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

July 4, 2024

DIVISION ORDER
No. _005_, 2024

LEARNING RESOURCE DEVELOPMENT AND QUALITY ASSURANCE PROCESS FLOWS AND DESIGNATION OF QUALITY ASSURANCE TEAMS

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. DepEd Memorandum No. 82, s. 2017, on the *"Learning Resource Management and Development System Implementation in the Rationalized DepEd Structure"* reiterates the adoption and implementation of the Learning Resource Management and Development System (LRMDS) to provide emphasis on the LRMDS roles and responsibilities at all levels of governance. This is pursuant to the provisions of the Implementing Rules and Regulations of RA 10533, Section 8. Standards and Principles, Section 10.3 Production and Development of Materials of the Enhanced Basic Education Act of 2013 and in consonance with DepEd Order 76, s. 2011 also known as *National Adoption and Implementation of LRMDS.*

2. Further, Section V of Regional Memorandum No. 974, s. 2023 titled *Regional Guidelines on the Development of Multimedia Learning Resources (MMLRs)* provides for the process flow in the development of multimedia learning resources; Paragraph 1 of RM No. 213, s, 2023, *Final Draft of the Learning Resource Management and Development Process* emphasizes the use of the LRMDP Manual as a reference in the development, evaluation, and safekeeping of learning resources, and; Section V and VI of RM No. 003, s. 2023, *Initial Regional Guidelines on the Development and Quality Assurance of Learning Resources,* disclose the processes on the development, quality assurance and framework, LRs Development and Quality Assurance Teams.

3. In view of these issuances and policies, this Office issues the following:
   a. Roles and responsibilities of the management team, development team, quality assurance team (Enclosures A-B);
   b. Revised process flow of the development and quality assurance of learning resources for the following:
      - division-initiated LRs (Enclosures C.1.a and C.2.a);
      - teacher-initiated LRs (Enclosures C.1.b. and C.2.b)

4. The abovementioned references can be accessed through this link: https://bit.ly/ViganDQA

5. Immediate dissemination of this order is directed.

VILMA D. EDA, CESO V
Schools Division Superintendent

Enclosure/s: as indicated
References:
- RA 10533 (Enhanced Education Act of 2013)
- RM No. 213, s. 2023
- RM No. 974, s. 2023
- RM No. 003, s, 2023

To be indicated in the Perpetual Index
Under the following subject:

LEARNING RESOURCES   POLICY   EVALUATION   PROCEDURE

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY

0 4 JUL 2024

RELEASED
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Your Feedback is important to us. Visit this link *bit.ly/SDOViganCityCSM*

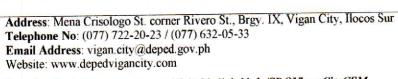## A. DIVISION LEARNING RESOURCES PROGRAM MANAGEMENT TEAM
(based on Regional Memorandum No.003, s, 2023)

Role	Roles and Responsibilities
Chairperson (CID Chief)	• Ensures that LR Development Plan is prepared and approved; • Checks the appropriateness of LR instructional design and content; • Ensures completeness, correctness and adherence of the LRs to the standards and • Manages the entire process
Co-Chairperson (EPS in charge of LRMS)	• Collaborates with the CID Chief in checking the appropriateness of the LR instructional design; • Identifies members of the development team; • Conducts orientation on LR standards; • Monitors the progress of the LR development process; and • Ensures compliance to the standard set
Members (EPS of the Different Learning Areas)	• Identify members of the development team; • Collaborate with the CID Chief and EPS-LRMS in checking the appropriateness of the LR instructional design and content; • Give technical assistance on content and pedagogy; • Review and recommend the approval of LRs • Ensure that relevant comments and suggestion are incorporated; • Ensure the correctness and completeness of the LRs; • Monitor the progress of the LRs development process; and • Ensure compliance to the standards set

B. ROLES AND RESPONSIBILITIES OF THE DEVELOPMENT AND QA TEAMS
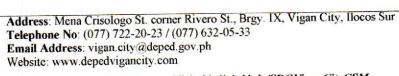(based on Regional Memorandum No. 33, s. 2023)

B.1. Development Team

Designation	Personnel Involved	Roles and Responsibilities

Writers/LR Developer	Developers
	• Teachers/Non-teaching personnel
	• School Heads
	• Education Program Supervisor
		• Write the manuscript according to the standards set for the development of learning resources
		• Approve the illustrations
		• Incorporate comments and suggestions on the learning resources
		• Obtain permission to use of copyrighted materials from the original owners
		• Ensure that the copyright and intellectual property law is strictly followed during the development process
		• Certify that the learning resource is free from copyright and intellectual property issues
		• Accomplish the following forms:
		  • Writer's Assignments Agreement
		  • Copyright Originality Form and
		  • Inventory of Third-Party Contents

Illustrator	National/Regional/Division Pool of Illustrators Identified Teacher-illustrators	• Provide illustrations and visuals needed in the learning resource following the standards; • Finalize illustrations and visuals based on the writers' and reviewers' comments and suggestions. • Attend orientation and editorial meetings related to the development of learning resources • Accomplish the Artwork
Layout artist	Teaching Aid Specialist/Program Development Officer/Librarian/Identified Teacher-layout artists	• Layout the print learning resource according to the Standards on page design and layout • Attend orientation and writeshops • Submit the editable digital file of the learning resource on the given schedule
Proofreader	Identified Language Teacher	• Ensure that the material is free from errors in terms of grammar, spelling, punctuation marks, format.

