



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



July 24, 2020

Division Memorandum

No. 133, s. 2020

TO: Assistant Schools Division Superintendent
Curriculum Implementation Division Chief
Education Program Supervisor
Public Schools District Supervisor
This Division

**DEVELOPMENT AND QUALITY ASSURANCE OF SELF-LEARNING
MODULES FOR THE FIRST WEEK OF THE FIRST QUARTER IN ALL
SUBJECT AREAS IN ALL GRADE LEVELS**

1. In preparation for School Year 2020-2021, DepEd Surigao City Division, shall be developing Self-Learning Modules (SLMs) for the first week of the first quarter in all subject areas in all grade levels as reinforcement in case DEPED ADM Modules would not be readily available yet by the opening of classes.
2. To fast track the completion of SLMs, all SDOs concerned through the Education Program Supervisors shall ensure that all involved in the development and quality assurance shall not be given other workloads/ assignments until the task is completed. Furthermore, Public Schools District Supervisors and School Heads are enjoined to give full support to complete the SLMs on or before the set deadline. Quality assured SLMs are due for submission on or before August 3, 2020.
3. The composition of the Development and Quality Assurance Teams and the Schedule of Activities are attached as Enclosures 1&2, respectively. The List of Writers with their assigned learning competencies, evaluators and editors will be provided by the Education Program Supervisors.
4. All members of the development and quality assurance teams will be accorded with Certificate of Commendation.
5. All expenses relative to the development and quality assurance of the SLMs shall be charged against the downloaded funds per RO-13-20-0414 dated 6/13/20 subject to the usual accounting and auditing rules and regulations.
6. Widest dissemination and strict compliance to this Memorandum is enjoined.


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

Reference: DM-CI-2020-00-102

Encl: As stated

To be indicated in the Perpetual Index under the following subjects:

ADM DISTANCE LEARNING LEARNING RESOURCES QUALITY ASSURANCE



 M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte.
 (086) 826-1268; (086) 826-3075; (086) 826-8931.
 surigao.city@deped.gov.ph
 <http://www.depedsurigaoacity.com>



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

Enclosure 1 to Division Memorandum No. 133, s. 2020

A. Development Management Team

Designation	Personnel Involved	Roles and Responsibilities
Chairperson	Carlo P. Tantoy, PhD CID Chief	<ul style="list-style-type: none">• Ensure that a Complete Staff Work (CSW) is prepared & approved;• Ensure completeness, correctness and adherence of the ADM modules to the standards;• Manage the development of the ADM learning resources; 1. Certify that the ADM Modules are ready for printing
Co-Chairperson	EPS – LR Education Program Supervisors	<ul style="list-style-type: none">• Prepare CSW, AR & budget estimate• Identify members of the development team;• Conduct orientation on ADM LR Standards;• Monitor the progress of the SLMs development process; and• Ensure compliance of the SLMs to the ADM LR standards.
Member	Education Program Supervisors, PSDSs, School Heads and Master Teachers/Teachers	<ul style="list-style-type: none">• Identify members of the development team;• Give technical assistance on content and pedagogy;• Review and approve manuscript;• Ensure that comments and suggestions from reviewers are incorporated; and• Ensure the correctness and completeness of the SLMs.






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

B. Development Team

Designation	Personnel Involved	Terms of Reference
Writers	Classroom Teacher Master Teacher Education Program Supervisors	<ul style="list-style-type: none"> • Write the manuscript according to the ADM LR standards; • Incorporate comments and suggestions on the manuscript; • Obtain permission to use copyrighted materials from the original owners; • Ensure that the copyright and intellectual property law is strictly followed during the development process; and • Certify that the manuscript is free from copyright and intellectual property issues. • Accomplish the following forms: <ul style="list-style-type: none"> ○ Writers Assignment Agreement ○ Illustrations Summary & Approval Sheet ○ Copyright Originality Form ○ Proforma Communications seeking Permission to Copy (when needed) ○ Inventory of Third Party Contents ○ Metadata Form
Illustrator	DepEd Illustrator Teacher Illustrator	<ul style="list-style-type: none"> • Provide illustrations & visuals needed according to the ADM LR Standards • Finalize illustrations and visuals based on the writers' and reviewers' comments & suggestions • Accomplish: Artwork Assignment Agreement
In-House Content Editor 1 per learning area	EPS Identified PSDS Identified School Heads Identified Teachers	<ul style="list-style-type: none"> • 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; • Check the compliance of ADMlearn in resource or manuscript to the curriculum standards; • Give comments and recommendations; • Help the writer in developing content or in revising the parts that need improvement; and • Ensure that given comments and suggestions are incorporated in the manuscript



