

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



CLMD-RM-2024-321

02 May 2024

Regional Memorandum
No.321 s.2024

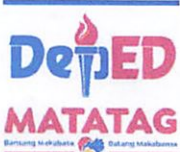
**WORKSHOP ON THE DEVELOPMENT OF LEARNING
RESOURCE FOR LEARNERS WITH DISABILITY IN
THE SPECIAL NEEDS EDUCATION PROGRAM**

To **Schools Division Superintendents**

1. The Department of Education Region IV-A through the Curriculum and Learning Management Division with the Special Needs Education and Learning Resource Management Division will conduct the Workshop on the Development of Learning Resource for Learners with Disability in the Special Needs Education Program on the following schedule:

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

2. The activity aims to:
 - a. develop appropriate learning resources and enrich learners' educational experiences in Special Needs Education Program; and
 - b. ensure that the developed learning resources are free from errors, intellectual property rights, and social content issues.
3. The participants in this activity are the Special Needs Education Teachers (SNET) recommended by the Schools Division Offices with background on teaching learners in Special Needs Education Program and qualified as learning resource developers.
4. Please see attached Terms of Reference and Indicative Program of Activities are indicated in Enclosure 1 and 2.
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.



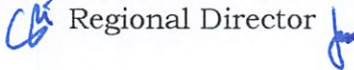
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Certificate No. PHP QMS
22 93 0085

6. For clarification and further inquiries, you may contact Normita M. Datinggaling, Regional SNEd Focal and Viernalyn M. Nama, CLMD Chief Education Supervisor at (02) 8681-2114 local 420.
7. Immediate dissemination of this memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director

cc:02/ROC15

Enclosure 1

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.

Enclosure 2

Indicative Program of Activities

Workshop on the Development of Learning Resource for Learners with Disability
in the Special Needs Education Program
Evaluation and Refinement
May 27-31, 2024

Time	Day 1	Day 2	Day 3	Day 4	Day 5
7:00 AM to 9:00 AM	Planning of the TWGs, Setting of Direction, and Briefing	Evaluation of the Developed LR for SNEd	-Conti.-	Revision of the Developed LR for SNEd	Accomplishment of the Learning Resource Evaluation Forms and Specialty Clearance Form (Phase 1)
9:01 AM to 12:00 NN	Opening Program Review of the Developed LR for SNEd				
12:01 PM to 12:59 PM	LUNCH BREAK				
1:00 Pm to 5:00 PM	Review the Developed LR for SNEd	-Conti.-	Refinement of the Developed LR for SNEd	-Conti.-	Closing Program

Workshop on the Development of Learning Resource for Learners with Disability
in the Special Needs Education Program
Validation and Finalization
July 1-5, 2024

Time	Day 1	Day 2	Day 3	Day 4	Day 5
7:00 AM to 9:00 AM	Planning of the TWGs, Setting of Direction, and Briefing	Team Validation Validation of Revised LR for SNEd Individual Findings	-Conti.-	-Conti.-	Accomplishment of the Learning Resource Final Evaluation Forms and Specialty Clearance Form
9:01 AM to 12:00 NN	Opening Program Review of the Developed LR for SNEd				
12:01 PM to 12:59 PM	LUNCH BREAK				

1:00 Pm to 5:00 PM	Review the Developed LR for SNEd	-Conti.- Validation of Individual Findings	Finalization of the Revised LR for SNEd	-Conti.-	Closing Program