



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



May 22, 2023

**REGIONAL MEMORANDUM**

No. 401, s. 2023

**To:** Schools Division Superintendents

**FINALIZATION OF DATA ON SELF-LEARNING MODULE (SLM) NEEDS  
FOR SY 2023-2024**

1. This Office through the Curriculum and Learning Management Division – Learning Resource Management Section will facilitate a one-day online encoding of SDO SLM needs for the school year 2022-2023, to be held on **Wednesday, May 24, 2023, 8:30 AM onwards** (zoom link to be provided).
2. The purpose of this activity is to harmonize the Regional Consolidated Report and firm-up proposal for the allocation of the FLO-LR fund. The participants to this activity are Education Program Supervisors in-charge of LRMS, and the Division Supply Officers.
3. In this view, the concerned personnel are enjoined to prepare the following official report:
  - Division Inventory Report - SLM needs for SY 2023-2024 per grade level, per learning area signed by SDS; and
  - Division Implementation Plan (DIP) with signature of SDS.
4. Also, in view of RM No. 197 s., 2022, “Rapid Assessment of SDO Developed Supplementary Learning Resources (SLRs)”, you are requested to submit the database of locally developed and quality assured SLRs. A signed list of the SLRs shall also be submitted to the Regional LRMS, for consolidation. The actual SLRs shall also be uploaded in the drive provided by the Regional LRMS, for review of learning area supervisors.

**WILFREDO E. CABRAL, CESO III**  
Regional Director



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Republic of the Philippines

**Department of Education**

**OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING**

**MEMORANDUM  
DM-CT-2023-115**

**TO :** REGIONAL DIRECTORS  
MINISTER, MBHTE – BARMM

**FROM :** *GINA O. GCNONG*  
Undersecretary for Curriculum and Teaching

**SUBJECT :** CONDUCT OF THE (1) 20TH NATIONAL CONSULTATIVE CONFERENCE FOR REGIONAL ALS FOCAL PERSONS AND SELECT DEPED OFFICIALS AND (2) MONITORING AND EVALUATION WORKSHOP FOR THE NATIONAL ALS SOCIAL AND BEHAVIORAL CHANGE STRATEGY

**DATE :** May 18, 2023

The Bureau of Alternative Education (BAE) announces the conduct of the following activities:

Title	Participants	Date (Inclusive of travel time)	Target Venue
a. 20 <sup>th</sup> National Consultative Conference for Regional ALS Focal Persons and Select DepEd Officials	o Regional ALS Focal Persons and Schools Division ALS Focal Person	May 29-June 1, 2023	
b. Monitoring and Evaluation Workshop for the National ALS Social and Behavioral Change Strategy	o Regional ALS Focal Persons o Schools Division ALS Focal Persons of Angeles City, Zamboanga del Norte and Northern Samar	June 1-3, 2023	ECOTECH, Lahug City

These activities have the following objectives:

- a. 20<sup>th</sup> National Consultative Conference of Regional ALS Focal Person and Select DepEd Officials
  1. Conduct the focus group discussion of ALS Teachers and learners
  2. Present the overview of Indigenous Peoples Education and Inclusive Education
  3. Update the status of BAE Activities



Republic of the Philippines

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### OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

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- b. Monitoring and Evaluation Workshop for the National ALS Social and Behavioral Change Strategy
  1. Present the National ALS SBC Strategy Toolkit and Roll-out Guide
  2. Equip the participants with the knowledge and skills on developing context-specific ALS SBC Strategies. This includes situational analysis, objective-setting, crafting key messages, identifying communication channels and creative materials, and developing a monitoring and evaluation plan
  3. Equip the participants with skills to engage/coach/mentor the ALS implementers in their respective areas on developing context-specific ALS SBC Strategies

Participants must confirm attendance through the pre-registration form on this link: <https://tinyurl.com/20thNatConCon>.

