

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

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**REGIONAL MEMORANDUM**  
**ORD-2023- 1280**

**TO :** **DR. RITA E. RIDDLE, CESO V**  
Schools Division Superintendent  
Division of Manila  
Aroceros Park, Manila

**FROM :** **JOCELYN DR ANDAYA**  
Regional Director

**SUBJECT :** **SECOND QUALITY ASSURANCE OF FOREST EDUCATION  
LEARNING MATERIALS**

**DATE :** **November 30, 2023**

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1. This is in reference to the attached Memorandum DM-CT-2023-401 from Asst. Secretary Alma Ruby C. Torio, OIC, Office of the Undersecretary for Curriculum and Teaching, on the above-stated activity, for information.
  2. In view of this, the participation of Ms. Vivian B. Intatano, HT VI, Rajah Soliman Science & Technology High School, is requested.
  3. Immediate dissemination of this Memorandum is desired.



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Republic of the Philippines  
**Department of Education**


OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM**  
**DM-CT-2023- 401**

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

**DR. MAY B. ECLAR**  
Region III, Regional Director

**JOCELYN D.R. ANDAYA**  
National Capital Region, Regional Director

FROM :   
**ALMA RUBY C. TORIO**  
Assistant Secretary  
Officer-in-charge  
Office of the Undersecretary for Curriculum and Teaching

SUBJECT : **SECOND QUALITY ASSURANCE REVIEW OF THE FOREST  
EDUCATION LEARNING MATERIALS**

DATE : **November 28, 2023**

The Food and Agriculture Organization (FAO) of the United Nations through the Bureau of Learning Resources- Quality Assurance Division (BLR-QAD) will conduct the *Second Quality Assurance Review of the Forest Education Learning Materials* on **November 28 to December 1, 2023** at **Miramamar Hotel, United Nations Avenue, Roxas Blvd, Ermita Manila.**

Relative to this activity, selected personnel in your region have been identified to serve as learning resource evaluators (LREs) per attached Annex A.

The selected LREs are reminded of the following:

1. Guidelines in the Content and Language Evaluation which shall be used to prepare their marginal notes may be accessed in the Google Drive link;
2. Own laptops, extension cord, and useful reference materials shall be brought during the live-in activity;
3. Certificates of Recognition will be awarded to the participants for serving as LRE in this activity;
4. Service credits or compensatory time-off (CTO) computed against the actual days they served as LREs may be requested in accordance with Civil Service Commission & DBM Joint Circular No. 2, s. 2004 rules and regulations; and



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5. All participants are expected to be at the venue in NCR on November 28, 2023
6. The first meal is lunch (November 28) and the last meal is breakfast (December 1).
7. Prior to the live-in workshop, all participants are expected to pre-register through this link [https://bit.ly/Pre-Reg\\_FAO](https://bit.ly/Pre-Reg_FAO) for easier facilitation of the administrative arrangements.

Board and lodging of the participants will be shouldered by the FAO. Travelling expenses will be reimbursed also through FAO funds subject to the usual government accounting and auditing rules and regulations upon submission of required documents. Participants are required to take the most economical means of transportation in attending this activity.

For any query or clarification and confirmation of attendance, please contact **Mr. Eric U. Labre** at the Bureau of Learning Resources-Quality Assurance Division at telephone numbers (02) 8634 1054, 8631-9294, or cell phone number 09163326473. Mr. Labre can also be reached through email at [eric.labre@deped.gov.ph](mailto:eric.labre@deped.gov.ph)

For your information and strict compliance.

*Attached: as stated*

*Copy Furnished:*

*Atty. Revsee A. Escobedo  
Undersecretary for Operations*

**Annex A****List of Learning Resources Evaluators (LREs) for the Second Quality Assurance  
Review of the Forest Education Learning Materials**

<b>Name</b>	<b>Region-Division</b>	<b>Position</b>
1. Jan Darell C. Casuncad	Region I - SDO Pangasinan II	Head Teacher III - Don Ramon E. Costales MNHS
2. Lynniel N. Pineda- Carbonel	Region III - Nueva Ecija	PSDS - SDO Nueva Ecija
3. Vivian B. Intatano	NCR - Manila	Head Teacher VI - Raja Soliman Science & Technology HS



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Your Ref.:

3 November 2023

Dear Director Cawilan,

**Confirmation of the Schedule and Request for Support to the Quality Assurance Reviews  
and Pilot Testing of the Forest Education Learning Materials**

First of all, let me express my sincerest gratitude to the Bureau of Learning Resources for its continued support to the preparation and conduct of the different activities related to the implementation of the "Forests for a sustainable future: educating children" project.

In relation to this, I am pleased to inform you that we expect to complete and submit for quality assurance review by early November 2023 the initial draft of the copy edited and laid out version of the forest learning resources developed for Grades 4-6 under the said project.

Further, we are pleased to inform you of the following schedules for the quality assurance review and pilot testing activities for the said modules:

- November 14-18, 2023 – First Quality Assurance Review of the Learning Resources
- Nov. 28 – Dec.1, 2023 - Second Quality Assurance Review of the Learning Resources
- December 4-8, 2023 – Pilot Testing of the Learning Resources

In line with this, may we request for your support through the participation of your project focal to the abovementioned activities, and the identification and invitation of the Learning Resource Evaluators for the quality assurance reviews, including the issuance of the necessary supporting documents to ensure their participation.

Should you have any queries or need further support, your office may coordinate with Ms. Janet Martires ([wangits65@gmail.com](mailto:wangits65@gmail.com); mobile number: 0917 408 0263 / 0905 547 8296) of Yakap Kalikasan Tungo sa Kaunlaran ng Pilipinas, which is helping us organize the above activities. You may also contact our colleagues, Mr. Ryan Vita ([Ryan.Vita@fao.org](mailto:Ryan.Vita@fao.org); mobile number: 0917 205 3466), and Ms. Veronica Gallanosa ([Veronica.Gallanosa@fao.org](mailto:Veronica.Gallanosa@fao.org); mobile number: 0939 211 3313).

Thank you and we are looking forward to your continued cooperation as we move forward with this initiative.

Sincerely yours,

Lionel Dabbadie  
FAO Representative

Dir. Ariz Delson Acay D. Cawilan  
Director  
Bureau of Learning Resources  
Department of Education