



Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
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To: CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary and Secondary Schools

**Development of Learning Resources/Teaching Resources/Professional Development  
Materials and other Learning Materials**

1. In line with the implementation of K to 12 Basic Education Program, the Department of Education strongly supports and encourages the preparation of localized instructional materials, learning and teaching resources and other learning materials to ensure efficient and effective delivery of instruction in and outside the classroom.
2. To provide guidance and support to teachers and supervisors in the preparation of LR/TR/PDM and other learning materials, this office through the Learning Resource Management and Development Center (LRMDC), provides the attached guidelines in the development/redevelopment of LR/TR/PDM and other learning materials. For the Assessment and Evaluation templates, you may access them through <http://deped.in/aetoolsqa>
3. These guidelines will help the developer ensure that the learning material he/she produced will go through quality assurance process to make it more responsive to the needs of the students and teachers who will use it. Likewise, should it pass the quality and content standard, it may be included in the LRMDs or uploaded in the LR Portal to be used by other teachers.
4. Uploaded in the Google Drive are the Assessment and Evaluation templates which you may download through <http://deped.in/aetoolsqa>, the LRMDs Request brief through <http://deped.in/reqbrief> and Project Plan template through <http://deped.in/acproplan> using your deped email account.
5. For your guidance and dissemination

**MARIA CELINA L. VEGA**  
OIC-Assistant Schools Division Superintendent

## Guidelines in the Development/Redevelopment of LR/TR/PDM and Other Learning Materials

1. **SCHOOL LEVEL:** Any teacher who wishes to contextualized, develop, redevelop LR/TR/PDM and other learning materials may first coordinate with the School LR Committee and discuss the needs as reflected in the Learning Resource Plan. The learning material to be developed by the teacher must be based on the need of the school as identified in the Plan. This plan identifies areas of school need for LR/TR/PDM, to support the effective utilization of identified resources in relation to:

- Underachievement – test results in national, regional/division (if any) and periodical examinations
- NCBTS Competencies – teacher competencies in subject area and pedagogy and resource gaps across subject and year levels
- Differentiated instruction and requirements of other populations that the school serves (for example, special education, special science curriculum or program for the gifted, etc.)
- Indigenization requirements
- Alternative modes of delivery to improve access to education of target populations (girls, out of school youth, seasonal absentees, etc.)
- Support facilities for the effective utilization of resources at the school level

**NOTE:** For Division initiated development/redevelopment of LR/TR/PDM and other learning materials, the proposal must be based on results of needs assessment.

2. After identifying the need and discussing it with the school head, the teacher will prepare the project proposal for submission to the Division Office with the LR Plan where the area is identified. In the absence of a duly signed LR Plan, the school AIP may be attached; however, the need for the development of materials on the identified area must also be indicated in the AIP.
3. Once the Project Proposal has been approved and returned, the teacher may start the development/redevelopment/contextualization of the learning material and must finish it based on the timeline given on the project proposal.
4. After the completion, the locally developed LR shall be reviewed by the **SCHOOL evaluation committee** using the LR Assessment Guidelines/Checklist. The committee must check if the locally developed LR meets the standards for LRMDs inclusion.

The following is the composition of the School Evaluation Committee:



- LR Committee
- Subject Teachers
- ICT Coordinator
- Trained Instructional Materials Evaluators (optional)

\* If the material does not meet the standards, it must be returned to the proponent together with the result of the evaluation, findings and comments, for necessary improvement.

\* After incorporating all the necessary corrections, the proponent will re-submit the material to the school LR Committee who will re-evaluate if all the recommendations and suggestions have been inserted in the material.

\* Once approved, the school LR Committee shall then endorse the material to the Cluster LR Committee headed by the PSDS in charge and master teachers in the concerned subject-area for evaluation using the LRMDS evaluation tools.

5. **CLUSTER LEVEL:** The same process shall be applied in the cluster level evaluation.

\*Once the material has passed the standards, the committee shall accomplish the LR submission form .F our copies for each of the approved project proposal, developed material, and accomplished LR submission form must be endorsed to the Division Office for Quality Assurance check. Each set shall be given to the members of the Division QA Team :

- LRMDS Manager/Coordinator
- Curriculum and subject matter expert
- LRMDS ICT/Technical expert
- Trained Instructional Materials Evaluators

6. **DIVISION LEVEL:** Review of LR based on the Assessment Guidelines shall then be done by the Division QA Team.

7. LR Evaluation Report shall be prepared. Whether or not the material meets the standards for LRMDS inclusion, the evaluation findings shall be communicated and endorsed back to the owner.

8. If the material meets the standards for LRMDS Inclusion, a copy shall then be forwarded to Library Hub coordinating Team for storing.

9. If the material meets the standards for LRMDS inclusion and can be digitized, it shall then be forwarded to Regional LRMDS QA Team for review using the Assessment Guidelines. The process shall be repeated until the LR/produced material which passed the standards is either forwarded to LRMDS Production and development Team (if digitized) or to LRMDS Administrator for catalog and storing (if not digitized)

10. If there are no issues with the developed material, the evaluator may recommend it for reproduction but has to create request brief for development and production.