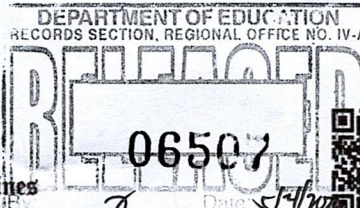




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



LRMD-URM-2023-56

28 April 2023

**Unnumbered Memorandum**

**REVISION OF EVALUATED CONTEXTUALIZED  
LEARNING RESOURCE MATERIALS USED  
FOR LEARNING RECOVERY PLAN**

To **Schools Division Superintendent (SDO Tanauan City)**

1. This has reference to the **Contextualized Learning Resource Materials Used for Learning Recovery Plan** developed by the Schools Division Office and submitted to the Regional Office for quality assurance.
2. To ensure that the said learning resource materials were free from errors, such were subjected by this Office to further evaluation by its Learning Resource Evaluators (LREs). That SDO's development teams shall implement the evaluation findings.
3. In revising the SLMs, the following shall be observed:
  - a. The LR-EPS shall secure the following documents containing the evaluation findings from the assigned LREs through this link:  
<https://tinyurl.com/SDOTanauan-ForRevisionSLMs>
    - Evaluation Tool
    - DepEd CALABARZON Learning Resource Development and Review Form
    - Learning Materials
  - b. The development team shall thoroughly review the Evaluation Tool and DepEd CALABARZON Learning Resource Development and Review Form.
  - c. The development team shall discuss among themselves if each comment or suggestion of the LREs is valid. If valid, the development team shall implement such completely and accurately in assigned SLMs. If the development team member/s disagree with the comment or suggestions of the LREs, they shall justify why the comment/s will no longer be implemented.
  - d. Each development team member shall affix his/her signature and indicate the date when he/she completed the SFCR Form at the SDO level.
  - e. The SDO LR-EPS in charge of LRMS shall submit to the Regional Office the revised digital files of SLMs (editable and PDF) and accomplished SFCR (excel file with e-signature of the development team members) by uploading to the google drive folder, which can be accessed through the link:  
<https://tinyurl.com/AccomplishedForms-RevisedSLMs>
4. Terms of Reference of the Development Team are indicated in **Enclosure 1**.
5. For clarification and further inquiries, please contact **Dianne Catherine T. Antonio**, Education Program Supervisor, and **Viernalyn M. Nama**, CLMD Chief Education Supervisor at (02) 8681-7249 local 420.





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6. Immediate and widest dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director 

Cc: 02/ROc2



## **Enclosure 1**

### **Terms of Reference**

#### **1. Writer/Developer**

- Discusses the instructional design and format of the LRs with the development team.
- Ensures that the DepEd technical specifications, standards, and guidelines are being followed.
- Validates findings and comments and incorporates recommendations of the editors and LREs.
- Reviews language, content, and illustrations of the manuscript prior to submission to the Content Editor for review.
- Implements valid comments of the Content Editor in the revision/finalization of the LR.
- Submits duly accomplished/signed Sworn Certification.
- Accomplishes all required documents related to the development of LR.

#### **2. Content Editor**

- Checks the compliance of learning resources based on the inputs in the design brief.
- Checks the content's accuracy, appropriateness, completeness, and compliance with the LR standards.
- Provides comments and recommendations on the content.
- Provides suggested changes, when necessary.
- Coordinates with other development team members regarding issues and concerns on content and pedagogical standards before submitting the finalized LRs.
- Revises particular portions of the LR as necessary.
- Submits duly accomplished forms.

#### **3. Layout Artist**

- Ensures that all materials are accurately laid out based on the technical specification guidelines.
- Submits the laid-out materials and the final editable digital file on the agreed schedule.
- Incorporates revisions, if any, based on the findings of the assigned learning resource/s.
- Finalizes the layout of the LR.
- Submits duly accomplished forms.