

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

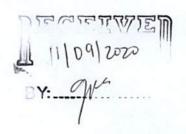
MEMBERS OF SDO TECHNICAL WORKING GROUP COMMITTEE

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

- 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











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 Alona Crisanto	Key Stage 1	Elzen Joy Veran Veranga Jea Romano Carmena L. Lagonero Lorelie Racelis
		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.
		Lea Cosico		Cabañas Rosemarie P. Rodillas
Filipino		Julieta Labita Cynthia Zorilla Arlene R. Oabel	Key Stage 1	Erika Roshelle R. Uroslino Jane Karell V. Comiso Karmela Veluz
		Key Stage	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











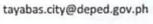


		Nezsi Garcia		Miguela Cabangon Glenda Castillo
			Key Stage 3	Aldwin Rea
		Raymond Hugo		Susan Abuel Reniel Fabella
		Aldwin Capistrano		Glecy Pineda Jeanne Pauline Oabel
		Ronan Ranillo	Key Stage 4	Lucila Jardin Jezzreel Valdeavilla Elena Peñarejo
				Joel Dela Cruz
Kindergarten	Mildred Z. Galleno	Arlene D. Pagana	Key Stage 1	Jessa Nina Pagana
and SPED			Key Stage 2	Analiza C. Vitto
		Ingrid Palad	Key Stage 3	Jobelle Jardin
English	L.C. Richelle F.	Leonora De	Key Stage 1	Loida R. Decal
	Quintero	Rama	and a second	Michelle C. Anyayahan
		Cecilia Pingol	Vor Store 2	Jessamae Cabriga Christine V. Cabuyao
			Key Stage 2	Joan Joy Eclarin
		Girlie Abaricia		Samia Joy Rasay
		Giric ribaricia	Key Stage 3	Mary Joy B. Talavera
		Maria Madel	Key Stage 3	Josephine Cabulong
		Rubio		Lucinda Jurilla
				Tesalonica Abesamis
			Vor Stage 1	
			Key Stage 4	Regicelle Cabuyao
a :	G : D M 1 1	II	77 04 1	Rempson Sumilang
Science	Georgia P. Talabong	Honesto Caagbay	Key Stage 1	Agnes Lagdameo
			Key Stage 2	Mariel Cesario
		Dr. Joy Buban		Marissa R. Capistrano
		Go	Key Stage 3	Cristina Valdepeña
				Michael Leonard Lubiano
		Larvin Labrada	Key Stage 4	Laarni Q. Lachica
		Michael Safred		Raquel Reyes
				Marie Grace R. Tiosan
				Jean Rose Gonzaga
		Marvin J. Rosales		Margaret Elaine E. Calvendra
Mathematics	Jerome A. Chavez	Luz Pacaigue	Key Stage 1	Marilyn J. Briones
Mathematics	octome A. Chavez	Roderick Hugo	Key Stage 2	Paz Jamilano, Fitz James
		Wenefredo Baylongo Josephine Ramos Evelyn	Rey Blage 2	Lavadia, Esmeralda
				Quesea
			Key Stage 3	Josephine D. Castro
			Rey Stage 3	Maria Victoria Landicho
		Palambiano	Key Stage 4	Jacinta Abulencia
	Louie L. Fulledo	Elpidia C. Palayan		
TLE			Key Stage 2	Maria Concepcion Cuadra
			Key Stage 3	Cecille Pagana Josephine Oblea
		Geraldine Constantino	Key Stage 4	Myra Flores
		Mary Grace Cabili		
MAPEH	Sherwin C. Quesea		Key Stage 1	Abbigail Zagala











Dennis Labita		Marileth Bereña
		Aiza Salvan
Erico Ybardolaza		Marilou Razalan
	Key Stage 2	Laurice De Asis
Jeffrey Dimailig		Ryan Chester Manzanares
		Johnas Salvan
		Maria Roselle Javin
	Key Stage 3	Donabelle Sumilang
	And the second	Hilda Caagbay
1		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

- 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 learning resource or manuscript to the curriculum standards;
- Give comments and recommendations;







(042) 710-0329 or 797-0773









- 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









