



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



CLMD-RM-2024-476

4 July 2024

Regional Memorandum
No.476 s.2024

**UPDATED SCHEDULE OF THE EVALUATION, REFINEMENT,
VALIDATION, AND FINALIZATION OF THE DEVELOPED
LEARNING RESOURCE MATERIALS FOR RURAL FARM
SCHOOLS AND SPECIAL NEEDS EDUCATION PROGRAM**

To **Schools Division Superintendents**

1. Relative to Regional Memorandum No. 251 s. 2024, on the conduct of the **Workshop on the Development of Learning Resources for Rural Farm School and Special Needs Education Program**, this Office through the Curriculum and Learning Management Division (CLMD) announces the updated schedule as follows:

Activity	Date		Venue
	From	To	
<i>Evaluation and Refinement of Developed LR's for RFS and SNED</i>	May 27 - 31, 2024	July 22-26, 2024	Axiaa Hotel Manila
<i>Validation and Finalization of Developed LR's for RFS and SNED</i>	August 5-9, 2024	September 16-20, 2024	- 135, 1105 West Ave, Project 7, Quezon City, Metro Manila

2. Attached enclosures are the following:
Enclosure 1: List of Participants
Enclosure 2: Terms of Reference
Enclosure 3: Indicative Program of Activities
3. Other provisions in the previous memorandum are still in effect.
4. For clarification and further inquiries, you may contact Virgilio T. Guevarra, Jr., Education Program Supervisor-TLE, Dianne Catherine T. Antonio, Education Program Supervisor-LR, and Viernalyn M. Nama, CLMD Chief Education Supervisor at (02) 8681-2114 local 420.
5. Immediate dissemination of this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

02/ROC2



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Certificate No. PHP QMS
22 93 0085

Enclosure 1

**List of Writers and Evaluators for Rural Farm School
Self-Learning Module or Learning Resources**

SDO	RFS Writer	RFS External Evaluator
Antipolo City	Arcelita C. Omangay Baity S. Sacramento	Mr. Edrich Caparas Mr. Mario Rotairo Ms. Jasmin Marie Logo Luce Mr. Rinkoh Hernandez Engr. Remelyn R. Recoter
Batangas Province	Noel L. Lara Jay L. Escalera	
Lucena City	Nieves M. Pacala <i>(Online)</i> Michelle A. Morong <i>(Online)</i>	
Cabuyao City	Ma. Concepcion A. Odon Randy M. Garay	
Cavite Province	Odessa C. Anit Jayzel D. Carpena	
Laguna	Francisco P. Panopio, Jr. Ronald A. Alidio Eddie Calda Raul DLR Caisip Rochelle S. Mercado Reynante S. Aningalan Miguela L. Dealagdon Dina G. Pulian	
Lipa City	Magdalena F. Purino Jennifer M. Mea	
Quezon	Carlo Miguel P. Castillo Lorena C. Inolpe	
Quezon Province	Blande C. Tullao Mary Ann B. Tolentino Geraldin M. Loseto Agnes L. Roxas	
San Pablo City	Alvin B. Salazar Lerelie C. Mission Marites M. Punzalan Diana Rose C. Magtibay	

**List of Writers and Evaluators for Special Needs Education Program
Self-Learning Module or Learning Resources**

SDO	SNED Writer	SNED Internal Evaluator
Antipolo City	Norilyn L. Ostonal	Merlita O. Sayago
Bacoor City	Arlyn G. Aragona	
Batangas City	James Edward I. Mendoza	
Batangas Province	Realyn M. Gonzales	
Biñan City	Kathleen Joy B. Constantino	Rhea De Matta Bilbes
Cabuyao City	Christine Faye L. Cantillano	
Calamba City	Susana M. Galle	Enelyn T. Badillo
Cavite City	Grace Rossell I. Danao	
Cavite Province	Jerlyn C. Villaflor	Connie Dela Cruz Imelda Quinonez
Dasmariñas City	Jennifer B. Polo	
General Trias City	Ma. Morella C. Abueg	Maria Heidi Alaine V. Tahir
Imus City	Gladys R. Lodado	Adora G. Del Mundo
Laguna	Judith E. Luis	
Lipa City	Giselle Joy L. Dimayuga	
Lucena City	Golden Abegail C. Carabit	Rowela M. Caperiña
Quezon Province	Mary Grace V. Collantes	Maria Dylin S. Garcia
Rizal Province	Everiza L. Asuncion	
San Pablo City	Vilma L. Dimaisip	
Santa Rosa City	Easter Ruth G. Nacis	
Sto. Tomas City	Maria Sienna M. Malvataan	Marites Quiatchon Balba
San Pedro City	Jofer B. Bernal	
Tanauan City	Veronica B. Padura	
Tayabas City	Maria Catsharel A. De La Peña	

List of Illustrators

Special Needs Education Program

SDO	SNED Illustrator	Subject
Bacoor City	GINA MEDINA	Care Skills
Calamba City	AGNES MANAIG	Pre-Vocational Skills
Cavite City	RUBYLYN T. GLUDO	Life Skills-Financial Literacy Enrichment
Cavite Province	GLAIZA R. ENCARNACION	Life Skills
General Trias City	ELIZABETH MACALALAD	Enrichment
Imus City	RACHELYN S. AUSTRIA	Career Skills Career Planning-Prepare Career Goals
Rizal Province	RIALYN DC. DOROS	Livelihood Skills Livelihood
Sto. Tomas City	ALLEN P. DIMACULANGAN	Functional Academics-English
San Pedro City	ALENIE B. DUALAN <i>(Online)</i>	Functional Academics-Science
Tanauan City	ELLA MAE K. VILLAESPIN	Functional Academic- Math
Tayabas City	JERIC CABRIGA	Functional Academic- Math

