

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



04 July 2023

**Unnumbered Memorandum**

**REVISION OF EVALUATED SDO CONTEXTUALIZED  
AND DEVELOPED LEARNING RESOURCES  
FOR ELLN, SHS AND TVL**

To **Schools Division Superintendents** (Batangas City Batangas Province, Biñan City, Cabuyao City, Cavite Province, Imus City, Lipa City, Lucena City, Quezon Province, Tanauan City, Tayabas City)

1. This has reference to the Contextualized Learning Materials for ELLN, SHS, and TVL developed by your Schools Division Offices and submitted to the Regional Office for quality assurance.
2. To ensure that the said materials were free from errors, such were subjected by this Office to further evaluation by the Regional Learning Resource Evaluators (RLEs). Moreover, the SDO's development team 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:
    - Evaluation Tool
    - SFCR
    - Marginal Notes
  - b. The development team shall thoroughly review the Evaluation Tool, SFCR, and Marginal Notes.
  - 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 on or before **July 28, 2023**.






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4. Links for the Evaluated Learning Resource Materials are indicated in **Enclosure 1**. Meanwhile, the Terms of Reference of the Development Team are indicated in **Enclosure 2**.
5. For clarification and further inquiries, please contact **Nenette Arcelle Joy P. Larinay**, Regional Librarian, **Dianne Catherine T. Antonio**, Education Program Supervisor, and **Viernalyn M. Nama**, CLMD Chief Education Supervisor, at (02) 8681-2114 local 420 or at [lrmd.calabarzon@deped.gov.ph](mailto:lrmd.calabarzon@deped.gov.ph).
6. Immediate and widest dissemination of this Memorandum is desired.

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

Cc: 02/ROc2



**Enclosure 1:****Evaluated Learning Resource Materials (Phase 1)**

	<b>SDO</b>	<b>EVALUATED MATERIALS LINKS</b>	<b>SUBMISSION LINKS</b>
1	BATANGAS CITY	<a href="https://tinyurl.com/bdd7b382">https://tinyurl.com/bdd7b382</a>	<a href="https://tinyurl.com/3uc82zvr">https://tinyurl.com/3uc82zvr</a>
2	BATANGAS PROVINCE	<a href="https://tinyurl.com/4rfa8p8c">https://tinyurl.com/4rfa8p8c</a>	<a href="https://tinyurl.com/6vdjstxy">https://tinyurl.com/6vdjstxy</a>
3	BIÑAN CITY	<a href="https://tinyurl.com/4b4sej9n">https://tinyurl.com/4b4sej9n</a>	<a href="https://tinyurl.com/7xnkvt99">https://tinyurl.com/7xnkvt99</a>
4	CABUYAO	<a href="https://tinyurl.com/4mfkk2f">https://tinyurl.com/4mfkk2f</a>	<a href="https://tinyurl.com/2p9facx6">https://tinyurl.com/2p9facx6</a>
5	CAVITE PROVINCE	<a href="https://tinyurl.com/2p96k8yz">https://tinyurl.com/2p96k8yz</a>	<a href="https://tinyurl.com/5n82a2ye">https://tinyurl.com/5n82a2ye</a>
6	IMUS CITY	<a href="https://tinyurl.com/3e9h5cfj">https://tinyurl.com/3e9h5cfj</a>	<a href="https://tinyurl.com/246c79ub">https://tinyurl.com/246c79ub</a>
7	LIPA CITY	<a href="https://tinyurl.com/ysxp26np">https://tinyurl.com/ysxp26np</a>	<a href="https://tinyurl.com/5n8p8rvt">https://tinyurl.com/5n8p8rvt</a>
8	LUCENA CITY	<a href="https://tinyurl.com/334v8k8p">https://tinyurl.com/334v8k8p</a>	<a href="https://tinyurl.com/3vwjrz7p">https://tinyurl.com/3vwjrz7p</a>
9	QUEZON	<a href="https://tinyurl.com/495f6v8y">https://tinyurl.com/495f6v8y</a>	<a href="https://tinyurl.com/dbnb6n3y">https://tinyurl.com/dbnb6n3y</a>
10	TANAUAN CITY	<a href="https://tinyurl.com/mpfc2s9w">https://tinyurl.com/mpfc2s9w</a>	<a href="https://tinyurl.com/3jv3h27v">https://tinyurl.com/3jv3h27v</a>
11	TAYABAS CITY	<a href="https://tinyurl.com/5y85eatw">https://tinyurl.com/5y85eatw</a>	<a href="https://tinyurl.com/3d7fts7cm">https://tinyurl.com/3d7fts7cm</a>



## **Enclosure 2**

### **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.