



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

6 NOVEMBER 2020

DIVISION MEMORANDUM
No. 289 s. 2020

MEMBERS OF SDO TECHNICAL WORKING GROUP COMMITTEE

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Relative to Joint Memorandum DM-CI-2020-286 Re: **CREATION OF TECHNICAL WORKING GROUP TO CONDUCT CONFORMANCE REVIEW ON SUBMITTED SLMs**, the City Schools Division of the City of Tayabas created a TWG for the different learning areas with experts/specialists to ensure the conformance review on received SLMs in the Division from the Central Office and Regional Office.
2. The objectives is to identify and manage different issues and concerns regarding received SLMs for utilization.
3. Attached herewith is the list of TWG members and the Term/s of reference.
4. Immediate dissemination of this Memorandum is highly desired.

Digitally signed by
Ogayon Aniano Moralina
Date: 2020.11.06
16:55:17 +08'00'

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

RECEIVED
11/09/2020
BY:



Brgy. PotoI, Tayabas City



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Enclosure 1

**MANAGEMENT OF DIFFERENT ISSUES AND CONCERNS REGARDING
MODULES
MEMBERS OF SDO TECHNICAL WORKING COMMITTEE**

Chairman: **ANIANO M. OGAYON, CESO V**
Schools Division Superintendent

MAYLANI L. GALICIA
OIC- Assistant Schools Division Superintendent

Co-Chairman: **IMELDA C. RAYMUNDO**
CID Chief

Members: **All Learning Area Supervisors
EPS-LRMDS**

Subject	EPS-in-Charge	School Head	Key Stage	Name of MT/Teacher
EsP	Joseph Jay U. Aureada	Alita Rodriguez	Key Stage 1	Elzen Joy Veran Veranga Jea Romano Carmena L. Lagonero Lorelie Racelis
		Alona Crisanto		
		Leah Clado Rowena Sabiduria	Key Stage 2	Jecel Degran Katrina Paula Zaide Annabel Malvar Raquel Reyes Marian Flores
			Key Stage 3	Lorena G. Saul
			Key Stage 4	Montano Agudilla Jr.
MTB	Christian J. Bables	Natalia Andaya	Key Stage 1	Remedios Placino Joyce Renneth M. Cabañas Rosemarie P. Rodillas
Lea Cosico				
Filipino		Julieta Labita Cynthia Zorilla Arlene R. Oabel	Key Stage 1	Erika Roshelle R. Uroslino Jane Karell V. Comiso Karmela Veluz
			Key Stage 2	Marchella C. Unson Roshayne Marcellana Amelita M. Robel
			Key Stage 3	Maricar Umbrete Lyca Padrigue Sherellyn Moreno Hazal Malto
		Key Stage 4	Kristel Joyce Cabuyao Gesselle Cambia	
Araling Panlipunan	Sancho C. Calatrava	Cherry Hugo	Key Stage 1	Florence Javin John Menard Lavadia
		Waldymar Pasacsac	Key Stage 2	Roberta V. Esmiller Edissa Contreras, Socorro Delloro