Board and lodging of the participants and other expenses for supplies and materials will be charged to the 2023 FLO-ALS Fund. The travel and other incidental expenses of the participants will be charged to the funds comprehensively downloaded to the Regional Offices per OASALS-OM-2023-015 entitled "Fiscal Year 2023 Alternative Learning System Funds Directly Released to the Regional Offices", and will be reimbursed upon submission of the travel documents, subject to the usual accounting and auditing rules and regulations. However, board and lodging and other incidental expenses during the conduct of the *Monitoring and Evaluation Workshop for the National ALS Social and Behavioral Change Strategy* will be charged to Plan International Inc.

Further, **Ms. Melona A. Lumantao**, Region VII ALS Focal Person, is requested to assign at least two (2) documenters during the conference. The documenters are expected to submit the minutes of the meeting to BAE on or before June 16, 2023.

For queries or clarifications, contact **Ms. Clarisa R. Toribio**, Education Program Specialist II of BAE-Program Management and System Development Division, at telephone number (02) 8633-9347 or through email at [bae.od@deped.gov.ph](mailto:bae.od@deped.gov.ph).


Immediate dissemination of this Memorandum is desired.

*Copy furnished:*

**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION  
RECORDS SECTION DEPED NCR  
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**REGIONAL MEMORANDUM**  
No. NCR- 197, s. 2022

**To :** Schools Division Superintendents

**Subject :** Rapid Assessment of SDO Developed Supplementary Learning Resources (SLRs)

**Date :** April 11, 2022

1. In line with the Department of Education's thrust of increased access to quality learning resources, and in preparation for School Year 2022-2023, Schools Division Offices are requested to do a rapid assessment of all locally developed supplementary learning resources (text and non-text) beginning April 18, 2022.
2. The rapid assessment of the supplementary learning resources shall be spearheaded by the Curriculum Implementation Division (CID) that shall create a Division Quality Assurance/Validation Team, the composition of which, and terms of reference of each member, is attached as Annex A of this Memorandum.
3. The members of the Division Quality Assurance/Validation Team shall evaluate the locally developed supplementary learning resources as to content, technical design, language, social content guidelines (e.g., use of person's name) and third-party contents.
4. The Learning Resource Management and Development Section (LRMDS) of the CID is requested to conduct a re-orientation on the attached Quality Assurance Process (Annex B), and to provide the members of the team with the necessary tools.
5. The CLMD-LRMDS of the Regional Office shall provide technical assistance, when needed, and monitor the progress of the review.



6. All reviewed SLRs shall be ready two weeks before the opening of SY 2022-2023. The CID-LRMDS shall take charge of the distribution of the official and final copies of the SLRs, and the monitoring of its utilization.
7. Schools Division Offices are also requested to submit to CLMD a completion report of the activity, and the list of the SLRs to be utilized by the SDO within the first week of the next school year using the template attached as Annex C of this Memorandum.
8. Immediate dissemination of this Memorandum is desired.



**WILFREDO I. CABRAL**

Regional Director, DepEd NCR and  
OIC, Office of the Undersecretary  
Bureau of Human Resource & Organizational Development

CLMD/DMMENDOZA



ANNEX A

**DIVISION QUALITY ASSURANCE/VALIDATION TEAM  
(Per Learning Area)**

Position/Designation	Number of Pax	Terms of Reference (TOR)
Schools Division Superintendent	1	Approves the SLRs for Division-wide utilization
Chief Education Supervisor, CID	1	Recommends the SLRs to the SDS for approval
		Convenes the DQA/Validation Team
Learning Area Education Program Supervisor	1	Checks on the content of the SLRs (alignment to MELCS, compliance to social content guidelines)
Content Experts (MT or HT, or both)	May vary depending on the number of SLRs to be reviewed	
LRMDS Education Program Supervisor	1	Checks on technical design compliance
LRMDS Project Development Officer II	1	Checks on the summary/inventory of 3 <sup>rd</sup> party contents
LRMDS Librarian II	1	Harvest existing SLRs for review
		Prepares the tool for the review of the SLRs
Language Experts (English & Filipino)	May vary depending on the number of SLRs to be reviewed	Checks on the appropriateness of language used, grammar and writing style (for text-based)

