



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



06 May 2021

Regional Memorandum

ORIENTATION OF THE HOMEROOM GUIDANCE PROGRAM LEAP WRITERS AND REVIEWERS FOR QUARTERS 3 & 4

To **SCHOOLS DIVISION SUPERINTENDENTS**

1. Consistent with DO 1, s. 2021 regarding the development and quality assurance of learning resources and the region's strategic thrust of aligning focus and intervention as evidenced by enhanced teacher performance and improved learners' mastery of competencies, this Office through the Curriculum and Learning Management Division, announces the conduct of **Orientation of the Homeroom Guidance Program (HGP) Leap Writers and Reviewers for Quarters 3 & 4** on May 11, 2021.
2. This activity aims to orient the Homeroom Guidance Program Leap Writers and Reviewers for Quarters 3 & 4 which shall be utilized both by teachers and learners in all schools for the 4th Quarter.
3. The activity shall be conducted via Google Meet. The link shall be sent before the scheduled session.
4. Participants are requested to register at http://bit.ly/HGP-Orientation_Writers-Reviewers. See Enclosure 1 for the list of participants.
5. They will serve as the RO HGP Leap writers and reviewers and shall perform the development and Step 1 & 2 evaluation of PIVOT HGP LeapPs which are expected to be submitted to SDO and RO Esp/Guidance and Learning Resources (LR) Team at the earliest possible time. See Enclosure 2 for the program flow and Enclosure 3 for Term of Reference.
6. In line with this, the CID Chiefs and School Heads are required to adopt and implement work adjustments for the writers and reviewers in order to prioritize the development and evaluation of PIVOT HGP LeapPs.



7. The identified writers and reviewers shall commence the tasks assigned to them until their expected outputs are submitted to SDO and RO EsP/Guidance and LR focals on the agreed timeline.
8. In the event that the writers and reviewers need to work during weekends and holidays, they shall be entitled to overtime credit or compensatory time off, at the discretion of their respective head of office and subject to applicable laws, rules, and regulations.
9. For clarifications and queries, contact the Chief of the Curriculum and Learning Management Division (CLMD), **JOB S. ZAPE JR.** and/or **PHILIPS T. MONTEROLA**, - Regional Coordinator in-charge of Edukasyon sa Pagpapakatao, Homeroom Guidance Program and Career Guidance Program at (02) 8681-7249 local 420.
10. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR D. BRINGAS
Regional Director

clmd/ptm

Enclosure 1

List of Participants

A. Writers

NAME OF LEAP WRITER/REVIEWER (First Name, M.I. Last Name)	FUNCTION/TASK (Writer/Reviewer)	ASSIGNED QUARTER	ASSIGNED GRADE LEVEL	SDO
EDITA T. OLAN	REVIEWER /evaluator	Quarter 3 and 4	GRADES 4 TO 6	LIPA CITY
JANE S. CARANDANG	WRITER	Quarter 3 and 4	Grade 6	LIPA CITY
JANET L. MORCILLA	WRITER	Quarter 3 and 4	Grade 4	LIPA CITY
EDARLYN F. DE LA CRUZ	WRITER	Quarter 3 and 4	Grade 5	LIPA CITY
RICA R. CORDERO	Writer	Quarter 3 and 4	Grade 5	LIPA CITY
GEMMA R. PERNITO	WRITER	Quarter 3 and 4	Grade 5	LIPA CITY
LEAH R. GUCE	WRITER	Quarter 3 and 4	Grade 4	LIPA CITY
HARRIET F. LLANES	WRITER	Quarter 3 and 4	Grade 5	LIPA CITY
MARY GRACE R. INCIONG	WRITER	Quarter 3 and 4	Grade 6	LIPA CITY
ALELI M. BALITA	WRITER	Quarter 3 and 4	Grade 6	LIPA CITY
RICHELLE G. LEDON	WRITER	Quarter 3	Grade 6	LIPA CITY
RICHELLE G. LEDON	Reviewer/Evaluator	Quarter 4	Grades 4 - 6	LIPA CITY
ALIJA B. ORFANEL	WRITER	Quarter 3 and 4	Grade 4	LIPA CITY
MARY GRACE L. ASA	Technical LR Evaluator	Quarter 3 and 4	GRADES 4 TO 6	LIPA CITY
JENNY ROSS D. UNICO	WRITER	Quarter 4	Grade 9&10	TANAUAN CITY
ROCHELLE S. AURELIO	WRITER	Quarter 4	Grade 7&8	TANAUAN CITY
Mirafe A. Amin	WRITER	Quarter 3	Kinder	General Trias City
Estrelita S. Lico	WRITER	Quarter 3	Kinder	General Trias City
Ma Fe V. Vedan	writer	Quarter 3	Kinder	General Trias City
Maria Concha M. Baybay	writer	Quarter 3	Grade 1	General Trias City
Flordeliz G. Fortez	Writer	Quarter 3	Grade 1	General Trias City
Reena E. Reyes	writer	Quarter 3	Grade 11	San Pablo City
Aubrelyn M. Laguras	writer	Quarter 3	Grade 12	San Pablo City
Nelson H. Corpuz	Reviewer /Reviewer	4th Quarter	Grade 1	General Trias City
Mary Jane C. Bello	Writer	4th Quarter	Grade 2	General Trias

