

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



CLMD-RM-2024-251

11 April 2023

**Regional Memorandum**  
No.251 s.2024

**WORKSHOP ON THE DEVELOPMENT OF LEARNING  
RESOURCE MATERIALS FOR RURAL FARM SCHOOLS  
AND SPECIAL NEEDS EDUCATION PROGRAM**

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 **Workshop on the Development of Learning Resources for Rural Farm School and Special Needs Education Program** on the following schedule:

| Activity                           | Date              | Venue                                             |
|------------------------------------|-------------------|---------------------------------------------------|
| <i>General Orientation</i>         | May 7-9, 2024     | Online                                            |
| <i>Development of LRs</i>          | May 9 -20, 2024   |                                                   |
| <i>Evaluation and Refinement</i>   | May 27 - 31, 2024 | <i>to be announced in a<br/>separate advisory</i> |
| <i>Validation and Finalization</i> | July 1 – 5, 2024  |                                                   |

2. The activity aims to:
  - a. develop appropriate learning resources and enrich learners' educational experiences in Rural Farm Schools and Special Needs Education Programs; and
  - b. ensure that the developed learning resources are free from errors, intellectual property rights, and social content issues.
3. The expected participants in this activity are Master Teachers, Head Teachers, School Heads, or District Supervisors with background on teaching learners in Rural Farm Schools and Special Needs Education Programs. Schools Division Offices shall recommend and submit the list of qualified participants on or before **April 16, 2024**, through this email: [lrm.d.calabarzon@deped.gov.ph](mailto:lrm.d.calabarzon@deped.gov.ph).
4. Please see attached Enclosure 1 for the number of participants per SDO. Meanwhile, the Terms of Reference and Indicative Program of Activities are indicated in Enclosures 2 and 3.
5. Board and lodging of the identified participants shall be charged against SPED program support funds, while expenses relative to travel will be charged against local funds, subject to existing auditing and accounting rules and regulations.






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Certificate No. PHP QMS  
22 93 0085

6. Works that fall within Saturdays, Sundays, and holidays shall entitle the participants with Compensatory Time Off (CTO) or Service Credits whichever is applicable for the employee in accordance with CSC and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered or DO 53, s. 2003, titled "Updated Guidelines in the Grant of Vacation Service Credits to Teachers."
7. For clarification and further inquiries, you may contact Virgilio T. Guevarra, Jr., Education Program Supervisor-TLE, Normita M. Datinggaling, Regional Coordinator-SNED, Dianne Catherine T. Antonio, Education Program Supervisor-LR, and Viernalyn M. Nama, CLMD Chief Education Supervisor at (02) 8681-2114 local 420.
8. Immediate dissemination of this Memorandum is desired.

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

CC:02/ROc2



## Enclosure 1

**Number of Participants for Workshop on the Development of Learning Resources for Rural Farm School and Special Needs Education Program**

| <b>SDO</b>         | <b>RFS Writer</b>                                                                         | <b>SNED Writer</b> | <b>Illustrator</b> | <b>Total</b> |
|--------------------|-------------------------------------------------------------------------------------------|--------------------|--------------------|--------------|
| Antipolo City      | <i>Animal Production (Swine) - 2</i>                                                      | <b>1</b>           | <b>1</b>           | <b>4</b>     |
| Bacoor City        |                                                                                           | <b>1</b>           | <b>1</b>           | <b>2</b>     |
| Batangas City      |                                                                                           | <b>1</b>           | <b>1</b>           | <b>2</b>     |
| Batangas Province  | <i>Crop Production -2</i>                                                                 | <b>1</b>           | <b>1</b>           | <b>4</b>     |
| Biñan City         |                                                                                           | <b>1</b>           | <b>1</b>           | <b>2</b>     |
| Cabuyao City       | <i>Horticulture - 2</i>                                                                   | <b>1</b>           | <b>1</b>           | <b>4</b>     |
| Calamba City       |                                                                                           | <b>1</b>           | <b>1</b>           | <b>2</b>     |
| Cavite City        |                                                                                           | <b>1</b>           | <b>1</b>           | <b>2</b>     |
| Cavite Province    | <i>Organic Agriculture -2</i>                                                             | <b>1</b>           | <b>1</b>           | <b>4</b>     |
| Dasmariñas City    |                                                                                           | <b>1</b>           | <b>1</b>           | <b>2</b>     |
| General Trias City |                                                                                           | <b>1</b>           | <b>1</b>           | <b>2</b>     |
| Imus City          |                                                                                           | <b>1</b>           | <b>1</b>           | <b>2</b>     |
| Laguna             | <i>Aquaculture -2<br/>Pest Management-2<br/>Ornamental Fish -2<br/>Fish Production -2</i> | <b>1</b>           | <b>1</b>           | <b>10</b>    |
| Lipa City          | <i>Food Preservation -2</i>                                                               | <b>1</b>           | <b>1</b>           | <b>4</b>     |
| Lucena City        | <i>Horticulture -2</i>                                                                    | <b>1</b>           | <b>1</b>           | <b>4</b>     |
| Quezon Province    | <i>Crop Science -2<br/>Animal Science - 2<br/>Landscape Installation-2</i>                | <b>1</b>           | <b>1</b>           | <b>8</b>     |
| Rizal Province     |                                                                                           | <b>1</b>           | <b>1</b>           | <b>2</b>     |
| San Pablo City     | <i>Animal Production (Poultry) - 2<br/>Animal Production (Goat) -2</i>                    | <b>1</b>           | <b>1</b>           | <b>7</b>     |
| Santa Rosa City    |                                                                                           | <b>1</b>           | <b>1</b>           | <b>2</b>     |
| Sto. Tomas City    |                                                                                           | <b>1</b>           | <b>1</b>           | <b>2</b>     |
| San Pedro City     |                                                                                           | <b>1</b>           | <b>1</b>           | <b>2</b>     |
| Tanauan City       |                                                                                           | <b>1</b>           | <b>1</b>           | <b>2</b>     |
| Tayabas City       |                                                                                           | <b>1</b>           | <b>1</b>           | <b>2</b>     |
| <b>Total</b>       |                                                                                           |                    |                    | <b>77</b>    |