*[Handwritten signature]*



## Annex B

### QUALITY ASSURANCE PROCESS

#### 1. Harvesting of locally developed supplementary learning resources (SLRs)

The existing locally developed SLRs shall be collected by the LRMDs Librarian and shall be made available in the needed format (printed, digitized or MMLR)

#### 2. Review of the SLRs

- 2.1 After gathering the SLRs for review, the Division QA/Validation Teams, at a designated time, face-to-face or virtual, shall convene and review the materials as to:
  - a. Content
  - b. Language
  - c. Technical design
  - d. Social content
  - e. Third Party Contents
- 2.2 The tool to be utilized is the Summary of Findings. The reviewers shall identify the part that made the SLR erroneous, cite the reason, and recommend replacement.
- 2.3 At the end of the review, the LRMDs and the Learning Area Supervisor shall consolidate the findings, for submission to the Development Team of the SLRs, for revision.

#### 3. Revision of the SLRs

- 3.1 The Development Team composed of writers, editors (content & language), illustrators and layout artist), upon notification, shall convene to revise the materials.
- 3.2 Printed, digitized, MMLR copies of the revised materials, together with the forwarded Summary of Findings shall be returned to the SDO QA/Validation Team on the agreed date.



#### 4. Review of the Revised SLRs

- 4.1 The SDO QA/Validation Team shall convene upon receipt of the Revised SLRs.
- 4.2 Using the Summary of Findings as guide, the team shall check if the suggested revisions have been incorporated.
- 4.3 If all the revisions have been incorporated, and the SLR deemed by the team as fit for utilization, the SLRs shall be finalized
- 4.4 If not, the materials shall be returned to the Development Team for revision. (Steps 3 and 4 shall be repeated, until all recommended suggestions for revisions have been incorporated)

#### 5. Finalization of the SLRs

- 5.1 Upon review of the revised SLRs, and the Division QA/Validation Team deemed the SLRs to be fit for utilization, and free from all errors, the members shall sign on the materials to signify that these are the "signed-off" copies.
- 5.2 The CID Chief shall then recommend the SLRs to the SDS approval.
- 5.3 The Schools Division Superintendent shall then approve the materials for local adoption/ utilization
- 5.4 The Learning Resource Management Section shall then release the approved SLRs to the field
- 5.5 The CID-LRMDS shall monitor the utilization of the supplementary learning resources.

#### References:

DNCR-SOP- CLM-005 – Managing Supplementary Learning Resources (Text-based)  
DNCR-SOP – CLM-008- Managing Multi-Media-Learning Resources  
RM dated October 20, 2020 – Composition of the LR Management & Development Team  
RM No.NCR 024, s. 2021 – Interim Guidelines on Academic Instruction for the Remaining Quarters of SY 2020-2021  
RM No. NCR 388, s. 2021- Training on the Development of Additional Q1 & Q2 TV Lessons  
RM No.NCR 735, s. 2021- Q3 & Q4 TV Lesson Production





ANNEX C

OFFICIAL LIST OF SLRs FOR UTILIZATION  
SY 2022- 2023

SDO: \_\_\_\_\_

TITLE	LEARNING AREA	GRADE LEVEL	FORMAT (print-SLM,USLeM,LAS) (digitized-SLM,USLeM,LAS (MMLR)	DEVELOPER (name/school)	YEAR DEVELOPED	VERSION (as of 2022)

Submitted by:

\_\_\_\_\_  
Division LRMDs EPS/Head

Recommending Approval:

\_\_\_\_\_  
CID Chief



APPROVED:

\_\_\_\_\_  
Schools Division Superintendent