Rural Farm School

SDO	RFS Illustrator	Subject
Batangas City	Thea May L. Matanguihan <i>(Online)</i>	Animal Production (Swine)
Batangas Province	Rollen Richiele C. Mendoza	Agri-Crop Production NC I
Lucena City	Jezza Avy O. Tierra <i>(Online)</i>	Horticulture
Quezon Province	Ian Chris R. Jalbuena	Organic Agriculture
Laguna Province	Eric A. Reveche <i>(Online)</i>	Aquaculture
Cavite Province	Arman C. Marasigan	Pest Management
Dasmariñas City	Jeremiah A. Litton <i>(Online)</i>	Fish Capture / Fish Product
Lipa City	Rhoda L. Villalobos <i>(Online)</i>	Packaging
Cabuyao City	Rhodora B. Crisologo	Agri Crop Production NC II
Quezon Province	Ian Chris R. Jalbuena	Organic Agriculture
Biñan City	Jael Faith Ledesma <i>(Online)</i>	Animal Production (Poultry- Chicken)
San Pablo City	Gilbert R. Esguerra	Landscape Installation
Biñan City	Jael Faith Ledesma <i>(Online)</i>	Animal Production (Poultry)
Antipolo City	Jenelyn L. Tuazon	Animal Production (Ruminants)

List of Layout Artists for Special Needs Education Program and Rural Farm School Self-Learning Modules or Learning Resources**(Asynchronous)**

No.1	SDO	Name	Assignment
1.	Batangas City	Cyrus T. Festijo	RFS
2.	Calamba City	Lester L. Mercado	RFS
3.	Cavite City	Sherlito Cabarto	RFS
4.	Dasmariñas City	Katrezia Fiel G. Macawile	SNED
5.	Imus City	Darlferhen M. Dancel	SNED
6.	Sto. Tomas City	Niña Marie Huelgas Pecaña	SNED

Enclosure 2

LR Development Team Terms of Reference

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 Non-Disclosure Agreement and Specialty Clearance Form.
- Accomplishes all required documents related to the development.

Illustrator

- Review the module content to understand the concepts and themes requiring illustration.
- Develop a visual style guide consistent with the overall design and tone of the module.
- Create preliminary sketches and present them for approval before final illustrations.
- Produce final illustrations based on feedback and revisions.
- Ensure all illustrations are delivered in the required formats and resolutions suitable for both digital and print use.
- Collaborate with the development team, including instructional designers and subject matter experts, to ensure illustrations accurately represent the content.

Layout Artist

- Review the module content and collaborate with the instructional designers to understand the structure and flow.
- Develop a consistent visual style and layout template that aligns with DepEd's guidelines and standards.
- Design and layout text, images, tables, and other content elements within the module.
- Ensure the layout is accessible and readable for the target audience, considering factors such as font size, spacing, and color contrast.
- Incorporate feedback from the project team and make necessary revisions to the layout.
- Prepare the final layout files for both digital and print formats.

LR Validator/ Evaluator

- Participates in the team validation and finalization of the revised LRs.
- Evaluates the developed LRs in the assigned learning area/s and grade level/s.
Specific areas of evaluation are the following:
 - For Area 1: Content Evaluation
 - Subject Matter
 - Area of Integration
 - Theme
 - Key Concept for Integration
 - Learning Resources
 - Teaching and Learning Procedures
 - For Area 2: Language
 - Coherence and Clarity of Thoughts
 - Grammar and Syntax
 - Spelling and Punctuation
 - Consistency in Style
- Reviews the revised and final LRs in the assigned learning area/s and grade level/s to check for compliance with the given comments and recommendations and with DepEd standards on content and language made by the development teams.
- 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 LRs prior to their finalization.
- Discusses with other teammates to arrive through a consensus on the comments and revisions that shall be made on the LRs (if necessary).
- 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.
- Performs final review of the revised and final LRs to ensure that the given comments and recommendations are accurately, completely, and appropriately implemented prior to printing.
- If necessary, checks, proofreads, and revises the content of the accompanying metadata of the assigned LRs for online publication.
- Submits all necessary documents (digital and/or hard copies) to the assigned DepEd staff.

Enclosure 3

Indicative Program of Activities

Time	Day 1	Day 2	Day 3	Day 4	Day 5
6:00 – 8:00	Breakfast				
8:00 – 8:15	Arrival and Registration	Management of Learning			
8:15 – 10:00	Orientation -Statement of Purpose and Workflow -House Rules -Background in the development of RFS and SNED LRs -Presentation of Standards and Guidelines	Continuation of Workshop	Collaborative review and feedback for SNED and RFS LRs	Revision and improvement of SNED and RFS LRs	Finalization of Outputs
10:00 -10:15	Break				
10:15 – 12:00	Workshop Proper	Continuation of Workshop	↓	↓	Finalization of Outputs
11:30 – 12:00					
12:00 – 1:00	Lunch Break				
1:00 – 3:00	Workshop Proper	Submission of outputs to the illustrators and editors/ validators	Collaborative review and feedback for SNED and RFS LRs	Refinement of SNED and RFS LRs	Submission of the final output to the management
3:00 – 3:15	Break				
3:15- 5:00	↓			↓	
6:00-7:00	Dinner				