B.2. Quality Assurance Team
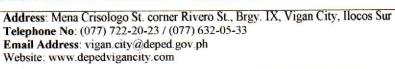
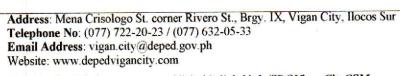| Designation	Personnel Involved	Roles and Responsibilities
Chairperson	CID Chief)	• Oversee the conduct of quality assurance
Co-Chairperson	EPS-LRMS	• Coordinate the conduct of the quality assurance • Review the technical specs and conformance to social content guidelines
Team Leader in the Learning Area	EPS in-charge of the Learning Areas, ALS and Kindergarten as members	Lead the team in the subject area in the following: • review the accuracy of the contents of the learning resource, plagiarized content and illustrations • Check the compliance to the curriculum standards; Giving of comments and recommendations • Ensure that given comments and suggestions are incorporated in the learning resource • Prepare and submit the print learning resource with marginal notes; and • Attend orientation and meetings related to the QA • Give recommendation on the sufficiency, accuracy, appropriateness, and suitability of contents that will determine whether the LR requires minor revisions, major revisions, or is ready for pilot testing/ field validation. • Fill out the evaluation tools
Division Learning Resource Evaluators by Learning Area		• Review of the accuracy of the contents of the LR, plagiarized content and illustrations; Check the compliance to the curriculum standards • Ensure that given comments and suggestions are incorporated in the learning resource • Prepare and submit the learning resource with marginal notes; and • Attend orientation and meetings related to the QA • Give recommendation on the sufficiency, accuracy, appropriateness, and suitability of contents that will determine whether the LR requires minor revisions, major revisions, or is ready for pilot testing/ field validation. • Fill out the evaluation tools

Language Reviewer	Language EPSs, Teacher-language reviewers	• Review the following:
		  • language coherence and clarity of thought
		  • grammar and syntax verbosity
		  • spelling and punctuation
		  • consistency in style

Format Evaluator/ AIRS Designer	Project Development	• Evaluate the layout design of the developed, revised and finalized learning resource using the guidelines and standards on graphic designing.

	Officer/Trained book designer/Illustrator	• Write specific comments and recommendations on the margins of the learning resource that shall guide the book designers and illustrators in revising and finalizing prior to production, publication, and utilization. • Review artworks to ensure congruency with the skills/ competencies, social content guidelines and appropriateness to target users. • Recommend suggestions for improvement/ enhancement of illustrations and layout; and/or improve the illustrations and other art works. • Ensure that the material is free from errors in terms of grammar, spelling, punctuation marks, format. • Attend orientation and editorial meetings

Enclosure _____ to DO No. 005, s. 2024

C. DEVELOPMENT AND QUALITY ASSURANCE PROCESSES
(based on Regional Memorandum No. 003, s. 2023)

C.1.a Development Process Flow (For Division-initiated Development of LRs)

START

Call for development of Learning Resources (LRs) for division-wide utilization

PREPARATION OF LR DEVELOPMENT PLAN

Development team (composed of writers, layout artists, illustrators, editors, reviewers) guided by the CID EPSs prepares the LR Development Plan based on the results of Regional Learning Resource Agenda/Regional summative test and other relevant data from the SDO.

APPROVAL OF THE LR DEVELOPMENT PLAN
Development team forwards the LR Development Plan to the Program Management Team headed by the CID Chief for review and recommendation for approval of the Schools Division Superintendent (1 day).

DEVELOPMENT OF LRs
- Orientation on the content, process (by the CID Chief or learning area EPSs) and technical specifications (by the LRMS EPS)
- Writeshop Proper (3 to 5 days, may vary in terms of the extent of LRs to be developed)

SUBMISSION OF THE DEVELOPED LRs FOR QUALITY ASSURANCE
Development Team submits the LRs to the Program Management Team for Quality Assurance

END

Enclosure _____ to DO No. 005, s. 2024

C.1.b Development Process Flow (for teacher-initiated LRs)

START

SUBMISSION OF TEACHER-INITIATED LR PROPOSAL

School head endorses the LR proposal for teacher-initiated LR to the SDO. The proposal includes the objectives, project title, learning area, target grade level, classification of the material, competencies, mode and duration of development, scope and limitations, design requirements, financial requirements.