				City
Mary Jean M. Pasaba	Writer	4th Quarter	Grade 2	General Trias City
Jocelyn G. Laxamana	Reviewer /Reviewer	4th Quarter	Grade 2	General Trias City
Jennifer B. Santos	Writer	4th Quarter	Grade 3	General Trias City
Imelda S. Arevalo	Writer/ Reviewer	4th Quarter	Grade 3	General Trias City
Agnes D. Camutin	Writer / Reviewer	4th Quarter	Grade 3	General Trias City
Rizal M. Vidallo	Evaluator	4th Quarter	Grade 1 - 3 / Kinder	General Trias City
Rosanna E. Llanto	Writer	4th Quarter	4	City of Cabuyao
Veronica A. Caudilla	Writer	4th Quarter	4	City of Cabuyao
Jenniyn V. De Guzman	Writer	4th Quarter	4	City of Cabuyao
Annabel G. Abaya	Writer	4th Quarter	4	City of Cabuyao
Ma. Esperanza C. Banaticla	Writer	4th Quarter	4	City of Cabuyao
Daffy A. Vergara	Writer	4th Quarter	4	City of Cabuyao
Maria Eda P. Lapidez	Writer	4th Quarter	4	City of Cabuyao
Edgar Aquino	Writer	4th Quarter	4	City of Cabuyao
Adelle B. Pineda	Writer	4th Quarter	5	City of Cabuyao
Aida M. Oña	Writer	4th Quarter	5	City of Cabuyao
Milagros C. Reyes	Writer	4th Quarter	5	City of Cabuyao
Jolourdes L. Alejo	Writer	4th Quarter	5	City of Cabuyao
Venus T. Taronnas	Writer	4th Quarter	5	City of Cabuyao
Arnie C. Santos	Writer	4th Quarter	5	City of Cabuyao
Elizabeth Q. Blaza	Writer	4th Quarter	5	City of Cabuyao
Lovelle A. Trinidad	Writer	4th Quarter	5	City of Cabuyao
Elvira C. Datu	Reviewer	4th Quarter	4	City of Cabuyao
Raidiz Nataya	Reviewer	4th Quarter	5	City of Cabuyao
Philip D. Cruz	Evaluator	4th Quarter	4 and 5	City of Cabuyao
Anabel G. Abaya	Writer	Fourth Quarter	Grade 4	Cabuyao City
Liesel S. Sarreal	Writer/Evaluator	4th Quarter	Grade 9 and 10	Cavite Province
Rowena M. Lacson	Writer	4th Quarter	Grade 9	Cavite Province
Juriz Jean M. Tepora	Writer	4th Quarter	Grade 9	Cavite Province
Justiniano N. Celeste	Writer	4th Quarter	Grade 9	Cavite Province
Suhayla Torregrosa	Writer	4th Quarter	Grade 9	Cavite Province
Cyndie R. Rodrin	Writer	4th Quarter	Grade 9	Cavite Province

