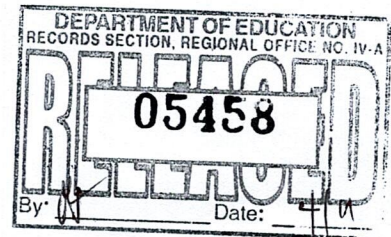




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



09 March 2023

Regional Memorandum
No.159 s.2023

**QUALITY ASSURANCE WORKSHOP ON SDO ELLN,
SHS SPECIALIZED TRACK, AND TVL
LEARNING RESOURCES**

To **Schools Division Superintendents**

1. The Department of Education Region IV-A through the Curriculum and Learning Management Division-Learning Resource Management Section will conduct the **Quality Assurance Workshop on SDO ELLN, SHS Specialized Track, and TVL Learning Resources** on the following schedule:

Activity	Date
RO and SDO LR-EPSs Virtual Meeting	April 13, 2023
Submission of e-copies of SDO Contextualized and Developed ELLN, SHS Specialized Track and TVL Learning Resources to Regional Quality Assurance Team	April 28, 2023
Orientation Proper (Online thru MS Teams)	May 30 – June 1, 2023
Individual Review (Asynchronous)	June 5-9, 2023
Team Evaluation (Face to Face)	June 19-21, 2023 (Batch 1) June 21-23, 2023 (Batch 2)
*Venue and pax to be announced in a separate memorandum	




2. The activity aims to ensure that SDO contextualized and developed learning resources for ELLN, SHS Specialized Track, and TVL are free from errors, intellectual property rights, and social content issues.
3. Each School Division Office through Curriculum Implementation Division shall ensure that all submitted contextualized or developed learning resources to this office are thoroughly evaluated, validated through field testing, revised, finalized, and utilized with the attachment of the actual type of LR and catalog in their respective LR portal with metadata.
4. At least five (5) e-copies or pdf files of SDO contextualized or developed LRs for ELLN, SHS Specialized Track and TVL shall be uploaded and submitted thru this link: <https://bit.ly/SDO-LR-ELLN-TVL-SHS-QA> together with the scanned copy of the following documents:



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



- a. Metadata
 - b. LRE Forms: <https://bit.ly/LR-QA-FORMS>
 - c. Division Specialty Clearance
 - d. Result of Field Validation
 - e. Utilization Report
5. The following documents are enclosed for reference:
- Enclosure 1** – Qualification Guidelines for QA Team Members
- Enclosure 2** - Terms of Reference
- Enclosure 3** - Process Flow on the Quality Assurance of SDO Developed/
Contextualized Learning Resources
- Enclosure 4** - Indicative Program of Activities
6. For clarification and further inquiries, you may contact **Dianne Catherine T. Antonio**, Education Program Supervisor, and **Viernalyn M. Nama**, CLMD Chief Education Supervisor at (02) 8681-7249 local 420.
7. Immediate and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

Cc: 02/Roc2

Enclosure 1-

Qualification Guidelines for QA Team Members

Area 1: Content Evaluation

- Learning area supervisors from regional or schools' division offices, school principals, master teachers, and/or teachers
- with specialization and teaching experience in the learning area of the LRs to be reviewed

Area 2: Language Evaluation

- Learning area supervisors from regional or schools' division offices, school principals, master teachers, and/or teachers
- with specialization in either English or Filipino

Area 3: Layout and Design Evaluation

- LR project development officer (PDO) or qualified personnel from regional/ schools division offices or other DepEd personnel
- trained and/or have experience in learning resource layout design and illustration.

Note: QA Team Members shall NOT be members of the development team/ (e.g. writer/author, internal reviewer/consultant/editor, layout artist, or illustrator) of the LRs that will be assigned to them.