REVIEW AND APPROVAL OF THE LR PROPOSAL

Program Management Team reviews the LR Proposal and submits to SDS for approval (1 day)

DEVELOPMENT OF LR

Developer starts development of LR

SUBMISSION OF THE DEVELOPED LRs FOR QUALITY ASSURANCE

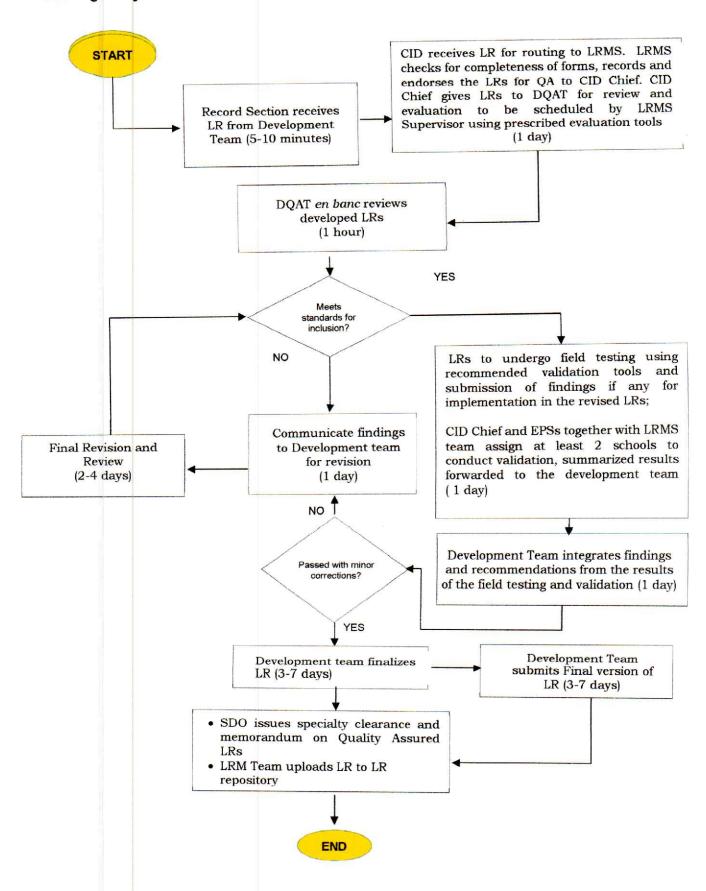The school head endorses the teacher-initiated LR to the SDO for Quality Assurance

END

C.2.a Quality Assurance Process Flow for Division-Initiated LRs

START

Record Section receives LR from Development Team (5-10 minutes)

CID receives LR for routing to LRMS. LRMS checks for completeness of forms, records and endorses the LRs for QA to CID Chief. CID Chief gives LRs to DQAT for review and evaluation to be scheduled by LRMS Supervisor using prescribed evaluation tools (1 day)

DQAT *en banc* reviews developed LRs (1 hour)

Meets standards for inclusion?

YES

NO

LRs to undergo field testing using recommended validation tools and submission of findings if any for implementation in the revised LRs;

CID Chief and EPSs together with LRMS team assign at least 2 schools to conduct validation, summarized results forwarded to the development team (1 day)

Final Revision and Review (2-4 days)

Communicate findings to Development team for revision (1 day)

Development Team integrates findings and recommendations from the results of the field testing and validation (1 day)

NO

Passed with minor corrections?

YES

Development team finalizes LR (3-7 days)

Development Team submits Final version of LR (3-7 days)

- SDO issues specialty clearance and memorandum on Quality Assured LRs
- LRM Team uploads LR to LR repository

END

Enclosure _____ to DO No. _005_, s. 2024

C.2.b Quality Assurance Process Flow for Teacher-initiated LRs

START

Record Section receives LR from developer endorsed by School Head (5-10 minutes)

CID receives LR for routing to LRMS Supervisor. LRMS Supervisor schedules review and evaluation by the DQAT based on prescribed evaluation tools (1 day)

DQAT *en banc* reviews developed LRs (1 hour)

Meets LR standards for inclusion with minor corrections?

YES

NO

Developer submits revised LR (2-4 days)

Communicate findings and recommendations to LR Developer for revision; quality assured LRs shall also be returned to developer for incorporation of the recommendations (1 day)

LR Developer submits Final version of LR to DQAT (2-4 days)

- SDO issues specialty clearance
- LRM Team uploads quality assured LR to LR repository for utilization

END

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SPECIALTY CLEARANCE

CERTIFICATION

This is to certify that the **title of the LR** for **Grade** _____ developed by the **publisher/development team** underwent quality assurance to check that all recommended revisions are correctly and sufficiently implemented in the ready-to-print copy of the LR. The said LR is found to be free of content, language, and layout and format errors, and suitable for use.

This certification is issued on _____, for whatever legal purpose it may serve.

Quality Assurance Team members:

Content Reviewer   Language Reviewer   Layout and Design Reviewer

Development Team members/Developer:

Approved by:

VILMA D. EDA, CESO V
Schools Division Superintendent