Rochelle R. Romen	Writer	4th Quarter	Grade 9	Cavite Province
Alfredo L. Nolasco	Writer	4th Quarter	Grade 9	Cavite Province
Jane J. Bantigue	Writer	4th Quarter	Grade 9	Cavite Province
Rhea A. De Salit	Writer	4th Quarter	Grade 9	Cavite Province
Rio G. Gan	Writer/Evaluator	4th Quarter	Grade 9 and 10	Cavite Province
Riolene A. De Guzman	Writer	4th Quarter	Grade 10	Cavite Province
Aristotle James A. Alvarez	Writer	4th Quarter	Grade 10	Cavite Province
Shella B. Javier	Writer	4th Quarter	Grade 10	Cavite Province
Myla Mizielle D. Loyola	Writer	4th Quarter	Grade 10	Cavite Province
Emely G. Aure	Writer	4th Quarter	Grade 10	Cavite Province
Leah C. Magcaling	Writer	4th Quarter	Grade 10	Cavite Province
Mariel S. Baybay	Writer	4th Quarter	Grade 10	Cavite Province
Myrla O. Emboltorio	Writer	4th Quarter	Grade 10	Cavite Province
Ester M. Zuniga	Evaluator	4th Quarter	Grade 9 and 10	Cavite Province
Dina Q. Calix	Evaluator	4th Quarter	Grade 9 and 10	Cavite Province
Teresita R. Vallecera	Evaluator	4th Quarter	Grade 9 and 10	Cavite Province
Eunice N. Quilaton	Writer	4th Quarter	Grade 7 & 8	Bacoor City
Eloisa D. Pua	Writer	4th Quarter	Grade 7 & 8	Bacoor City
Jocelyn C. Dayanghirang	Writer	4th Quarter	Grade 7 & 8	Bacoor City
Rachel C. Mondragon	Writer	4th Quarter	Grade 7 & 8	Bacoor City
Mary Grace O. Salongcay	Writer	4th Quarter	Grade 7 & 8	Bacoor City
Katherine R. Labajo	Writer	4th Quarter	Grade 7 & 8	Bacoor City
Yolanda V. Bautista	Writer	4th Quarter	Grade 7 & 8	Bacoor City
Johanna D. dela Cruz	Writer	4th Quarter	Grade 7 & 8	Bacoor City
Rosemarie C. Alag	Writer	3rd Quarter	Grade 6	Binan City
Marlene P. Maling	Writer	3rd Quarter	Grade 5	Binan City
Maribel A. Villano	Writer	3rd Quarter	Grade 5	Binan City
Daryl May C. Esmasin	Writer	3rd Quarter	Grade 6	Binan City
Jennifer S. Jurado	Writer	3rd Quarter	Grade 5	Binan City
Maria Elena B. Hernandez	Writer	3rd Quarter	Grade 5	Binan City
Lordjehme W. Villarias	Writer	3rd Quarter	Grade 6	Binan City
Mary Grace R. Oaferina	Writer	3rd Quarter	Grade 6	Binan City
Catherine O. Redito	Writer	3rd Quarter	Grade 6	Binan City
Ela Mae K. Eseo	Writer	3rd Quarter	Grade 6	Binan City
Nimfa E. Verosil	Writer	3rd Quarter	Grade 6	Binan City