		Nezsi Garcia Raymond Hugo Aldwin Capistrano Ronan Ranillo		Miguela Cabangon Glenda Castillo
			Key Stage 3	Aldwin Rea Susan Abuel Reniel Fabella Glecy Pineda Jeanne Pauline Oabel
			Key Stage 4	Lucila Jardin Jezzreel Valdeavilla Elena Peñarejo Joel Dela Cruz
Kindergarten and SPED	Mildred Z. Galleno	Arlene D. Pagana	Key Stage 1	Jessa Nina Pagana
		Ingrid Palad	Key Stage 2	Analiza C. Vitto
			Key Stage 3	Jobelle Jardin
English	L.C. Richelle F. Quintero	Leonora De Rama	Key Stage 1	Loida R. Decal Michelle C. Anyayahan Jessamae Cabriga
		Cecilia Pingol	Key Stage 2	Christine V. Cabuyao Joan Joy Eclarin Samia Joy Rasay
		Girlye Abaricia	Key Stage 3	Mary Joy B. Talavera Josephine Cabulong Lucinda Jurilla Tesalonica Abesamis
		Maria Madel Rubio	Key Stage 4	Regicelle Cabuyao Rempson Sumilang
Science	Georgia P. Talabong	Honesto Caagbay	Key Stage 1	Agnes Lagdameo
		Dr. Joy Buban Go	Key Stage 2	Mariel Cesario Marissa R. Capistrano
		Larvin Labrada	Key Stage 3	Cristina Valdepeña Michael Leonard Lubiano
		Michael Safred	Key Stage 4	Laarni Q. Lachica Raquel Reyes
		Marvin J. Rosales		Marie Grace R. Tiosan Jean Rose Gonzaga Margaret Elaine E. Calvendra
Mathematics	Jerome A. Chavez	Luz Pacaigue Roderick Hugo Wenefredo Baylongo Josephine Ramos Evelyn Palambiano	Key Stage 1	Marilyn J. Briones
			Key Stage 2	Paz Jamilano, Fitz James Lavadia, Esmeralda Quesea
			Key Stage 3	Josephine D. Castro Maria Victoria Landicho
			Key Stage 4	Jacinta Abulencia
TLE	Louie L. Fulleo	Elpidia C. Palayan	Key Stage 2	Maria Concepcion Cuadra
		Geraldine Constantino	Key Stage 3	Cecille Pagana Josephine Oblea
		Mary Grace Cabili	Key Stage 4	Myra Flores
MAPEH	Sherwin C. Quesea		Key Stage 1	Abbigail Zagala

		Dennis Labita		Marileth Bereña Aiza Salvan Marilou Razalan
		Erico Ybardolaza	Key Stage 2	Laurice De Asis Ryan Chester Manzanares Johnas Salvan Maria Roselle Javin
		Jeffrey Dimailig	Key Stage 3	Donabelle Sumilang Hilda Caagbay Jayson Labao Rita Arceta

Enclosure 2

Term/s of Reference

Top Management (SDS and ASDS)

- Ensure that conformance review of SLMs from Central Office and Regional Office are conducted and finished at the earliest possible time
- Submit recommendation

Chief Education Program Supervisor, CID

- Lead colleagues in evaluating SLMs
- Gather and consolidate findings per learning area
- Submit findings to top management

Education Program Supervisors

- Provide Technical Assistance to School Heads and select teachers
- Lead the conduct of review of Learning Resources in the different learning areas
- Coordinate with the Chief EPS, School Heads and select teachers on the conduct of review of learning resources
- Consolidate and analyze issues and concerns on Learning Resources in all Key stages submitted by the school heads
- Submit report/s and policy recommendation to the Chief EPS

Education Program Supervisors - LRMDs

- Ensure that quality and technicalities of the learning resources are met, for the editors of the content and salient features of the materials
- Ensure the compliance to LRMDs policies, guidelines standards in development and utilization of learning resources
- Evaluate quality assure and approved localized learning resources for schools' division use
- Coordinate the development (through the LR Development Teams) of learning resources.

School Heads

- Coordinate with the EPS in-charge of the learning area
- Validate the review on learning resources conducted by the select teacher on the assigned learning area and Key Stage
- Provide TA to the select teachers in the assigned Key Stage
- Gather and consolidate issues and concerns on the assigned learning area and Key Stage
- Submit report/s to the in-charge EPS

Select Teachers (Content Editors and Language Reviewers)

Content Editors

1. 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;
2. Check the compliance of learning resource or manuscript to the curriculum standards;
3. Give comments and recommendations;



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4. Help the writer in developing content or in revising the parts that need improvement
5. Ensure that given comments and suggestions are incorporated in the manuscript; and
6. Prepare and submit the manuscript with marginal notes

Language Reviewers

1. Review the manuscript for language errors (e.g. faithfulness in translation, coherence and clarity, grammar and syntax, spelling and punctuation, consistency in style, etc.);
2. Ensure the compliance of learner's materials or manuscript to the required style guide (CMOS)
3. Give comments and recommendations;
4. Ensure that given comments and suggestions are incorporated in the manuscript; and
5. Prepare and submit the manuscript with marginal notes