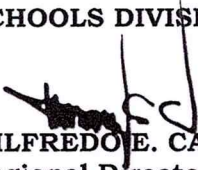


Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
 ORD-2023- 806

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : 
WILFREDO E. CABRAL, CESO III
 Regional Director

SUBJECT : **REQUEST FOR QUALITY ASSURANCE (QA) AND AUXILIARY DEVELOPMENT TEAMS OF TEACHING AND LEARNING RESOURCES FOR THE PILOT IMPLEMENTATION/STUDY OF THE MATATAG CURRICULUM**

DATE : **August 22, 2023**

1. This is in reference to the attached Memorandum from Hon. Gina O. Gonong, Undersecretary, Curriculum and Teaching, on the above-captioned subject, for information and appropriate action.
2. Relative to this, Schools Division Offices through the Curriculum Implementation Division – Learning Resource Management Section (LRMS) are requested to identify field personnel to compose the QA and Auxiliary Team for the learning area assignment using the link <https://tinyurl.com/NCRLRELAYOUTILLUSTRATORS> not later than 5:00 PM of August 23, 2023.
3. Identified participants shall be relieved of other assignments to be able to focus on the required tasks. They shall also be awarded certificates of recognition and are entitled to service credit and/or compensatory time-off, whichever is applicable, subject to the rules and regulations of the Civil Service Commission on the grant of the same.
4. Immediate and wide dissemination of this Memorandum is desired.



Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>

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Effectivity	01.26.23	Page	1 of 2



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM DM-CT-2023-


TO : **TOLENTINO G. AQUINO**
Regional Director, Region I

BENJAMIN T. PARAGAS
Regional Director, Region II

ALBERTO T. ESCOBARTE
Regional Director, Region IV-CALABARZON

ESTELA L. CARIÑO
Regional Director, Region Cordillera Administrative Region

WILFREDO E. CABRAL
Regional Director, National Capital Region

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

SUBJECT : **REQUEST FOR QUALITY ASSURANCE (QA) AND AUXILIARY DEVELOPMENT TEAMS OF TEACHING AND LEARNING RESOURCES FOR THE PILOT IMPLEMENTATION/STUDY OF THE MATATAG CURRICULUM**

DATE : **August 18, 2023**

In accordance with DM-CT-2023-222 Development of Teaching and Learning Resources for the Pilot Implementation of the MATATAG Curriculum issued last August 9, 2023, you are requested to identify Learning Resource Evaluators (LREs), illustrators, and layout artists on the online development and quality assurance (QA) of teaching and learning resources for Grades 4 to 10 which will be held from **August 21 to 25, 2023**.

The requirements for the identification of QA and auxiliary development team members shall be as follows:

QA team, Auxiliary Development team	Number of members required
Learning Resource Evaluator (LRE)	1 LRE for Content 1 LRE for Language

Illustrator	1 per learning area per grade level
Layout Artist	1 per learning area per grade level

Further, each development team is requested to select **one content editor** and **one mechanical editor** from the identified writers.

Attached are the qualifications and terms of reference of each QA and auxiliary development team members.

Likewise, the Regional LR Supervisor is also requested to take the lead in facilitating and coordinating all concerns including monitoring and tracking of outputs about the development and QA activity. BLR shall assign a facilitator to provide technical support and assistance during the conduct of the activity.

In the exigency of the service, identified QA and auxiliary development teams shall prioritize the evaluation, illustration, and formatting of the assigned teaching and learning resources. Hence, they are required to focus on this task and be relieved of their other work assignments until the required outputs are completely submitted.

Kindly submit the list of required QA and auxiliary development team members to the Bureau of Learning Resources - Learning Resource Quality Assurance Division through email at **blr.lrqad@deped.gov.ph** on or before August 21, 2023.

All participants are expected to attend the online orientation on **August 21, 2023** (Tuesday) at 2:00 p.m. via MS Teams thru this meeting link: **<https://bit.ly/MatatagCurriculumOrientation>**.

Certificates of Recognition will be awarded to the participants for serving as members of the QA and auxiliary development teams in this activity. Service credits or compensatory time-off computed against the actual days they served in this activity may be requested in accordance with existing Civil Service Commission & DBM Joint Circular No. 2, s. 2004 rules and regulations.

For any query or clarification and confirmation of attendance, please contact the BLR-LRQAD (Attention: **Ms. Camelka A. Sandoval**) at telephone numbers (02) 8634-1054, 8631-9294, or cell phone number 0917 846 8047. Ms. Sandoval can also be reached through email at camelka.sandoval@deped.gov.ph.

For immediate dissemination and strict compliance.