Paul Anthony B. Aldon	Writer	3rd Quarter	Grade 6	Binan City
Nida C. Tagalag	Evaluator	4th Quarter	Grade 6	Santa Rosa City
Leziel B. Templonuevo	Writer	4th Quarter	Grade 6	Santa Rosa City
Juliet S. Maravilla	Writer	4th Quarter	Grade 6	Santa Rosa City
Marichu A. Mengullo	Writer	4th Quarter	Grade 6	Santa Rosa City
Sylvia B. Benavente	Writer	4th Quarter	Grade 6	Santa Rosa City
Evelyn C. Bardoquillo	Writer	4th Quarter	Grade 6	Santa Rosa City
Socorro M. Guiao	Writer	4th Quarter	Grade 6	Santa Rosa City
Josephine V. Sabile	Writer	4th Quarter	Grade 6	Santa Rosa City
Ma. Prescila L. Diasanta	Writer	4th Quarter	Grade 6	Santa Rosa City
Noruel D. Molera	Evaluator	4th Quarter	Grade 6	Santa Rosa City
Simonet P. Estopace	Evaluator	4th Quarter	Grade 6	Santa Rosa City
Renel A. Bernardino	Evaluator	4th Quarter	Grade 6	Santa Rosa City
Marigen N. Leosala	Evaluator	4th Quarter	Grade 6	Santa Rosa City
Elena B. Peña	Writer	3rd Quarter	Grade 7 & 8	Rizal
Edward A. Arabit	Writer	3rd Quarter	Grade 9 & 10	Rizal
Kathleen D.U. San Juan	Writer	3rd Quarter (MELC 3)	Grade 7&8	Rizal
Norgielyn V. Flores	Writer	3rd Quarter (MELC 4)	Grade 9 & 10	Rizal
Jennifer M. Dalangin	Writer	3rd Quarter (MELC 1)	Grade 9 & 10	Rizal
Emmalyn R. Urisantos	Writer	3rd Quarter (MELC 4)	Grade 7 & 8	Rizal
Mary Ann H. Voluntad	Writer	3rd Quarter (MELC 2)	Grade 7 & 8	Rizal
Yelena B. Alvarez	Writer	3rd Quarter (MELC 3)	G9 & 10	Rizal
Gorgenia C. Jipa	Evaluator	3rd Quarter	G7-G10	Rizal
Genalin Ceballo	Evaluator	3rd Quarter	G7-G10	Rizal
Ma. Victoria C. Magayon	Evaluator	3rd Quarter	G7-10	RIZAL
Ana R. Reblora	Evaluator	3rd Quarter	G 7-10	Laguna
JEROME S. MONFERO	WRITER	THIRD QUARTER	GRADE 10	LAGUNA
MARIE HAZEL C. ORTEGA	WRITER	THIRD QUARTER	GRADE 8	LAGUNA
KRISTINE P. PEREZ	WRITER	THIRD QUARTER	GRADE 7	LAGUNA
MARIZ P. BORGONOS-PALES	REVIEWER (SDO/RO)	THIRD QUARTER	G7-G10	LAGUNA
JEMMA O. LIPIT	WRITER	THIRD QUARTER	GRADE 9	LAGUNA

ZITA LAARNI A. MONFERO	REVIEWER (SDO/RO)	THIRD QUARTER	G7-G10	LAGUNA
RENGEL V. RELATIVO	WRITER	THIRD QUARTER	GRADE 8	LAGUNA
AIMEE A. VISTA	WRITER	THIRD QUARTER	GRADE 9	LAGUNA
Maria Elena M. Gustilo	REVIEWER (SDO/RO)	THIRD QUARTER	G7-G10	LAGUNA
JACOB B. SEGUROLA II	WRITER	THIRD QUARTER	GRADE 8	LAGUNA
JEAN L. REYES	WRITER	THIRD QUARTER	GRADE 7	LAGUNA
CHRISTOPHER C. CASTILLO	WRITER	THIRD QUARTER	GRADE 9	LAGUNA
ZORAIDA C. PASSION	WRITER	THIRD QUARTER	GRADE 8	LAGUNA
JERRY M. ORTEGA	REVIEWER (SDO/RO)	THIRD QUARTER	G7-G10	LAGUNA
MICHELLE V. COLIGADO	WRITER	THIRD QUARTER	GRADE 7	LAGUNA
Genaldo C. Dagsindal	WRITER	THIRD QUARTER	GRADE 9	LAGUNA
SALVE P. ESCALANTE	WRITER	THIRD QUARTER	GRADE 10	LAGUNA
JILYN JOY OLUBALANG JOLOAN	WRITER	THIRD QUARTER	GRADE 7	LAGUNA
Cristina E. Pamatmat	WRITER	THIRD QUARTER	GRADE 10	LAGUNA
CARLA JEAN A. BURBOS	WRITER	THIRD QUARTER	GRADE 10	LAGUNA
Cesar Chester O. Relleve	Evaluator	4th Quarter	SHS	DASMARIÑAS
Rolhete Liblynne C. Trilles	Evaluator	4th Quarter	SHS	DASMARIÑAS
Diana Rose B. Atas	Evaluator	4th Quarter	SHS	DASMARIÑAS
Karissa Mae M. Maunhan-Melendres	Writer	4th Quarter	(SHS) Grade 11-12	DASMARIÑAS
Marvin A. Melendres	Writer	4th Quarter	(SHS) Grade 11-12	DASMARIÑAS
Bernadette F. Proceso	Writer	4th Quarter	(SHS) Grade 11-12	DASMARIÑAS
Pamela Bianca I. Sigue	Writer	4th Quarter	(SHS) Grade 11-12	DASMARIÑAS
Mary Angeline V. Bugayong	Writer	4th Quarter	(SHS) Grade 11-12	DASMARIÑAS
Jedie A. Mendoza	Language Reviewer	4th Quarter	(SHS) Grade 11-12	DASMARIÑAS
Jennifer M. Melad	Language Reviewer	4th Quarter	(SHS) Grade 11-12	DASMARIÑAS
Marites K. Chavez	Technical Evaluator	4th Quarter	(SHS) Grade 11-12	DASMARIÑAS
Rowena M. Faylon	Evaluator	Third Quarter	Grade 4	Calamba City
Jose Matocenos Jr.	Writer	Third Quarter	Grade 5	Calamba City

