



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS OCCIDENTAL

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G. Curriculum Implementation Division (Internal)

1. Program Work Flow of Submission of Contextualized Learning Resources

Submission of Teaching and Non-Teaching DepEd Personnel, LGUs and Stakeholders of Contextualized LRs. The CID-LRMS implements the Quality Assurance Process mandated by the Department of Education-Bureau of Education and Learning Resources (BLR) in the Design and Development, Production and Distribution of Contextualized Learning Resources (LRs).

Office or Division:	Curriculum Implementation Division			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Government			
Who may avail:	Students and Teaching Related Personnel, LGUs, Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Curriculum Guide (1 Original Copy and 1 Photocopy)		LR Portal		
2. Contextualized Material Submitted (1 Original Copy and Soft Copy)		Author / Owner		
3 School/District Pre-Evaluation		Online Link		
4. Indorsement from the Public Schools District Supervisor or District QAD (or School Heads in the absence of PSDS (1 Original Copy and 1 Photocopy)		Office of the PSDS/Office of the CID		
5. Accomplished Quality Assurance Tool		LR Office		
6. Accomplished Metadata Template for Cataloguing		LR Office		
7. Signed Sworn Certification/Anti-Plagiarism Declaration				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit	1.1 Review School's Needs	None	2 days	School Head, School LR Coordinator,



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School's Needs Analysis (LR Situation Reports	Analysis and LR Situation Report			Subject Area Coordinator, Division LR Supervisor
	1.2 Prepare documents for capability building			School Head, Division LR Supervisor, Writer, Illustrator, Layout Artist
2. Attend capacity building, write shop	2.1 Manage and facilitate the write shop	None	5 days	School Head, Division LR Supervisor, Writer, Illustrator, Lay-out Artist
3. Submit contextualized LR to School Learning Resource Quality Assurance Team (SLRQAT)	3.1 Conduct Level 1 quality assurance of submitted LR	None	5 days	School Learning Resource Quality Assurance Team (SLRQAT)
4. Finalize LR ready for endorsement to Division		None	1 day	Writer, School Head
5. Prepare endorsement communication to Division Quality Assurance Team	5.1 Accept endorsement communication	None	3 days	Division LR Supervisor Division Learning Resource Quality Assurance Team (DLRQAT)
	5.2 Conduct final review and evaluation of the developed LR If final, recommend for pilot testing If not, recommend	None	15 days	DLRQAT



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	for revision			
6. Integrate recommendation based on pilot testing result or resubmit revised LRs to SDO (both hard and soft copy)	6.1 Finalize the learning resource and submit LRs in hard and softcopy to the Regional Office	None	5 days	Division LR Supervisor PDO II
	6.2 RO finalizes the Quality Assurance of Learning Resource	None	5 days	Regional LREs
7. Prepare endorsement for uploading to LR Portal	7.1 Upload LR to Portal for online QA	None	1 day	Regional LR Supervisor TAS
	7.2 Approve, produce and utilize to target users	None	1 day	Regional LR Supervisor
	7.3 RO informs SDO while SDO informs the writer through written communication of the approval and uploading of the developed LRs	None	1 day	Regional/Division LR Supervisor
TOTAL		NONE	45 days	



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2. Quality Assurance of Supplementary Learning Resource (Internal)

The Learning Resources Management Section (LRMS) is in-charge of the quality assurance of teacher-made or locally-developed supplementary learning materials to ensure the correctness and appropriateness as to content, language and layout

Office of Division:		Curriculum Implementation Division		
Classification:		Complex		
Type of Transaction:		G2G – Government to Government		
Who may avail:		DepEd employees		
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1 Detailed Lesson Plan		Employee		
2. School Quality Assurance Team (SQAT) Certification				
3 Supplementary Learning Resources (soft and hard copy)				
4 Teacher User's Guide (form Manipulative Materials only)				
5 Video of Demonstration Teaching				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit duly Accomplished requirements and the teacher-made Supplementary Learning Resources (SLR)	1.1 Check and log-in submitted teacher-made Supplementary Learning Resources (SLR) together with other requirements	None	15 minutes	LR Supervisor PDO II Librarian II
2 Evaluate the process to ensure the quality standards of the Supplementary Learning resources	2.1 Assess/evaluate the Supplementary Learning Resources	None	1 day	Division LR Supervisor Division LR Quality Assurance Team
3 Receive the Endorsement Letter from the Division Office	3.1 Prepare the summary of comments and recommendations based on the SLR evaluation	None	2 days	Division LR Supervisor PDO II



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4. Submit the corrected SLR	4.1 Draft the schedule of the final presentation and inform the teacher through a letter	None	2 days	Division LR Supervisor
5 Present the final presentation of the SLR	5.1 Review and evaluate the final presentation of the SLR using evaluation tools	None	1 day	Division LR Supervisor Division LR Quality Assurance Team
6 Receive the certificate	6.1 Release the certificate	None	1 day	Division LR Supervisor
TOTAL			7 days	