**Qualification Standards and Terms of Reference
of Quality Assurance and Auxiliary Team Members**

Role in the Development Team	Personnel Involved	Qualification Standards	Terms of Reference
LRE for Content	Learning area supervisors from regional or schools' division offices, school principals, master teachers, and/or teachers with specialization and teaching experience in the learning area of the LRs to be reviewed.	<ul style="list-style-type: none"> ● Bachelor's Degree holder (preferably in Education or a degree relative to the target learning area/ discipline/ track per key stage to serve as an evaluator); ● With at least five (5) years teaching experience in the learning area/ discipline/ track professional practice/ she/he will serve as an evaluator; ● Has relevant training/ experience in the development and/or evaluation of learning resources; ● Is physically fit, willing, and able to travel to attend and participate in the actual evaluation/ review/ 	<ul style="list-style-type: none"> ● Attends the orientation meeting and participates in the evaluation of the learning resources (LRs) developed by DepEd field offices (online or offline if necessary); ● Participates in the team evaluation and reviews the revised LRs (online or offline if necessary); ● Evaluates the developed LRs in the assigned learning area, grade levels, and for the specific area of evaluation; and ● Submits the evaluated/ reviewed LRs at the designated google drive on or before the target deadline.

Role in the Development Team	Personnel Involved	Qualification Standards	Terms of Reference
		validation activity; and <ul style="list-style-type: none"> • Must not be a member of the development team of the learning resource she/he will evaluate. 	
LRE for Language	Learning area supervisors from regional or schools division offices, school principals, master teachers, and/or teachers with specialization in either English or Filipino. The medium of instruction of the LRs to be assigned to the language evaluator shall be his/her specialization.	<ul style="list-style-type: none"> • Bachelor's Degree holder (Preferably in Education Major in English/Filipino); • With at least five (5) years teaching experience in the language she/he will serve as an evaluator; • Has relevant training/experience in the development and/or evaluation of learning resources; • Is physically fit, willing, and able to travel to attend and participate in an actual evaluation/review/validation activity; and • Must not be a member of the development 	<ul style="list-style-type: none"> • Attends the orientation meeting and participates in the evaluation of the learning resources (LRs) developed by DepEd field offices (online or offline if necessary); • Participates in the team evaluation and reviews the revised LRs (online or offline if necessary); • Evaluates the developed LRs in the assigned learning area, grade levels, and for the specific area of evaluation; and • Submits the evaluated/reviewed LRs

Role in the Development Team	Personnel Involved	Qualification Standards	Terms of Reference
		team of the learning are she/he will evaluate.	at the designated google drive on or before the target deadline.
Illustrator	<ul style="list-style-type: none"> • DepEd Illustrator 	<ul style="list-style-type: none"> • Preferably a member of the DepEd pool of illustrators/ DepEd trained illustrator or a DepEd personnel Skilled in manual drawing and/or literate in graphic software applications for illustration and design; • Has experience in doing illustrations; and • Has an excellent track record in producing quality outputs. With good illustration skills 	<ul style="list-style-type: none"> • Consults and agrees with the development team on the visuals needed in the learning resource; • Conceptualizes visual elements such as lines, shapes, colors, textures, and composition of the illustrations to reinforce and clarify the text and to develop appreciation and critical thinking of the learners; • Enhances the visuals, layout, and learning resource design by using technology; • Provides visuals according to DepEd and LR standards;

Role in the Development Team	Personnel Involved	Qualification Standards	Terms of Reference
			<ul style="list-style-type: none"> ● Finalizes and submits the learning resource design and visuals on the agreed schedule; and ● Submits duly accomplished forms.
Layout Artist	<ul style="list-style-type: none"> ● DepEd Illustrator ● Teaching Material Specialist ● Administrative Assistant ● Project Development Officer ● Librarian 	<ul style="list-style-type: none"> ● A DepEd trained layout artist and/or potential layout artist; ● Must be computer literate, especially in publishing software; ● Has an experience in doing layout for LRs or other publications; and ● Has excellent track record in producing quality outputs. 	<ul style="list-style-type: none"> ● Ensures that all materials are accurately laid out based on the technical specification guidelines; ● Submits the laid-out materials and the final editable digital file on the agreed schedule; ● Incorporates revisions, if any, based on the findings on the assigned learning resource/s; and ● Finalizes the layout of the LR.

Terms of Reference of the Regional Learning Resource (LR) Supervisor

- Provides technical assistance to the development and quality assurance teams regarding the Design, Development, and Quality Assurance Processes, Lesson Exemplar and Learning Activity Sheet Standards, and Terms of Reference;
- Manages the development and quality assurance of the assigned LRs;
- Monitors the progress of tasks in the development and quality assurance of the assigned LRs;
- Coordinates with BLR regarding all aspects of the development and quality assurance process for the assigned LRs;
- Monitors the submission of digital files (Word and PDF) of the assigned LRs for evaluation and final review by the quality assurance teams as well as for revision and finalization by the development teams;
- Collects the digital files (Word and PDF) of the ready-to-print LRs and accomplished forms from the development teams; and
- Submits the digital files (Word and PDF) of the ready-to-print LRs and accomplished forms to BLR.