Ashlene R. Jasmilona	Writer	Third Quarter	Grade 5	Calamba City
Kimberly V. Malabanan	Writer	Third Quarter	Grade 4	Calamba City
Maria Eloisa Z. Suarez	Writer	Third Quarter	Grade 4	Calamba City
Maria Elena J. Opano	Evaluator	Third Quarter	Grade 4	Calamba City
Marianne C. Alipon	Writer	Third Quarter	Grade 4	Calamba City
Maria Celia E. Palacol	Writer	Third Quarter	Grade 4	Calamba City
Julie Ann M. Jacob	Writer	Third Quarter	Grade 4	Calamba City
Jerard B. Padua	Writer	Third Quarter	Grade 5	Calamba City
Angie B. Cantoria	Writer	Third Quarter	Grade 5	Calamba City
Marilyn Montalbo	Evaluator	Third Quarter	Grade 4	Calamba City
Marie Cris Camarines	Writer	Third Quarter	Grade 4	Calamba City
kimberly C. Templado	Writer	Third Quarter	Grade 4	Calamba City
Luisa S. Gobis	Writer	Third Quarter	Grade 4	Calamba City
Teodora Onguda	Evaluator	Third Quarter	Grade 5	Calamba City
Joyce Ann Rabor	Writer	Third Quarter	Grade 4	Calamba City
Mayette O. Rodriguez	Evaluator	Third Quarter	Grade 5	Calamba City
Clariza G. Terones	Evaluator	Third Quarter	Grade 4 & 5	Calamba City
Enelyn T. Badillo	Evaluator	Third Quarter	Grade 4 and 5	Calamba city
Ednel A. Almoradie	Evaluator	Third Quarter	Key Stage 1	Cavite City
Jocielyn Cerezo	Writer	Third Quarter	Kinder	Cavite City
Ma. Kristine V. Dela Torre	Writer	Third Quarter	Kinder	Cavite City
Ma. Divina G. Abenir	Writer	Third Quarter	Grade 1	Cavite City
Lota Capanang	Writer	Third Quarter	Grade 1	Cavite City
Marissa F. Pacada	Writer	Third Quarter	Grade 2	Cavite City
Joanna C. Faustino	Writer	Third Quarter	Grade 2	Cavite City
Cynthia O. Ilas	Writer	Third Quarter	Grade 3	Cavite City
Menardo Q. Macam	Writer	Third Quarter	Grade 3	Cavite City
Rodrigo E. Rodriguez, Jr.	Evaluator	3rd Quarter	Grade 5&6	Binan City
Araceli C. Amoranto	Reviewer SDO	3rd Quarter	Grade 5	Binan City
Edna C. Sta. Ana	Reviewer SDO	3rd Quarter	Grade 6	Binan City
Cecilia A. Jerez	Reviewer SDO	3rd Quarter	Grade 6	Binan City

