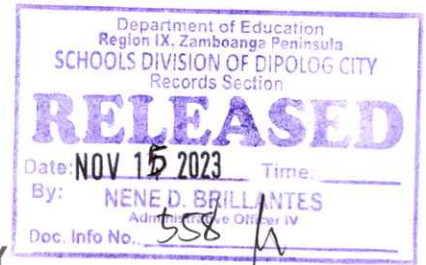




Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



November 14, 2023

DIVISION MEMORANDUM

No. 558 s. 2023

Division Quality Assurance Workshop on DepEd Senior High School Learning Resources

To: **Assistant Schools Division Superintendent**
Chief Education Supervisor-CID
All Education Program Supervisors
All Public Schools District Supervisors
Selected Secondary School Heads
All others concerned
This division

1. As part of the comprehensive initiatives undertaken by this division to accelerate the delivery of basic education facilities and services, and to provide support to teachers, especially at the Senior High School level, including the availability of learning resources as integral components of the MATATAG program, this office is conducting a **Division Quality Assurance Workshop on DepEd Senior High School Learning Resources on November 21-23, 2023 at Top Pensione (3rd Floor), Dipolog City.**
2. The quality assurance team, as outlined in **Annex A**, is responsible for assessing the adherence of learning resources to the standards specified in DepEd Order No. 01 s. 2021. The team comprises specialized roles with distinct responsibilities:
 - 2.1 The Content Editor, typically a Learning Area Specialist or Content Expert, performs various checks on learning resources or manuscripts. This includes ensuring compliance with curriculum standards, verifying content accuracy with clear and grammatically correct language, and ensuring the absence of social content violations and plagiarized material. Additionally, the Content Editor provides comments and suggestions on content and inaccuracies, collaborating with the development team to address concerns before the submission of the ready-to-print or digitized learning resources.
 - 2.2 The Language Reviewer, who is a Language Expert proficient in Filipino, English, or the Mother Tongue language, is tasked with





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identifying language errors in the learning resource or manuscript. This involves assessing coherence, clarity, grammar, syntax, spelling, punctuation, and consistency in style. The Language Reviewer also checks and proofreads the revised and finalized learning material to verify that corrections have been implemented effectively.

- 2.3 The Learning Resource Design Evaluator, an expert in Designing and Visuals or Images, focuses on the layout and design of the learning resource. This includes evaluating clarity and appropriateness in design elements. Furthermore, the Evaluator reviews the revised learning resource, conducting a final assessment of the layout design to ensure clarity and appropriateness for the target users, while also considering social content implications. Coordination and communication among team members are integral to addressing issues and maintaining pedagogical standards throughout the evaluation process.

3. The mechanics and guidelines for the quality assurance process are outlined as follows:

3.1 In accordance with DepEd Order No. 1, series of 2021, the Quality Assurance (QA) team is tasked with assessing learning resources (LRs) using the designated Evaluation Tool. The primary objective is to determine whether the LRs meet the stipulated requirements for print learning resources.

3.2 Any learning resource that fulfills the specified criteria will be recommended for Division-level evaluation. Conversely, LRs that do not meet the requirements will be returned to the development team, along with identified findings. It is imperative that the development team addresses these findings promptly. Until the recommendations are satisfactorily implemented, the LR will undergo an iterative review and revision process, adhering strictly to the prescribed schedule.

3.3 Once the manuscript has been validated through this conformance review, it is then returned to the development team for a final revision based on the identified findings. Subsequently, the finalized and ready-to-print learning resource requires a sign-off from the development and/or management team prior to its submission to the Learning Resource Management and Development System (LRMS) team for printing and reproduction. This structured approach ensures the thorough evaluation, refinement, and validation of learning resources before they are disseminated for educational use.



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4. For relevant queries, you may contact Learning Resource Management Section through EPS Serapino E. Estebat Jr at 09209697483.
5. Immediate and widest dissemination of this Memorandum is directed.


MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent



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ANNEX A

Division Quality Assurance Team

No.	Name	Position/Learning Area Incharge (for this activity only)	School/Office
1.	ARACELI MACASASA	EPS	SDO
2.	MONINA ANTIQUINA	EPS	SDO
3.	LILIBETH RATIFICAR	EPS	SDO
4.	RIELA ANGELA JOSOL	EPS	SDO
5.	CHERRY MAE ELTANAL	EPS	SDO
6.	JESSIE SAMAÑIEGO	EPS	SDO
7.	ZHYRINE MAYORMITA	EPS	SDO
8.	EDGARDO CABALIDA	EPS	SDO
9.	SERAPINO ESTEBAT JR	EPS	SDO
10.	ADRIAN REFUGIO	PSDS -Mathematics	SDO
11.	BERNIE LARANJO	PSDS- EsP	SDO
12.	JOVENCIA SAMANTE	PSDS- English	SDO
13.	OLALIO DELOS SANTOS	PSDS- TVL	SDO
14.	GENEVIEVE MIRANDA	PSDS- Filipino	SDO
15.	MELANIE BANTILAN	PSDS- Science	SDO
16.	PETRUSH MACUTE	PSDS- MAPEH	SDO
17.	VILMA VELASCO	PSDS- Social Sciences	SDO
18.	ROSSALYN MONTEALTO	PSDS- English	SDO
19.	MARIA LISA VALDEHUEZA	PSDS- English	SDO
20.	AMELINDA MONTERO	CID Chief	SDO
21.	JOSELITO TIZON	School Principal- TVL	ZNNHS
22.	GINA REGAÑON	School Principal- Mathematics	Sicayab NHS
23.	MARIA RIZA LAGROMA	School Principal- TVL	Upper Dicayas IS
24.	VIRGINIA TAGAB	School Principal- Filipino	ZNNHS-Turno
25.	GLIROD TINDUGAN	School Principal- Science	AQUMATSHS
26.	LOELA BEN-ELI	School Principal-English	Gulayon IS
27.	ELVIRA ALEJO	School Principal- English	Dipolog City NHS
28.	FERDINAND CORNELIO	School Principal-Mathematics	Sinaman IS
29.	JOSEFINA TAN	School Principal- English	Punta NHS
30.	EMIL BANUA	Assistant Principal-II-TVL	Galas NHS
31.	AILENE NOLI	Head Teacher I-TVL	Punta NHS
32.	BEFERLY ARCILLAS	Head Teacher II- Filipino	Galas NHS
33.	CHRISTINA HIOLEM	Head Teacher I-TVL	Punta NHS



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34.	JOAN VILLAFUERTE	Master Teacher I-Social Sciences	AQUMATSHS
35.	JUHAIIRA HUSSEIN	Master Teacher II- Social Sciences	ZNNHS
36.	SHERYL DEOCADEZ	Master Teacher II-Filipino	ZNNHS-Turno
37.	CHERIELYN RODRIGUEZ	Master Teacher II- Science	Punta NHS
38.	LANIE DELA CRUZ	Master Teacher II-Science	ZNNHS-Turno
39.	ANAROSE CABALIDA	Master Teacher I- Social Sciences	Punta NHS
40.	MYLENE CRUZ	Master Teacher II-Mathematics	ZNNHS Turno
41.	HELEN OGO	Master Teacher II-TVL	ZNNHS

Other Participants

No.	Name	Position	School/Office
42.	DESSIE C. PAGARA	Division Librarian	SDO
43.	LEO MARTINNO ALEJO	PDO-LRMS	SDO
44.	FRANCIS ERIC GRACIA	LR Aide	SDO
45.	RAMBELLE C. FLORES	SEPS-HRD	SDO
46.	MARIE C. REFUGIO	EPS II-HRD	SDO
47.	LUSIANO S. MURRO JR.	SEPS-SMME QAME	SDO
48.	NEIL NONATO S. SEBASTIAN	EPS II- SMME QAME	SDO
49.	RAMBELLE C. FLORES	SEPS-HRD	SDO
50.	EMANNUEL BACALTOS	Nurse II	SDO