



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

July 8, 2024

DIVISION MEMORANDUM

No. 206, S. 2024

WRITERS AND CONTENT EXPERTS IN THE DEVELOPMENT, VALIDATION, AND FINALIZATION OF LESSON SCRIPTS FOR THE NATIONAL READING PROGRAM (NRP), NATIONAL MATHEMATICS PROGRAM (NMP), AND CATCH-UP FRIDAYS

To: Asst. Schools Division Superintendent
 Chief Education Supervisor- CID
 School Heads (BMSW, BPES & ISNHS)

- Pursuant to Regional Memorandum No. 768, s. 2024, The Department of Education Regional Office through the Curriculum and Learning Management Division will hold a writeshop on the development, validation and finalization of Lesson Scripts for Grade 2 Catch-Up Fridays (CUF) from July 8-23, 2024 at West Loch Park Hotel in Sto. Domingo, Ilocos Sur.
- The following are the identified participants from this division:

Participants	Office/School
Edgar L. Pescador	SDO-Vigan City-CID
Aldrich B. Quioco	SDO-Vigan City-CID
Ronald P. Alejo	ISNHS-Filipino Department
Judy B. Papagayo	Burgos Memorial School West
Emma V. Prades	Bulala-Paratong ES

- The participants are required to bring the following:
 - Laptop and extension cord; and
 - Printed/soft copy of AP2 CG (2016), AP2 MELCs, and AP2 MATATAG Learning Competencies.
- This memorandum serves as the official Authority to Travel of the participants. Travel Expenses shall be charged to BEC Fund Sub-ARO Number RO1 24-1120.
- Immediate dissemination of this memorandum is desired.



Vilma D. Eda
VILMA D. EDA, CESO V
 Schools Division Superintendent

Encl.: As stated
 Refences: DM#001, s. 2024, RM# 755, s. 2024 & RM# 768, S. 2024
 To be indicated in the Perpetual Index
 Under the following subjects:

DEVELOPMENTFINALIZATION LESSON SCRIPTS VALIDATION LEARNING DELIVERY





Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 762, s. 2024

WRITERS AND CONTENT EXPERTS IN THE DEVELOPMENT, VALIDATION, AND FINALIZATION OF LESSON SCRIPTS FOR OTHE NATIONAL READING PROGRAM (NRP), NATIONAL MATHEMATICS PROGRAM (NMP), AND CATCH-UP FRIDAYS

To: Schools Division Superintendents

1. In relation to the conduct of the Development, Validation, and Finalization of Lesson Scripts for the National Reading Program (NRP) for Pangasinan and Ilokano, the National Mathematics Program (NMP) for Grade 1, and Catch-Up Fridays (CUF) for Grade 2, the Department of Education Regional Office, through the Curriculum and Learning Management Division, announces the list of developers, DepEd and Non-DepEd experts who will compose the National Learning Recovery Program (NLRP) Lesson Scripts Development and Validation Team.
2. The list of developers, DepEd and Non-DepEd experts can be accessed through this link: tinyurl.com/R1LSWritersExperts.
3. The entire process of developing, validating, revising, and finalizing lesson scripts will take place throughout July, 2024. (Refer to the annexes).
4. For queries and/or clarifications, please contact the Curriculum and Learning Management Division through email at clmd.region1@deped.gov.ph.
5. Immediate dissemination of this memorandum is desired.

TOLENTINO G. AQUINO
 Director IV

Encl.: As stated
 Reference: none
 To be included in the Perpetual Index
 Under the following subject:

DEVELOPMENT
 FINALIZATION
 LESSON SCRIPTS

VALIDATION
 LEARNING DELIVERY

CLMD/jps/RM_2024_DevelopmentValidationandFinalizationofLessonScripts
 July 5, 2024



Flores St., Catbangen, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324

Annex A. ASSIGNED PROGRAM AND LEARNING AREA PER SDO

Catch-Up Fridays

Division	Learning Area
Pangasinan 1	English
Pangasinan 2	Filipino
Vigan City	Araling Panlipunan
Urduaneta City	Mathematics
Ilocos Norte	MAPEH
San Carlos City	Edukasyon sa Pagpapakatao

National Mathematics Program

Division	Activity
La Union	Development and Validation
San Fernando City	Revision and Finalization

National Reading Program

Division	Activity
Batac City	Development and Validation
Alaminos City	
Laoag City	Revision and Finalization
Dagupan City	

Annex B: MINIMUM QUALIFICATION STANDARDS FOR THE DEVELOPERS OF LESSON SCRIPTS

The developers shall meet the following minimum qualification standards (MQS):

- Bachelor's Degree holders, preferably in Education;
- With at least three (3) years teaching experience in the learning area they are assigned to develop lesson scripts;
- Have at least 24 hours relevant training in the development of learning resources;
- Have written LRs approved for use in any level of governance;
- Physically fit, willing and able to travel to attend and participate in the actual LR development;
- Expert in the development of learning resources.