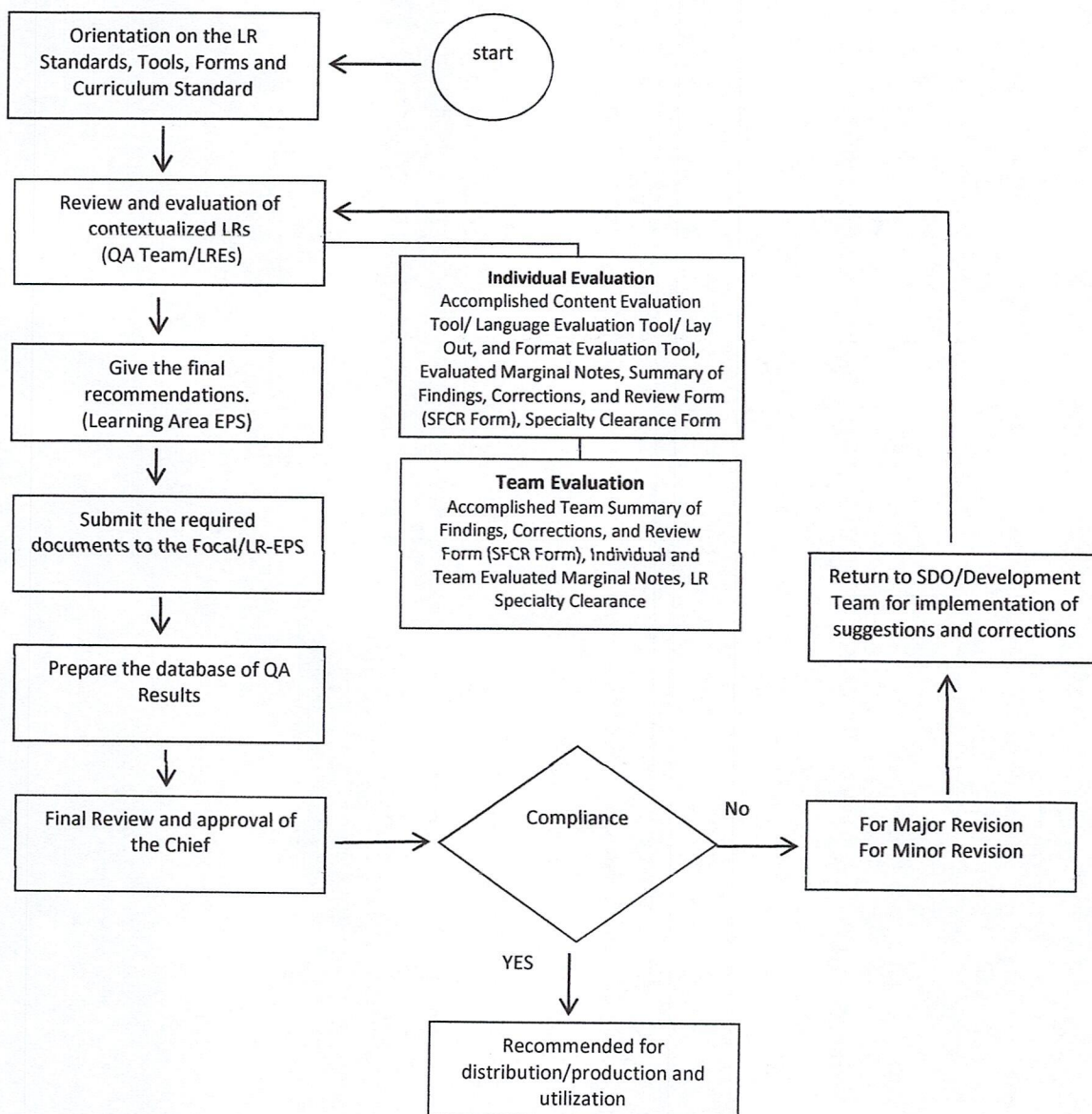
Enclosure 2-

QA Team Terms of Reference

1. Attends the orientation meeting and participates in the evaluation of the learning resources (LRs) developed by DepEd field offices;
2. Participates in the team evaluation and review the revised LRs;
3. Evaluates the developed LRs in the assigned learning area, and grade levels, and the specific area of evaluation to check is the following:
 - For Area 1: Content Evaluation
 - Coverage and sufficiency of development of the Most Essential Learning Competencies (LCs) in the LRs
 - Instructional Design and Organization
 - Instructional Quality
 - Assessments
 - Readability
 - Reference and Source Citation
 - For Area 2: Language
 - Coherence and Clarity of Thoughts
 - Grammar and Syntax
 - Spelling and Punctuation
 - Consistency in Style
 - For Area 3: Format and Layout
 - Physical Attributes
 - Format
 - Visuals
4. Reviews the revised and final LRs in the assigned evaluation area, learning area, and grade level/s to check for compliance with the given comments and recommendations and to DepEd standards on content, language, and layout made by the development teams;
5. Accomplishes the prescribed evaluation checklists and summary of findings provides evaluation reports and writes specific comments and recommendations on the margins of the LRs that shall guide the development teams in revising the modules/LRs prior to their finalization;
6. Discusses with other teammates to arrive through a consensus on the comments and revisions that shall be made on the LRs (if necessary);
7. Submits the accomplished evaluation checklists /tools and the LRs with marginal notes to the QA organizers who shall give these documents to the development team,
8. Performs final review of the revised and final LRs to ensure the given comments and recommendations are accurately, completely, and appropriately implemented prior to printing,
9. If necessary, checks, proofreads, and revise the content of the accompanying metadata of the assigned LRs for online publication, and
10. Submits all necessary documents (digital and/or hard copies) to the assigned DepEd staff.

Enclosure 3 –

**Process Flow on the Regional Quality Assurance of SDO Developed/
Contextualized Learning Resources**



