



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

11 MAY 2022

DIVISION MEMORANDUM

No. 3/2 s. 2022

**SUBMISSION OF SCHOOL LEARNING RESOURCE DEVELOPMENT TEAM AND
 SCHOOL LEARNING RESOURCE QUALITY ASSURANCE TEAM**

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

1. Relative to Division Memorandum No. Division Memorandum No. 292 s 2022. re: Submission of Localized Learning Resources, this office requires all school heads to submit your **School Learning Resource Development Team and School Learning Resource Quality Assurance Team on or before May 23, 2022**. This is to ensure that all school localized Learning Resources (LRs) will adhere with the prescribed Learning Resource Standards. Please be guided with the composition of each team disaggregated below:

SCHOOL LEARNING RESOURCE DEVELOPMENT TEAM

Chairperson	-	School Heads
Co-Chairperson	-	Master Teachers/Key teachers
Members	-	Writers per learning area
Writer	-	Teachers and Master Teachers
Illustrator	-	Teachers/Master Teachers
Content Editor	-	Master Teachers/Teachers
Language Editor	-	English, Filipino, MTB-MLE Teachers
Lay out Artist	-	Teacher
Proof Readers	-	English, Filipino, MTB-MLE Teachers

SCHOOL LEARNING RESOURCE QUALITY ASSURANCE TEAM

Chairperson	-	School Head
Co-Chairperson	-	Master Teacher/LR Coordinator
Content Evaluator/ Reviewer	-	Master Teacher/Key Teacher
Language Evaluator/ Reviewer	-	Master Teacher/Teacher
Layout Evaluator/ Reviewer	-	Teacher



Brgy. Pitol, Tayabas City



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2. For further details, specified below are the Terms of Reference for each team member.

Designation	Roles and Responsibilities
A. School Learning Resource Development Team	
Chairperson	<ul style="list-style-type: none"> ▪ Ensure the completeness, correctness and adherence of the Localized LRs to the standard ▪ Manage the development process of the localized learning resources.
Co-Chairperson	<ul style="list-style-type: none"> ▪ Conduct orientation on LR standards. ▪ Monitor the progress of the LR development process ▪ Ensure compliance to the LR standards
Member	<ul style="list-style-type: none"> ▪ Identify member of development team ▪ Give technical assistance on content and pedagogy. ▪ Review and approve manuscript. ▪ Ensure the correctness, completeness of the Localized LRs.
Writers	<ul style="list-style-type: none"> ▪ Write the manuscript according to the LR Standard ▪ Approve the illustrations. ▪ Incorporate comments and suggestions on the manuscripts
Illustrator	<ul style="list-style-type: none"> ▪ Provide illustrations and visuals needed in the manuscript according to standards. ▪ Finalize illustrations and visuals based on the writers and reviewer's comments and suggestions.
Content editor	<ul style="list-style-type: none"> ▪ Review and verify the accuracy of the manuscript if it is free from social content violations and plagiarized content and illustrations. ▪ Check the compliance. ▪ Give comments and recommendations.
Language editor	<ul style="list-style-type: none"> ▪ Review the manuscript for language error. ▪ Give comment and suggestions. ▪ Ensure that the given comments and suggestions are incorporated in the manuscript.
Lay-out artist	<ul style="list-style-type: none"> ▪ Incorporate in the localized LRs the suggestions/recommendations based on the content/language and technical reviewers' comments. ▪ Lay out the manuscript according to the LR standard.
Proof reader	<ul style="list-style-type: none"> ▪ Ensure the materials are free from errors in terms of grammar, spelling, punctuation marks and format.

Designation	Roles and Responsibilities
B. School Learning Resource Quality Assurance Team	
Chairperson	<ul style="list-style-type: none">Receive the digital and printed copies of Localized LRs and transmit to the concerned personnel.Lead and oversee the conduct of evaluation and review of the manuscript.
Co-Chairperson	<ul style="list-style-type: none">Review the technical specification of the manuscript.Received evaluated and validated manuscript.Forward the quality assured LR for approval of higher authority.
Content evaluator/ Reviewer	<ul style="list-style-type: none">Evaluate the manuscript as to content, review the revised LRs, do the last and final review of the LR to check the accuracy of the content and suitability of pedagogy, write specific comments and suggestion.
Language Evaluator Reviewer	<ul style="list-style-type: none">Review the manuscript for language error.Give comment and suggestions.
Lay out Evaluator Reviewer	<ul style="list-style-type: none">Check the lay out designRecommend for suggestions for improvement.Improve the illustrations and other art works.

3. Immediate and wide dissemination of this memorandum is earnestly desired.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent 

Encl.:
As stated



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