MINIMUM QUALIFICATION STANDARDS FOR DEPED AND NON-DEPED VALIDATORS/EVALUATORS

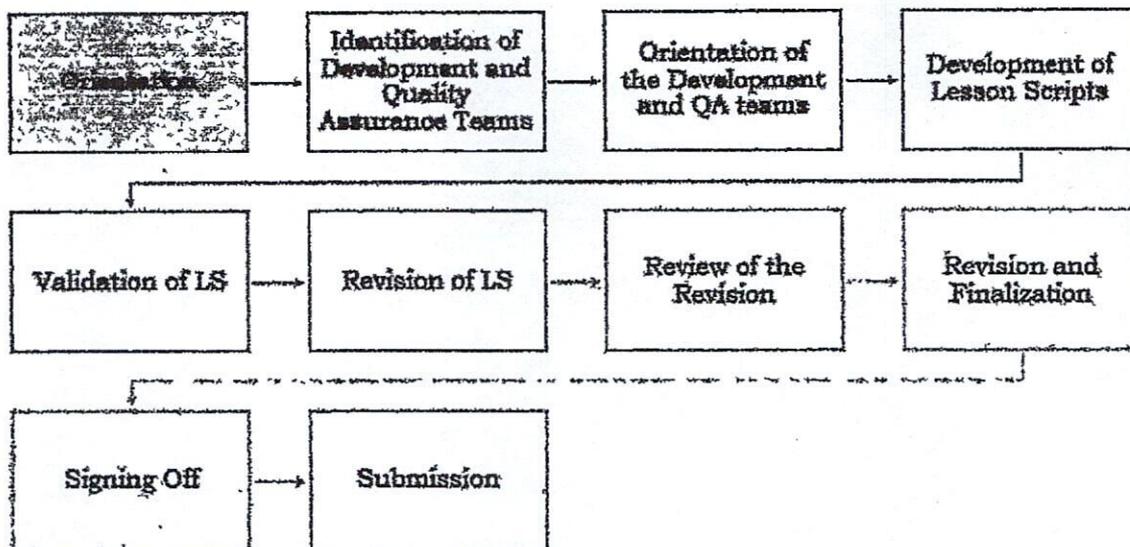
The validators/evaluators shall meet the following minimum qualification standards (MQS):

- Bachelor's Degree holder, preferably in Education;
- With at least five (5) years experience in teaching and/or evaluating learning resources in the learning area that they will validate/evaluate;
- Have at least 24 hours relevant training in the development and/or evaluation of learning resources;
- Shall not be part of the Development Team of the lesson scripts assigned to validate/evaluate;
- Physically fit, willing and able to travel to attend and participate in an actual content/language evaluation;
- Expert in content/language evaluation of learning resources.

ANNEX C. LESSON SCRIPTS DEVELOPMENT PROCESS



Development Process



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Development Process

	LS1	LS2	LS3	LS4
Development of Manuscript 1	D1	D2	D3	D4
Content Evaluation	D2	D3	D4	D5
Language Evaluation	D2	D3	D4	D5
Revision of M1	D3 D4	D4 D5	D5 D6	D6 D7
Review of the Revised M2 (CLE)	D5	D6	D7	D8
Finalization of M3	D6 D7	D7 D8	D9	D9 D10
Signing Off M3	D8	D9	D10	D11
Contextualization of M4	D9	D10 D11	D11 D12	D12 D13
Language Review of CM1	D10	D11	D12	D13
Revision of CM2	D10	D11	D12	D13
Finalization of CM3	D11 D12	D12 D13	D13 D14	D14 D15
Signing of CM#	D12	D13	D14	D15

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Legend/s:

- LS – Lesson Script



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TERMS OF REFERENCE:
Development of Lesson Scripts for the National Reading Program, National Mathematics Program, and Catch-Up Fridays

Rationale

The development of lesson scripts for the National Reading Program, National Mathematics Program, and Catch-Up Fridays is essential to ensure standardized, high-quality instructional materials across all regions. These materials aim to enhance the educational experience, bridge learning gaps, and support teachers in delivering effective lessons. Clear guidelines, structured processes, and defined responsibilities are crucial for the successful development and finalization of these scripts.

Regional Office Responsibilities:

1. Orientation of Key Personnel:

- 1.1. Organize and conduct orientation sessions for key SDO personnel on the development of lesson scripts.
- 1.2. Provide detailed information on roles, responsibilities, and expectations.
- 1.3. Ensure all participants have access to necessary resources and materials for orientation.

2. Fund Allocation:

- 2.1. Download funds to SDOs for the activities related to lesson script development, validation, revision and finalization.
- 2.2. Issue official financial guidelines to ensure proper fund utilization.
- 2.3. Monitor the utilization of funds and ensure that reports are submitted.

