



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

December 6, 2021

**DIVISION MEMORANDUM
NO. 290, s. 2021**

REITERATION ON THE STANDARD OPERATING PROCEDURE IN THE PREPARATION,
DEVELOPMENT, AND PRODUCTION OF SUPPLEMENTARY LEARNING RESOURCES
(PRINT AND NON-PRINT)

To: Division Chiefs
Heads of Elementary and Secondary Schools
All Others Concerned

1. This is to reiterate to all concerned of the Standard Operating Procedure in the Preparation, Development, and Production of Supplementary Learning Resources (LMS) (Print and Non-Print), as SDO Bulacan continues with its effort in providing LMs to learners this School Year 2021-2022.
2. The past two years of pandemic saw the great utilization of quality-assured Self-Learning Modules (SLMs), Learning Activity Sheets (LAS), and Weekly Home Learning Plan (WHLP) in all elementary and secondary schools of SDO Bulacan.
3. True to its commitment of DepEd Quality Management Policy, all schools are reminded that **no learning resources** shall be used in our distance learning scheme without undergoing the intensive validation and quality assurance of the contents of locally produced LRs.
4. Teachers and school heads who wish to develop/prepare supplementary resources must first submit letter of intent, addressed to the office of the undersigned, through the Learning Resource Management and Development Center of the Curriculum Implementation Division. This is essential as anyone embarking on the plan of LM preparation as part of proper documentation.
5. Writers of validated and quality-assured supplementary learning-resources shall receive certificate of recognition which in turn can be used for promotion purposes.
6. Division Memorandum No. 159, s. 2017 contains the complete Standard Operating Procedures in the Preparation, Development, and Production of Supplementary Learning Resources (Print and Non-Print).
7. Strict compliance to this Memorandum is desired.


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