



Republic of the Philippines  
**Department of Education**  
REGION XIII – CARAGA  
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



July 23, 2020


**DIVISION MEMORANDUM**

No. 132, s. 2020

**DEVELOPMENT AND QUALITY ASSURANCE OF SELF-LEARNING  
MODULES FOR ARABIC LANGUAGE AND ISLAMIC VALUES EDUCATION**

TO : Assistant Schools Division Superintendent  
Division CID Chief  
Division SGOD Chief  
Education Program Supervisors  
Schools District Supervisors  
Public Elementary School Principals  
This Division

1. Pursuant to Regional Memorandum No. 296, s. 2020 re: Development and Quality Assurance of Self-Learning Modules for Arabic Language and Islamic Values Education, this Division shall facilitate the Development and Quality Assurance of Self-Learning Modules (SLMs) for Arabic Language and Islamic Values subjects across grade levels.
2. The composition of the Development and Quality Assurance Teams, and Schedule of Activities are attached as Enclosures 1, and 2 respectively.
3. All expenses relative to the reproduction of ALIVE SLMs shall be charged against 2020 Madrasah Education Program support fund/local and/or downloaded fund subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination and compliance to this Memorandum is enjoined.

  
**KAREN L. GALANIDA, PhD, CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual Index under the following subjects

mlp/7-23-2020      MEP                      ALIVE                      Learning Resources                      LRMDS



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Enclosure 1 to the Division Memorandum No. 132, s. 2020

**ALIVE Self-Learning Modules (SLMs)  
Development and Quality Assurance Team**

**A. Development Management Team**

<b>Designation</b>	<b>Personnel Involved in Different Levels of Governance</b>	<b>Roles and Responsibilities</b>
Chairperson	Dr. Carlo P. Tantoy Chief, CID	* Manage the development of Self-Learning Modules (SLMs) for Arabic Language (AL) and Islamic Values Education (IVE)
Co-chairpersons	Division LRMSD Supervisor Division ALIVE Coordinator	* Identify members of the development team * Conduct orientation on ADM LR standards * Monitor the progress of the SLMs development process * Ensure compliance of the SLMs to the ADM LR standards
Members	Public Schools District Supervisors, School Principals, and ALIVE Coordinators of ALIVE school implementers	* Give technical assistance on content, and pedagogy * Check and review manuscript * Ensure that comments and suggestions are incorporated * Ensure the correctness and completeness of the SLMs

**B. Development Team**

<b>Designation</b>	<b>Personnel Involved</b>	<b>Terms of Reference</b>
Writers	All Asatidz handling Arabic Language and Islamic Values Education	* Write the manuscript according to the ADM LR standards * Incorporate comments and suggestions on the manuscript



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		<ul style="list-style-type: none"><li>* Obtain permission to use copyrighted materials from the original owners</li><li>* Ensure that the copyright and intellectual property law is strictly followed during the development process</li><li>* Certify that the manuscript is free from copyright and intellectual property issues</li></ul>
School-Based Content Editor	Asatidz handling ALIVE Classes, and School ALIVE coordinator	<ul style="list-style-type: none"><li>* Review and verify the accuracy of the contents of the manuscript and if it is free from social content violations and plagiarized content and illustrations.</li><li>* Check the compliance of ADM learning resources or manuscript to the curriculum standards.</li><li>* Give comments and recommendations.</li><li>* Help the writer in developing content or in revising the parts that need improvement.</li><li>* Ensure that given comments and suggestions are incorporated in the manuscript</li></ul>
School-Based Language Editor	Classroom teacher, English Teacher, and Master Teacher of the ALIVE implementing school	<ul style="list-style-type: none"><li>* Review the manuscript for language errors (e.g. faithfulness in translation, coherence and clarity, grammar and syntax, spelling and punctuation, consistency in style, etc.)</li><li>* Ensure the compliance of the learning resources to the required style guide (CMOS)</li></ul>







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		* Ensure that the material is free from errors in terms of grammar, spelling, punctuation marks, and format.
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### C. Quality Assurance Team

Designation	Personnel Involved	Roles and Responsibilities
Chairperson	Dr. Carlo P. Tantoy Chief, CID	* Lead and oversee the conduct of evaluation and review of the manuscript
Co-chairperson	Dr. Noemi D. Lim EPS, LRMSD	* Assist the CID chief to oversee the conduct of evaluation and review of the manuscript
Members (Arabic Language)	Arabic Language Group: 1. Andabansa S. Omar 2. Aisah D. Palawan 3. Grazel G. Cabesas 4. Richard B. Antallan 5. Marino L. Pamogas 6. Junrey A. Lopez 7. Marlina G. Rasonabe	* Evaluate the developed ALIVE modules. * Check for accuracy of content, suitability of pedagogy and instructional design. * Discuss with other Quality Assurance Team members to arrive at a consensus on the comments and revisions that shall be made on the modules
Members (Islamic Values)	Islamic Values Group: 1. Rocaina C. Macasimbar 2. Jasmine C. Adiong 3. Gloria Y. Paular 4. Fe Espina-Rubio 5. Nelson F. Hadji 6. Myrna Y. Gijapon 7. Jerisse J. Parajes	* Proofread the assigned modules. * Ensure the correctness and completeness of the ADM modules.





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Enclosure 2 to the Division Memorandum No. 132, s. 2020

**Schedule of Activities**

<b>Date</b>	<b>Activities</b>	<b>Expected Outputs</b>
July 20-21, 2020	Orientation on the Development of SLMs	* Identified ALIVE Learning Competencies for Quarters 1 and 2 * Assignment of Asatidz
July 21-31, 2020	Development of ALIVE SLMs for Quarter 1	* Manuscript of assigned modules
August 4-7, 2020	School-Based Evaluation of ALIVE Modules	* Evaluated Manuscripts
August 10-14, 2020	Division Level Quality Assurance	* Quality Assured ALIVE Modules
August 17-19, 2020	Reproduction of ALIVE Modules	* Reproduced ALIVE Modules
August 20-31, 2020	Development of ALIVE SLMs for Quarter 2	* Manuscript of assigned modules
September 1-10, 2020	School-Based Evaluation of ALIVE Modules	* Evaluated Manuscripts
September 14-18, 2020	Division Level Quality Assurance	* Quality Assured ALIVE Modules
September 21-25, 2020	Reproduction of ALIVE Modules for Q2	* Reproduced ALIVE Modules



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