

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



17 July 2025

Regional Memorandum
No.551 s.2025

**REITERATION ON THE DEVELOPMENT AND QUALITY
ASSURANCE PROCESS OF SDO CONTEXTUALIZED
LEARNING RESOURCES**

To **Schools Division Superintendents**

1. In line with the implementation of the Learning Resource Management and Development System (LRMDS) and as outlined in the LRMDP Manual, the Department of Education Region IV-A emphasizes the need to follow the prescribed development and quality assurance process for all contextualized learning resources (LRs), including those developed at the SDO and school levels. Ensuring that all LRs are needs-based and quality-assured is essential to providing relevant, adaptive, and technically dependable resources that support effective teaching and learning.
2. All contextualized LRs must be the result of a needs assessment of learning resources. This process is crucial for identifying gaps and priorities and serves as the foundation for creating materials that are truly responsive to learners' needs. Schools Division Offices (SDOs) and schools must document their needs assessment process to justify the development of specific learning resources.
3. Further, the development of contextualized LRs for specific learning areas must involve a collaborative partnership between the Learning Area Supervisors and the Division LR team. Learning Area Supervisors shall ensure content accuracy, relevance, and alignment with the curriculum, while the LR team shall manage technical aspects such as instructional design, editing, layout, and overall quality assurance. This partnership guarantees equal attention to both content and technical quality throughout the development process.
4. The roles and responsibilities of each governance level are reiterated in accordance with DepEd Order No. 14, s. 2023, entitled "The DepEd Quality Management System Manuals, Procedures, and Work Instructional Materials." At the Regional Office level, the Region shall manage and implement policies, standards, and guidelines on learning resource management. It shall oversee the collection, validation, and analysis of reports from SDOs and provide technical assistance to ensure compliance with national standards. Moreover, the Regional Office shall capacitate LR development and quality assurance teams within the SDOs, monitor the implementation of LR processes, and manage the validation,



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publication, and monitoring of approved LR in the LR Portal to ensure they meet prescribed quality standards.

5. At the Schools Division level, the SDO shall oversee LR development by implementing policies, standards, and guidelines, and managing the collection, analysis, and validation of reports from schools and learning centers to guide LR procurement, production, and maintenance. It shall provide technical assistance and manage the quality assurance of school-initiated materials to ensure compliance with content and technical standards before higher-level validation. Additionally, the SDO is responsible for capacitating division-level LR teams and validating and cataloging approved LR in the LR Portal to make quality, contextualized resources accessible to stakeholders.
6. At the school level, schools shall implement LRMDP standards and guidelines for developing teacher-made and school-initiated LR. They are expected to conduct their own needs assessment and submit reports to their respective SDOs. Schools shall also establish a school-level LR quality assurance team to ensure that materials produced meet both content and technical quality standards.
7. All contextualized LR developed must undergo the prescribed quality assurance process before being validated and published in the LR Portal. Strict compliance with these guidelines ensures the alignment of all developed resources with national standards, thereby guaranteeing their relevance, technical accuracy, and effectiveness in the classroom.
8. Immediate dissemination and strict compliance with this Memorandum are desired.


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