Enclosure 2

**Terms of Reference**

**WRITER**

1. Write the manuscript according to the LR standards.
2. Approve the illustrations.
3. Incorporate comments and suggestions on the manuscript.
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 property issues.
7. Accomplish Specialty Clearance Form.

**CONTENT EDITOR**

1. Review and verify the accuracy of the contents of the Self Learning Module (SLM) if it is free from social content violations and plagiarized content and illustrations.
2. Give comments and recommendations.
3. Ensure that given comments and suggestions are incorporated in the SLM.
4. Accomplish the Review Form and LR Specialty Clearance Form.

**LANGUAGE EDITOR**

1. Review the manuscript for language errors (e.g. faithfulness in translation, coherence and clarity, grammar and syntax, spelling and punctuation, consistency in style, etc.).
2. Give comments and recommendations.
3. Ensure that given comments and suggestions are incorporated in the manuscript.
4. Ensure the compliance of SLM to the required style guide (APA Format).
5. Accomplish the review form and specialty clearance form.

**TECHNICAL REVIEWER**

1. Review and verify the accuracy of illustrations and layout against the contents of the SLM.
2. Provide comments/ recommendations on the illustrations and layout based on the SLM standards.
3. Ensure that given comments/recommendations on the layout and illustrations are incorporated in the SLM.
4. Accomplish the review form and LR specialty clearance form.

**LAYOUT ARTIST**

1. Incorporate in the SLM the suggestions/recommendations based on the content/language and technical reviewers' comments.
2. Incorporate the final illustrations in the SLM.
3. Update the preliminary pages and the cover page.
4. Accomplish the LR Specialty Clearance Form.

**ILLUSTRATOR**

1. Provide illustrations and visuals needed in the SLM according to the standards.
2. Finalize illustrations and visuals based on the technical reviewers' comments and suggestions.
3. Accomplish the LR Specialty Clearance Form.

**RO LEARNING AREA EPS/COORDINATOR**

1. Review and verify the accuracy of the contents of the Self Learning Module (SLM) and if it is free from social content violations and plagiarized content and illustrations.
2. Check the compliance of the SLM to the curriculum standards.
3. Give comments and recommendations.
4. Help in developing content or in revising the parts that need improvement.
5. Ensure that SLMs submitted for final review by the CLMD Chief are free from content, language, and graphic errors.
6. Accomplish the Review Form and LR Specialty Clearance Form.

**RO LR EPS**

1. Document agreements, issues, concerns, and important activities, that happened during the workshop.
2. Provide instructions and inputs during the workshop.
3. Facilitate the collection and presentation of outputs.
4. Ensure maximum participation of the participants.
5. Address all concerns of the day (i.e., health, food restrictions, accommodation, etc.).

**LIBRARIAN**

1. Prepare files, drives, and links for use in the review.
2. Prepare a progress report and track the development of the review.
3. Ensure the review team accomplishes the Workshop Waiver, Review Form, and LR Specialty Clearance Form.
4. Submit finalized SLMs to the CLMD Chief for final review.
5. Submit the approved SLMs to the printing press.

**TEACHING AIDS SPECIALIST**

1. Request preparation of contract and supplies.
2. Prepare the room listing.
3. Prepare and print certificates of recognition, participation, and appearance.
4. Track the daily accomplishments of each CLMD personnel.

