



**DIVISION MEMORANDUM**

NO. 297, S. 2017

**TO:** OIC – ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEFS, EDUCATION PROGRAM SUPERVISOR, CID & SGOD  
ELEMENTARY AND SECONDARY SCHOOL HEADS/DEPARTMENT HEADS  
ELEMENTARY AND SECONDARY TEACHERS & PERSONNEL  
ALL OTHERS CONCERNED

**FROM:** **CATHERINE P. TALAVERA, Ph.D.**  
OIC- School Division Superintendent

**SUBJECT:** GUIDELINES ON THE PREPARATION, DEVELOPMENT AND PRODUCTION OF  
LOCALIZED AND CONTEXTUALIZED INSTRUCTIONAL MATERIALS (IMs)

**DATE:** October 26, 2017

Pursuant to DepEd Order no. 25 s. 2017 item No. 5 which stated that; *make up classes are recommended in lieu of class cancellation due to celebrations and holidays, as well as natural and man-made calamities. Mechanism for conduct of makeup classes must be agreed upon by the school heads and the Parent Teacher Association. And No. 9 stated that; at the end of the second quarter, a semestral break for learners shall be observed to evaluate individual teachers and their collective performance, as well as to conduct the In Service Training (INSET) activities for their continuing professional development. An additional day for Instructional Materials (IM) preparation shall be observed.*

Hence, this office informs the field of the Division Guidelines on the **Preparation, Development and Production of Localized and Contextualized Instructional Materials (IMs) to Support the K to 12 Curriculum.**

Immediate dissemination of this memorandum to all concerned is earnestly desired.

CID/ GUIDELINES ON THE PREPARATION, DEVELOPMENT AND PRODUCTION OF LOCALIZED AND  
CONTEXTUALIZED INSTRUCTIONAL MATERIALS (IMs)

D.M. 297 10/26/2017

*We are an emerging division where excellence is a habit and allegiance for quality is a pledge.*

Email us at: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)

tel. no. : (042) 797-0591

Website: [www.depedtayabascity.ph](http://www.depedtayabascity.ph)

telefax no. : (042) 797- 0054), (042) 797-0773

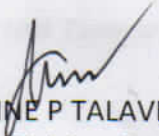


Implementing Guidelines on the Preparation, Development and Production of Localized and  
Contextualized Instructional Materials (IMs)  
to Support the K to 12 Curriculum

1. The Department of Education (DepEd) reiterated on the implementing guidelines School Calendar for SY 2017-2018 No. 5 pursuant to DepEd Order No. 25, s. 2017, stated that; ***make up classes are recommended in lieu of class cancellations due to celebrations and holidays, as well as natural and man-made calamities. Mechanism for the conduct of makeup classes must be agreed upon by the school heads and the Parent Teacher Association.*** And No. 9 stated that; *at the end of the second quarter, a semestral break for learners shall be observed to evaluate individual teachers and their collective performance, as well as to conduct the In Service Training (INSET) activities for their continuing professional development. An additional day for Instructional Materials (IM) preparation shall also be observed.*
2. Hence, the schools are expected to conduct Instructional Materials (IMs) preparation for K to 12 on October 30, 2017, this shall include Strategic Intervention Materials (SIM), Activity Sheets, Worksheets, Module, Manipulatives, Big Books/Small Books for Reading and Numeracy and across all subject areas per grade level.
3. The IMs shall be developed by a teacher or team of teachers across all subject areas led by a specialists on every subject area per grade level.
4. In addition to those materials, modules, and reading and numeracy materials written in the mother tongue (MT) will also be provided to support the Mother Tongue-Based Multilingual Education (MTB-MLE) pursuant to DepEd Order no. 74, s. 2009.
5. School Heads / TICs shall continuously promote, monitor and provide TA in the development of IMs. Thus, develop learning resources package and submit progress report and output to Division Office.
6. Excellent IMs developed shall undergo the following processes:
  - a. developed IMs shall be evaluated by school based evaluators



- b. evaluated IMs by the school evaluators shall be submitted to Division LRMDs
  - c. EPS in charge of the subject area will review and conduct the 1<sup>st</sup> stage evaluation for further enhancement following the set standards
  - d. LRMDs shall conduct 2<sup>nd</sup> stage evaluation and recommendation/s
  - e. CID Chief will conduct the final review and recommend to SDS the approval of IMs and its publication.
  - f. LRMDs shall published hard and or soft copy of the developed IMs
  - g. Qualified published IMs shall be submitted on Regional level as well as to the Central Office
7. LRMDs and CID shall continuously promote, monitor, evaluate and provide TA the implementation of IMs preparation and development. Continuously development necessary Frame Works for further development.
8. The approved evaluated IMs packages shall be provided via hard and or soft copy by LRMDs.
9. The allocation of the learning package/materials shall be based on the needs of every schools
10. However, the goal of the SDO-Tayabas City to provide all teachers and pupils with a complete set of the learning materials, budgetary requirements for this activity is subject to the availability of funds and auditing procedures.
11. A copy of the allocation list of the packages and materials will be provided as soon as they are available.

  
CATHERINE P TALAVERA PhD, *ju*  
OIC-Schools Division Superintendent