3. Guideline Establishment:

- 3.1. Develop and disseminate clear guidelines and criteria for selecting writers, validators/evaluators.
- 3.2. Ensure guidelines are accessible to all SDOs and stakeholders.
- 3.3. Update guidelines as necessary based on feedback and evolving needs.

4. Monitoring and Supervision:

- 4.1. Lead continuous monitoring of the development activities, ensuring adherence to timelines and standards.
- 4.2. Conduct regular virtual meetings and site visits for supervision and technical assistance.
- 4.3. Provide feedback and support to SDOs to address any challenges.

5. Selection of DepEd and Non-DepEd Experts

- 5.1. Select DepEd and Non-DepEd content experts who will serve as validators or evaluators of the lesson scripts following standards and guidelines.

- 5.2. Establish formal agreements with external experts, detailing their roles and expectations.

6. Review and Submission:

- 6.1. Conduct a thorough review of the finalized lesson scripts to ensure quality and compliance to standards.
- 6.2. Compile and prepare the reviewed scripts for submission.
- 6.3. Submit the final lesson scripts to the Central Office through official channels.

SDO Responsibilities (Through the Curriculum Implementation Division and School Governance Operations Division):

1. Logistics Management:

- 1.1. Procure suitable venues, meals, and accommodations for participants during the development, validation, revision, and finalization processes.
- 1.2. Coordinate logistics to ensure a conducive environment for script development.
- 1.3. Communicate arrangements clearly to all participants.

2. Selection of Development Team:

- 2.1. Select qualified writers, illustrators, and layout artists to form the Development Team based on established criteria in close coordination with the Regional Office.
- 2.2. Ensure selected team members understand their roles and responsibilities.

3. Team Orientation and Supervision:

- 3.1. Conduct orientation sessions for the Development Team, outlining their tasks and expectations.
- 3.2. Supervise the development process to ensure timely and high-quality output.
- 3.3. Facilitate regular check-ins and progress updates with the team.

4. Engagement of External Experts:

- 4.1. Recommend to the Regional Office external or Non-DepEd experts for the validation of lesson scripts.
- 4.2. Coordinate the validation process and incorporate expert feedback into the final scripts.

5. Submission of Finalized Scripts:

- 5.1. Ensure all lesson scripts are validated, revised, finalized and submitted on the deadline set.
- 5.2. Upload the validated and finalized lesson scripts to the designated Google Drive link.
- 5.3. Confirm receipt and completion of submission through official channels.

6. Financial Reporting:

- 6.1. Prepare a detailed liquidation/utilization report for the funds provided by the Regional Office.
- 6.2. Submit the financial report on the specified deadline, following official reporting procedures.
- 6.3. Address any discrepancies or issues promptly and transparently.

**TERMS OF REFERENCE:
PROCUREMENT OF BOARD AND LODGING**

I. Availability

Arrival/Departure of Participants and First and Last Meals

II. Location and site conditions

1. Accessible by any mode of land transportation;
2. Provision of parking lot/space; site must be away from a gambling facility.

III. Neighborhood Data

1. The surrounding areas are clean;
2. Police and fire stations can be easily accessed;
3. Restaurants and banking services are located nearby.

IV. Venue

1. The hotel is structurally safe.
2. The Conference Hall can accommodate comfortably the identified number of participants. It shall be properly ventilated with fully-functioning air conditioning system. The room should be spacious enough with 8 round or rectangular tables. Each table shall have four individual chairs.
3. Facilities
 - a. Provision of sufficient water supply;
 - b. There shall be comfort rooms near the conference hall and in the rooms.
 - c. Rooms shall be well-lit;
 - d. Elevators, if any, shall be functional.
 - e. Fire escapes are available and fire fighting equipment are visible.
 - f. Hi-speed Wi-Fi connection, extension wires, whiteboard with markers and erasers shall also be available.

4. Other requirements

- a. Room Type: Preferably 1 single bed for each participant; no folding bed nor sharing of bed
- b. Audio visual equipment like LCD Projectors, microphones and sound system, shall be available. Presence of technical support personnel to manage the sound system and to be readily available to troubleshoot technical problems.
- c. Free use of function rooms from 7:00 am to 8:00 pm., provision of sanitizer, and assorted candies, chips, and peanuts, and other finger foods.
- d. Provision of medical staff for emergency purposes.
- e. Free use of a service vehicle (for emergency purposes)
- f. In case of emergency, the service provider shall provide medical assistance/medication (over-the-counter medication) to ailing participants.
- g. Provision of a special menu for those with food preferences and dietary restrictions

- h. Availability of security guards;**
- i. Provisions for power strips and extension outlets.**
- j. Must have two (2) separate tables for the Organizers or Management Team and Registration Area.**

Complete Meal: Buffet for breakfast, guided buffet for lunch and dinner (with 3 viands, soup, and fruits), 2 snacks, and free-flowing coffee or choco in the conference rooms.