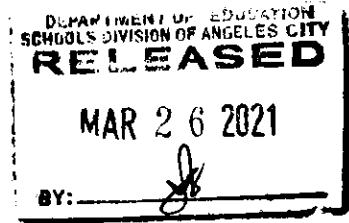




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City




March 26, 2021

DIVISION MEMORANDUM
No. 075 S. 2021

REITERATION ON THE PROCESSES OF DEVELOPMENT AND EVALUATION OF THE TEACHER-MADE LEARNING RESOURCES

To : OIC-Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Education Program Supervisor
Public Elementary and Secondary School Heads
School Quality Assurance Team

1. This is to reiterate the processes of development and evaluation of teacher-made learning resources as stipulated in **Division Memoranda 302 s 2016 and 212 s 2017** with a few minor modifications.
2. Teachers are encouraged to develop/ contextualize learning materials based on **the contexts and needs of the learners**, which may be taken from the **inventory of least learned skills**, from the **School Report Card** and from any other available data from the school.
3. **Quality Assurance** of the teacher-developed learning materials is very important to ensure that there is compliance in the standards set by the Bureau of Learning Resources (BLR).
 - a. For teacher or school initiated development of learning resources, the quality assurance starts from the school level through the School Quality Assurance Team headed by the school principal with the guidance and supervision of the cluster PSDS.
 - b. For cluster and/or school head initiated development of learning resources, the quality assurance starts from the Cluster Quality Assurance Team organized and headed by the PSDS.
 - c. For division initiated development of learning materials, the quality assurance shall be automatically done in the division level through the Division Quality Assurance Team.
4. All soft copies of the teacher developed learning materials quality assured and approved in the division, regional or national level shall be placed in the online repository to be accessed for use within the division.
5. Attached with this memorandum is Enclosure 1: **Step by step Processes in the Development and Quality Assurance of Teacher-made Learning Resources.**
6. For proper guidance and strict compliance.


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Assistant Schools Division Superintendent



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Enclosure No.1 Step by step Processes in the Development and Quality Assurance of Teacher-made Learning Resources

DEVELOPMENT and FIRST LEVEL EVALUATION

1. The teacher will identify the learning material to be developed based on the school or learners' needs . He/she will then craft the project proposal to be submitted for approval. Once approved, the development starts. The finished product will then be submitted to the SQAT with the PSDS, who will evaluate the material.

For video or RBI lessons, the following must be taken into consideration before submitting for quality assurance:

- a. Episode guide/story board or the script must first be submitted for approval prior to the filming or recording. The approved script/s shall also be submitted together with the finished output/s.
 - b. Videos must not have been forwarded to others or uploaded in YouTube or in any other internet sites. A certification shall be required from the developer in order to assure DepEd that the material has not been uploaded in any internet sites.
 - c. Whatever approved teacher developed materials whether print or non-print becomes the property of DepEd; thus, distribution of copies (either thru DVDs or thru links) shall be the sole responsibility of the LR Unit.
2. The School Quality Assurance Team, headed by the school principal and with the guidance of the Cluster PSDS, shall evaluate the material using the appropriate LR evaluation tools and shall ensure that no violations (copyright, social content guidelines) have been made. Content, language, illustrations, layout of the materials shall be the focus of the evaluation.

The result of the evaluation must be communicated to the developer for necessary action or revision. Once revised, re-evaluation shall take place to check if the recommendations were incorporated. The head of the SQAT shall certify that the material has undergone quality assurance, to be verified by the PSDS.

3. Field testing is a significant activity that ensures the effectiveness of the material. In the absence of actual field testing due to the present situation, validation may be done online. Documentation of the field testing must be done.

SECOND LEVEL EVALUATION

Once the learning material has passed the first level evaluation, the school head may submit a letter of intent to the Division Office signifying his/her intention of subjecting the material for the second level evaluation. Attached with the letter are the project proposal, the proposed output, evaluation tools used, certification of First Level Quality Assurance signed by all the members of the SQAT and verified by the PSDS, narrative of field testing.



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