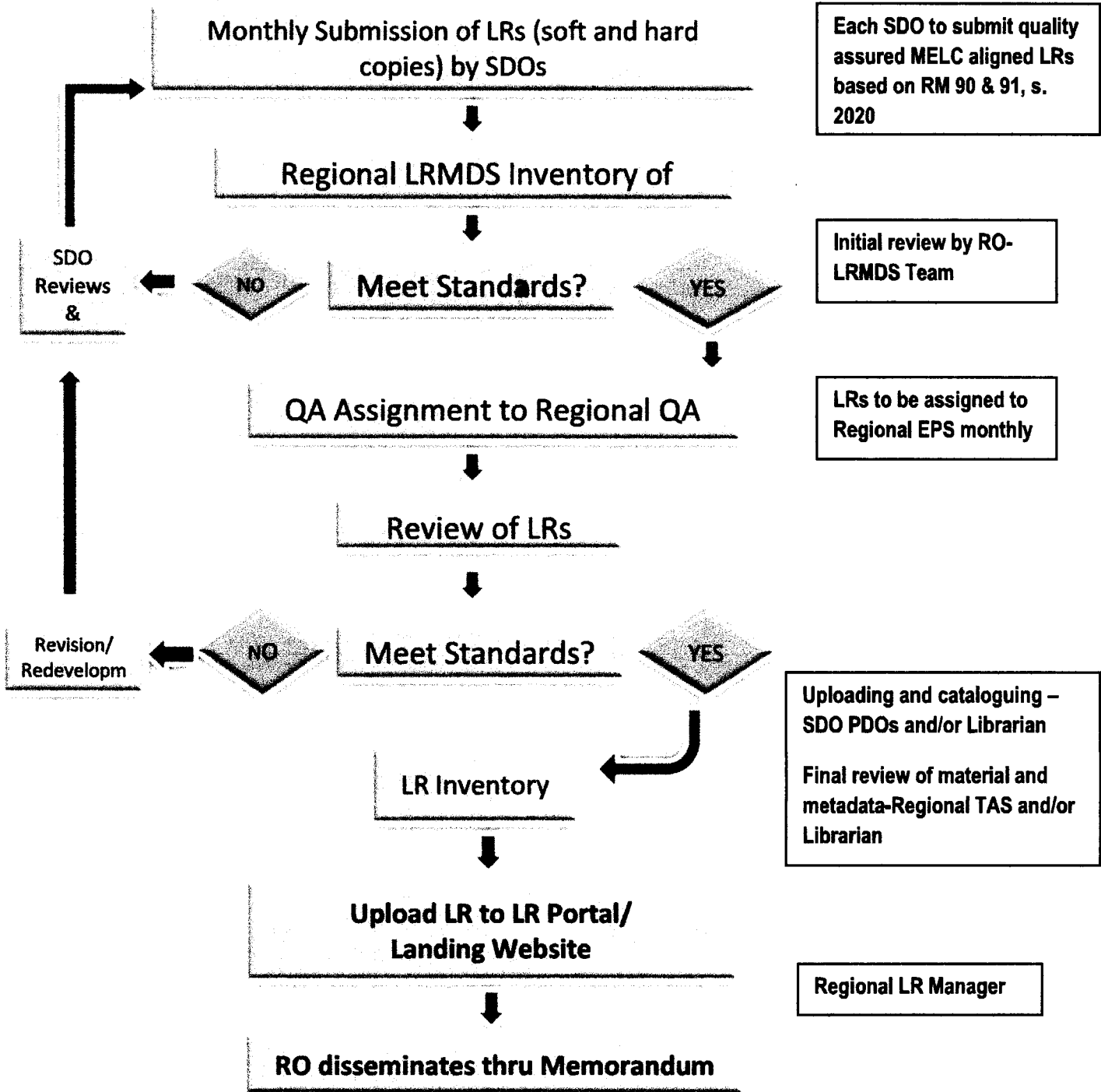


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