 M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte.
 (086) 826-1268; (086) 826-3075; (086) 826-8931.
 surigao.city@deped.gov.ph
 <http://www.depedsurigao.city.com>



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

<p>In-house Language Editor</p>	<p>Education Program Supervisors</p> <p>Identified Public Schools District Supervisors</p> <p>Identified English Major Teachers</p>	<ul style="list-style-type: none"> Review the manuscript for language errors (e.g. faithfulness in translation, coherence and clarity, grammar and syntax, spelling and punctuation, consistency in style, etc.); Ensure the compliance of the learning resource to the required style guide (CMOS) Give comments and recommendations; and Ensure that given comments and suggestions are incorporated in the manuscript.
<p>Lay-out Artist (1 per learning area)</p>	<p>Project Development Officer</p> <p>Librarian</p> <p>Classroom Teacher</p>	<ul style="list-style-type: none"> Layout the manuscript according to the ADM LR Standards; Submit editable digital file of the manuscript on the agreed schedule following the ADM LR Standards
<p>Proofreader (1 per learning area)</p>	<p>English /Filipino/ MTB MLE Supervisor /Teachers</p>	<ul style="list-style-type: none"> Ensure that the material is free from errors in terms of grammar, spelling, punctuation marks, format.
<p>Community elder</p>		<ul style="list-style-type: none"> Ensure that community traditions and beliefs are integrated properly and with respect in the manuscript.





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

C. Quality Assurance Management Team

Designation	Personnel Involved	Roles and Responsibilities
Chairperson	Carlo P. Tantoy, PhD CID Chief	<ul style="list-style-type: none"> • Receive digital and printed copies of the SLM • Lead and oversee the conduct of evaluation and review of the manuscript; and • Return the evaluated manuscript with the attached evaluation sheet to the development team for reference and revision.
Co-Chairperson	EPS	
Content Evaluator/Reviewer	Identified PSDSs PSDSs, School Heads, Teachers	<ul style="list-style-type: none"> • Evaluate the developed LR, review the revised LR, and do a last review the final LR in the assigned component area to check for accuracy of content, suitability of pedagogy and instructional design, and identify other types of errors; • Write specific comments and recommendations on the margins of the manuscript that shall guide the development team in evaluating, revising, finalizing prior to production, publication and reproduction • Discuss with other QA team members to arrive at a consensus on the comments and revisions that shall be made on the LR; • Check and proofread the assigned learning resource to ensure that comments and recommendations are accurately, completely, and appropriately implemented.
Language Evaluator/Reviewer	Identified PSDSs PSDSs, School Heads, Teachers	<ul style="list-style-type: none"> • Evaluate the developed LR, review the revised LR, and do a final review of the LR in the assigned learning area to check for language errors • Write specific comments and recommendations on the margins of the LR • Submit the duly accomplished and appropriate tools to the QA chairperson • Check and proofread the assigned learning resource to ensure that comments and recommendations are accurately, completely, and appropriately implemented.





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

Enclosure 2 to Regional Memorandum No. 133, s. 2020

SCHEDULE OF ACTIVITIES

Date	Activities	Expected Output
July 27, 2020	Teleconference / Face to Face Conference (observing protocols) with the writers, evaluators for checking / initial quality assurance of the pre-assigned modules right after the orientation held on July 21	Draft (Version 1) SLMs Report from Education Program Supervisors
July 28-29, 2020	Revision of SLMs based on initial feedback from the QA Team	Revised SLMs (Version 2)
July 30, 2020	Teleconference / Face to Face Conference (observing protocols) with the Development and Quality Assurance Team	Minutes/Video recording Enhanced SLMs
July 30, 2020	Final Review of the SLMs by the Subject Area Review Team	Marginal Notes Summary of Findings
	Revision of the SLMs	Final Version of the SLMs (Version 3)
August 3, 2020	Submission of SLMs to the CID Chief	Ready to print SLMs

ndl 7/24/20



Address: M. Ortiz St., Brgy. Washington, Surigao City
Telephone No.: (086) 826-3075
Email: surigao.city@deped.gov.ph