**LR Administrative Assistant**

1. Prepare slide decks for the orientation, opening, and closing programs and daily MOL.
2. Prepare materials for every workshop session.



| Time                       | <b>Workshop on the Development of Learning Resources for Rural Farm Schools and Special Needs Education Program</b>         |                                                 |                                                 |                                               |                                                                                                 |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------|
|                            | <b>Evaluation and Refinement</b>                                                                                            |                                                 |                                                 |                                               |                                                                                                 |
| <b>May 27-31, 2024</b>     |                                                                                                                             |                                                 |                                                 |                                               |                                                                                                 |
|                            | Day 1                                                                                                                       | Day 2                                           | Day 3                                           | Day 4                                         | Day 5                                                                                           |
| 7:00 AM to 8:00 AM         | Planning of the TWGs, Setting of Directions, and Briefing<br>Opening Program<br>Review of the Developed LR for RFS and SNED | Evaluation of the Developed LR for RFS and SNED | -Continuation-                                  | Revision of the Developed LR for RFS and SNED | Accomplishment of the Learning Resource Evaluation Forms and Specialty Clearance Form (Phase 1) |
| 8:01 AM to 9:00 AM         |                                                                                                                             |                                                 |                                                 |                                               |                                                                                                 |
| 9:01 AM to 10:00 AM        |                                                                                                                             |                                                 |                                                 |                                               |                                                                                                 |
| 10:01 AM to 11:00 AM       |                                                                                                                             |                                                 |                                                 |                                               |                                                                                                 |
| 11:01 AM to 12:00 PM       |                                                                                                                             |                                                 |                                                 |                                               |                                                                                                 |
| 12:01 PM to 12:59 PM       | <b>LUNCH BREAK</b>                                                                                                          |                                                 |                                                 |                                               |                                                                                                 |
| 1:00 PM to 2:00 PM         | Review of the Developed LR for RFS and SNED                                                                                 | -Continuation-                                  | Refinement of the Developed LR for RFS and SNED | -Continuation-                                | Closing Program                                                                                 |
| 2:01 PM to 3:00 PM         |                                                                                                                             |                                                 |                                                 |                                               |                                                                                                 |
| 3:01 PM to 4:00 PM         |                                                                                                                             |                                                 |                                                 |                                               |                                                                                                 |
| 4:01 PM to 5:00 PM         |                                                                                                                             |                                                 |                                                 |                                               |                                                                                                 |
| <b>Officers of the day</b> | <b>CLMD-LR TEAM</b>                                                                                                         |                                                 |                                                 |                                               |                                                                                                 |

| Time                       | <b>Workshop on the Development of Learning Resources for Rural Farm Schools and Special Needs Education Program</b>       |                                                                                     |                                                 |                |                                                                                             |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------|----------------|---------------------------------------------------------------------------------------------|
|                            | <b>Validation and Finalization</b>                                                                                        |                                                                                     |                                                 |                |                                                                                             |
| <b>July 1-5, 2024</b>      |                                                                                                                           |                                                                                     |                                                 |                |                                                                                             |
|                            | Day 1                                                                                                                     | Day 2                                                                               | Day 3                                           | Day 4          | Day 5                                                                                       |
| 7:00 AM to 8:00 AM         | Planning of the TWGs, Setting of Directions, and Briefing<br>Opening Program<br>Review of the Revised LR for RFS and SNED | Team Validation<br>Validation of Revised LR for RFS and SNED<br>Individual Findings | -Continuation-                                  | -Continuation- | Accomplishment of the Learning Resource Final Evaluation Forms and Specialty Clearance Form |
| 8:01 AM to 9:00 AM         |                                                                                                                           |                                                                                     |                                                 |                |                                                                                             |
| 9:01 AM to 10:00 AM        |                                                                                                                           |                                                                                     |                                                 |                |                                                                                             |
| 10:01 AM to 11:00 AM       |                                                                                                                           |                                                                                     |                                                 |                |                                                                                             |
| 11:01 AM to 12:00 PM       |                                                                                                                           |                                                                                     |                                                 |                |                                                                                             |
| 12:01 PM to 12:59 PM       | <b>LUNCH BREAK</b>                                                                                                        |                                                                                     |                                                 |                |                                                                                             |
| 1:00 PM to 2:00 PM         | Review of the Revised LR for RFS and SNED                                                                                 | -Continuation-<br>Validation of Individual Findings                                 | Finalization of the Revised LR for RFS and SNED | -Continuation- | Closing Program                                                                             |
| 2:01 PM to 3:00 PM         |                                                                                                                           |                                                                                     |                                                 |                |                                                                                             |
| 3:01 PM to 4:00 PM         |                                                                                                                           |                                                                                     |                                                 |                |                                                                                             |
| 4:01 PM to 5:00 PM         |                                                                                                                           |                                                                                     |                                                 |                |                                                                                             |
| <b>Officers of the day</b> | <b>CLMD-LR TEAM</b>                                                                                                       |                                                                                     |                                                 |                |                                                                                             |