B. RO Reviewers/Evaluators

NAME OF LEAP RO EVALUATOR (First Name, M.I. Last Name)	ASSIGNED QUARTER	ASSIGNED GRADE LEVEL	SDO
Benilou A. Virata	Third & Fourth Quarter	Grade 11	Imus City
Gina U. Reyes	Third & Fourth Quarter	Kinder	Imus City
Aida C. Bellon	Third & Fourth Quarter	Grade 12	Imus City
Marilyn T. Tulay	Third & Fourth Quarter	Grade 1	Imus City
Mariz P. Borgoños-Pales	Third & Fourth Quarter	Grade 2	Laguna
Jerry M. Ortega	Third & Fourth Quarter	Grade 3	Laguna
Maria Elena M. Gustilo	Third & Fourth Quarter	Grade 4	Laguna
Zita Laarni A. Monfero	Third & Fourth Quarter	Grade 5	Laguna
Liezel S. Sarreal	Third & Fourth Quarter	Grade 6	Cavite Province
Rio G. Gan	Third & Fourth Quarter	Grade 7	Cavite Province
Ester M. Zuniga	Third & Fourth Quarter	Grade 8	Cavite Province
Dina Q. Calix	Third & Fourth Quarter	Grade 9	Cavite Province
Teresita R. Valleccera	Third & Fourth Quarter	Grade 10	Cavite Province

Enclosure 2

Program Flow

Time	Activity	Person/s Involved
8:30-9:00	Preliminaries	AVP
9:00 -9:15	Presentation of Participants and Regional Focals	Ms. Ana R. Reblora, EsP- EPS Laguna Province
9:15-9:30	Welcome Remarks	Mr. Job S. Zape, Jr. Chief, CLMD
9:30-10:00	Statement of Purpose and Backgrounder/Instructional Design	Mr. Philips T. Monterola Regional Coordinator EsP/Guidance
10:00-10:15	Presentation of Terms of Reference of the Development Team for the PIVOT 4A Homeroom Guidance Program (HGP) LeaPs	Philips T. Monterola Regional Coordinator EsP/Guidance
10:15-11:30	Flowchart and Guidelines on the Internal Review on the SDO Quality Assured HGP LeaPs for Quarter 4	Mr. Reicon C. Condes & Mr. Ramonito O. Elumbaring Regional Coordinator Learning Resources
11:30-11:50	Open Forum	Mr. Philips T. Monterola Regional Coordinator EsP/Guidance
11:50-12:00	Agreement	



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL

Enclosure 3

**Terms of Reference of the Development Team for the
PIVOT 4A Homeroom Guidance Program (HGP) LeaPs**

A. Writer

1. Write the manuscript according to the PIVOT standards
2. Approve the illustrations;
3. Incorporate comments and suggestions on the manuscripts;
4. Obtain permission to use copyrighted materials from the original owners;
5. Ensure that the copyright and intellectual property law is strictly followed during the development process;
6. Certify that the manuscript is free from copyright and intellectual's property issues.

B. Content Editor/Language Reviewer (Internal Reviewer)

1. Review and verify the accuracy of the contents of the manuscript and if it is free from social content violations and plagiarized content and illustrations;
2. Check the compliance of learning resource or manuscript to the curriculum standards;
3. Give comments and recommendations;
4. Help the writer in developing content or in revising the parts that need improvement
5. Ensure that given comments and suggestions are incorporated in the manuscript; and
6. Prepare and submit the manuscript with marginal notes
7. Review the manuscript for language errors (e.g. faithfulness in translation, coherence and clarity, grammar and syntax, spelling and punctuation, consistency in style, etc.);
8. Ensure the compliance of learner's material or manuscript to the required style guide (CMOS)
9. Give comments and recommendations;
10. Ensure that given comments and suggestions are incorporated in the manuscript; and
11. Prepare and submit the manuscript with marginal notes



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773 / 8684-4914 / 8647-7487 local 420