Enclosure 4 -

Indicative Program of Activities

Time	Batch 1 Quality Assurance of ELLN Learning Resources			Batch 2 Quality Assurance of SHS Specialized Track and TVL Learning Resources		
	Day 1 June 19, 2023	Day 2 June 20, 2023	Day 3 June 21, 2023	Day 1 June 21, 2023	Day 2 June 22, 2023	Day 3 June 23, 2023
7:00 AM to 8:00 AM	Planning of the TWGs, Setting of Directions, and Briefing	-Continuation- Review of SDO Contextualized/ Developed Learning Resources for ELLN	-Continuation- Team Evaluation		-Continuation- Review of SDO Contextualized/ Developed Learning Resources for ELLN	-Continuation- Team Evaluation
8:01 AM to 9:00 AM			Validation of Individual Findings			Validation of Individual Findings
9:01 AM to 10:00 AM			Final Recommendation			Final Recommendation
10:01 AM to 11:00 AM	Opening Program	Closing Program				Closing Program
11:01 AM to 12:00 PM	Orientation of Learning Resources Standards and Curriculum and Pedagogical Requirements					
12:01 PM to 12:59 PM	LUNCH BREAK					
1:00 PM to 2:00 PM	Review of SDO Contextualized/ Developed Learning Resources for ELLN	Team Evaluation		Opening Program	Team Evaluation	
2:01 PM to 3:00 PM	Review of metadata	Validation of Individual Findings		Orientation of Learning Resources Standards and Curriculum and Pedagogical Requirements	Validation of Individual Findings	
3:01 PM to 4:00 PM	(Individual Evaluation)			Review of SDO Contextualized/ Developed Learning Resources for ELLN		
4:01 PM to 5:00 PM				Review of metadata		
				(Individual Evaluation)		

			Individual and Team Summary of Findings, Corrections, and Review Form (SFCR) LR with marginal notes LR Specialty Clearance			
Expected Output	Quality Assured of ELLN Learning Resources			Quality Assured of SHS Specialized Track and TVL Learning Resources		
Expected Documents	Individual Evaluation: Accomplished Content Evaluation Tool/ Language Evaluation Tool/ Lay Out, and Format Evaluation Tool, Evaluated Marginal Notes, Summary of Findings, Corrections, and Review Form (SFCR Form), Specialty Clearance Form. Team Evaluation: Accomplished Team Summary of Findings, Corrections, and Review Form (SFCR Form), Individual and Team Evaluated Marginal Notes, LR Specialty Clearance					
Officers of the day	CLMD-LR TEAM					