Website: depedcalabarzon.ph

SOCIAL CONTENT GUIDELINES

A. The Filipino Learner

1. Portray the learners as multi-faceted with physical, intellectual, and psycho-emotional, spiritual and sociocultural traits.
2. Highlight the dignity of learners and communicate respect for their rights.
3. Uphold the learners' unique values and principles that shape their way of thinking and dealing with others.
4. Mirror the diversity of learners' lived experiences, settings, and contexts.
5. Depict learners as capable of constructing and reflecting on their own experiences and the experiences of others.
6. Portray learners as active seekers of knowledge who rely on multiple sources of information and are able to think critically about that knowledge.
7. Depict learners as having 21st century skills (information, media, and technology skills, learning and innovation skills, communication skills, life and career skills) who actively develop, take advantage of, and put such skills to good use.
8. Nurture learners' curiosity and creativity so they will develop into life-long learners.

B. The Filipino Nation and Philippine Society

1. Depict national symbols and institutions in contexts that promote respect for their meanings.
2. Foster a sense of justice and obedience to and respect for the Constitution and the law.
3. Maximize the use of illustrations and photographs depicting the diversity of Philippine settings and environments (e.g., local communities, local objects, flora and fauna endemic to the Philippines).
4. Highlight the diversity of Philippine cultural communities, including indigenous cultural communities (ICCs).
5. Depict expression of Philippine cultures— technologies, inventions, games, dances, songs, literature, dress, food, festivals, celebrations, practices, customs, and others - guided by protocols for culture sensitivity such as DO 51, s. 2014 (Guidelines on the Conduct of Activities and Use of Materials Involving Aspects of Indigenous Peoples Culture).
6. Show community settings that feature a mix of rural, sub-urban, and urban situations without stereotyping any of them.
7. Refrain from giving importance and attention to popularized fads, transitory personages and events, and untested theories or views.
8. Include foreign products, practices, and values only as needed and appropriate to the competencies being covered. When included, these foreign products must be featured in ways that do not prejudice Philippine products, practices, and values.

C. Citizenship and Social Responsibility

1. Encourage participative and responsible citizenship (e.g., depicting individual initiative rather than overdependence on organized government, dole-outs, or foreign aid).
2. Promote respect for the rights of children, elderly, persons with disability (PWDs), Indigenous Cultural Community (ICCs)/Indigenous Peoples (IPs), pregnant women, workers, and other vulnerable sectors of the society.
3. Promote the observance of high ethical standards and codes of behavior in all aspects of the society.

4. Foster attitudes of inclusivity, acceptance, understanding, and appreciation for diverse cultures, sectors, and groups in society.
5. Depict contributions of individuals and ethnic, cultural, and religious groups that promote the common good of the community and the larger society.
6. Feature role models who come from different places, historical periods, socio-cultural contexts, genders, abilities, and ages. They must be of exceptional and acknowledged accomplishment or virtue regardless of their ethnic, cultural, or political origin or affiliation.
7. Depict a person's or a group's accomplishments and virtues accurately and avoid sensationalizing or unduly extolling them.
8. Avoid the depiction of physical, sexual, verbal, and mental abuse of adults and children as well as violent sports and entertainment.
9. Avoid featuring or including situations and materials that encourage or rationalize crime, violence, and the maligning of people.

D. Individuals and Social Identities

1. Depict the ethnic, physical, mental, religious, cultural and socio-economic diversity of individuals and their circumstances in society and promote sensitivity to and respect for the dignity and equal treatment of all. These may include PWD learners and their learning circumstances and learners in varied cultural and religious contexts among others.
2. Avoid views or opinions that highlight stereotypes and encourage cultural, moral, and social insensitivities against particular social classes, gender groups, political affiliations, cultural or religious groups.
3. Avoid inaccurate, unnecessary, or inappropriate portrayal of or reference to the physical appearance, cultural customs, social classes, symbols, observances, festivals, dress, names, or language of any ethnic group or nationality.
4. Avoid sexist language, bias, prejudice, and stereotyping of various genders in the depiction of behaviors, home and family roles, professions, occupations, and contributions to society.

E. Social Institutions

Family

1. Show respect for different family patterns (e.g., nuclear, extended, with a single parent, or with two parents, etc.).
2. Promote responsible parenthood which include shared parenting, shared home management, and shared decision-making in various areas of home life (e.g., finances, education of the children, reproductive health, and the like).

Religious / Faith groups

3. Use religious references, symbols, celebrations, and language (in the text, illustrations, or photographs) free of bias and only when it is appropriate in relation to the subject matter.
4. Ensure that any reference to a religious group is appropriate, accurate, and authentic in relation to the setting and/or period of history in which they are presented.

Work institutions

5. Present and promote a balanced and just relationship between workers and managers in the depiction of their roles and responsibilities.

6. Shows workers of various professions that contribute positively to the development or growth of their communities or of the country.
7. Present public servants such as police officers, soldiers, and government officials as responsible, accountable, trustworthy, and working for the common good of the community.

Commercial entities

8. Avoid mentioning commercial brand names and corporate logos in text or showing them in illustrations or photographs. Instead, writers may invent or fabricate a brand in order to fulfill the purpose of the lesson without promoting real-life brand names and products.
9. Avoid incorporating any form of commercial solicitation and advertising like promotional materials, chain letters, and pyramid schemes.

F. Gender

1. Avoid differentiating, either explicitly or implicitly between the capability of males and females to contribute to the political, economic, or social well-being of Philippine society of the world.
2. Maintain balance in the treatment of gender roles, occupations, and contributions in both text and non-text material.
3. Depict gender and sexuality as an aspect of one's personhood in positive ways.
4. Portray gender and sexual diversity in a respectful manner using a rights-based approach.

G. Media, Technology, and Communication

1. Portray ethical media practices.
2. Demonstrate the importance of using different forms of media as a means for communication and expression of ideas.
3. Highlight technological innovations as products of human ingenuity and as part of human development.
4. Depict responsible, safe, and secure use of information and communications technology (ICT).
1. Promote positive and healthy attitudes towards ICT and its use.

H. Health and Safety

1. Promote the physical and mental well-being of children and adults while applying gender sensitivity with regard to health concerns.
2. Promote proper nutrition and avoid featuring junk food and their enjoyment.
3. Promote healthy and safety standards and precautions.
4. Promote disaster-risk management and preparedness.
5. Discourage the habitual use of tobacco and alcohol and the use of narcotics, restricted drugs, and other addictive substances.

I. Environment

1. Portray a lifestyle that contributes toward reducing the impact of climate change.
2. Portray efforts to conserve and care for the country's natural resources and protect the wellbeing of the environment.
3. Promote personal and community involvement in environmental management for sustainable development.
4. Encourage humane treatment of and respect for all life forms.

Standard for PIVOT Illustrations

1. Illustrations shall face toward the page gutter.
2. Illustrations shall not be divided into two (2) pages or placed in between the gutter of the learning resource.
3. Scanned illustration shall be saved in JPEG, PNG or TIF.
4. 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.
5. Illustrations shall be near to the actual size of the requirement of the writer.
6. Enlarging and resizing a raster illustration shall not be more than once.
7. Cropping in the joints like neck, shoulder, knee and elbow shall be avoided.
8. Illustrations and visuals shall be attractive and appealing.
9. Illustrations and visuals shall sustain consistency of style, color, size and angle throughout the manuscript.
10. Illustrations shall be correct, original, realistic, simple, clear and recognizable.
11. Illustrations and visuals shall be properly labelled and captioned.
12. Illustrations shall have appropriate and complete details such as color.
13. For Kinder to Grade 3, illustrations of people, animals, places and objects shall be complete.
14. Illustrations and visuals shall be original. Permit to use copyrighted illustrations and visuals shall be secured before using it.
15. Illustrations shall not be a modification of an illustration from other source.
16. The use of photocopied, scanned published illustrations, screen captured illustrations are prohibited.
17. Illustrations shall be framed only when necessary. Thinner lines shall be used for the frames than that of the illustrations.
18. Local pictures and artworks shall be validated and approved by the ethnic community.
19. Texts that are superimposed in the illustration shall be spelled out.
20. Callouts shall be used to emphasize important parts of the illustration.
21. Brief, consistent, and relevant file name shall be used to save similar artwork files in one manuscript.
22. Digital illustration shall be saved in PSD layered file, SVG, JPEG, PNG or TIF.