



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

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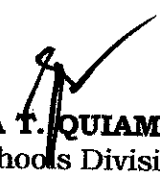
January 6, 2023

DIVISION MEMORANDUM  
No. 068 s. 2023

**IMPLEMENTATION GUIDELINES ON THE DEVELOPMENT, QUALITY  
ASSURANCE AND ACCESS TO LOCALLY DEVELOPED LEARNING RESOURCES**

To: CID Chief  
Division Education Program Supervisors  
Public Schools District Supervisors  
Secondary and Elementary School Heads  
All Others Concerned

1. SDO Bulacan issues the enclosed Implementation Guidelines on the Development, Quality Assurance and Access to Locally Developed Learning Resources (LDLRs).
2. These guidelines provide the procedure, accountable persons, roles and functions in the development, quality assurance and access to locally developed learning resources
3. These implementation guidelines shall take effect immediately.
4. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**ROWENA T. QUIAMBAO, CESE**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

Encls: as stated

References: RM 593, S. 2022  
LRMDS Framework, v.2, s.2010





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**IMPLEMENTATION GUIDELINES ON THE DEVELOPMENT, QUALITY ASSURANCE, AND ACCESS TO LOCALLY DEVELOPED LEARNING RESOURCES**

**I. Rationale:**

The learning resources and instructional materials used in the school reflect the quality of education offered. Quality learning resources must be provided to the learners and teachers to provide basic quality education. Teaching in the new normal, especially the preparation of locally developed learning resources, must allow students to be engaged. Teachers' challenge is making the instructional design meaningful, relevant, and significant to the learners.

Protection and promotion of the rights of all citizens to quality education is an assurance enshrined in the 1987 Constitution Article XIV Sections 1 and 2. Thus, the state is responsible for ensuring quality education in the same manner that it shall guarantee the provision of quality learning resources to all teachers and learners.

As stated, Executive Order No. 292, or the Administrative Code of 1987, reconfirms this mandate by authorizing the DepEd (former Department of Education, Culture, and Sports) to be primarily responsible for the formulation, planning, implementation, and coordination of the policies, plans, programs, and projects in the areas of formal and non-formal education at all levels. In addition, the same law authorized DECS, now DepEd, to undertake preparations for instructional materials.

In addition, DepEd, by virtue of the Republic Act No. 9155 or the Governance of Basic Education Act of 2001, is vested with the authority, accountability, and responsibility for ensuring access to, promoting equity in, and improving the quality of basic education. DepEd is expected to select quality learning resources that significantly affect quality education to carry out this mandate.

The Department of Education SDO Bulacan, in its pursuit to deliver access to quality learning resources and conformance to the quality standards for learning resources set by DepEd Order No. 1, s. 2021, provides these Guidelines on the Development, Quality Assurance and Access of Locally Developed Learning Resources. The Alternative Delivery Mode (ADM) Standards state the following technical specifications.

These guidelines are designed to ensure the quality of locally developed learning resources where the learning content specified in the curriculum is related to local information and materials in the learners' community.

**II. Scope**

The implementation guidelines shall cover the development, quality assurance, and access to locally developed learning resources in public schools in the Division.





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### **III. Implementation Arrangements**

A. The Development Process has the following components:

#### **1. Development Team**

The Development Team shall decide on the content of the manuscript, visuals, and layout and design of the learning resource. It is composed of the writer, illustrator, and layout artist with the following roles and functions:

##### **1.1 Writer**

- a. Discusses the instructional design and format of the learning resource with the development team;
- b. Ensures that the manuscript is free from factual, grammatical, typographical, computational errors, and plagiarized content and visual images; and
- c. Follows the DepEd technical specifications, standards, and guidelines (DO No. 1 s. 2021)

##### **1.2 Illustrator/Graphic Artist**

- a. Consults and agrees with the development team on the visuals needed in the learning resource;
- b. Conceptualizes visual elements such as lines, shapes, colors, textures, and composition of the illustrations to reinforce and clarify the text and to develop an appreciation and critical thinking of the learners;
- c. Enhances the visuals and learning resource design by using technology; and
- d. Provides visuals according to DepEd standards (DO No. 1, s. 2021)

##### **1.3 Layout Artist**

- a. Lays out materials according to the physical guidelines set;
- b. Ensures that all materials are accurately laid out based on the technical specification guidelines (DO No. 1, s. 2022); and
- c. Follows the DepEd technical specifications, standards, and guidelines (ADM Standards)

#### **2. The Quality Assurance (QA) Team**

The quality assurance team shall evaluate the conformance of the learning resource using the standard Tool (Print or Non-Print) stated in DepEd Order No. 01 s. 2021. It is composed of at least three members, the content editor, language reviewer, and learning resource design editor, with the following roles and functions:

##### **2.1 Content Editor- Learning Area Specialist or Content Expert**

- a. Checks the compliance of learning resources or manuscripts to the curriculum standards;
- b. Checks if the contents are accurate with complete thought, readable, with correct grammar, and free from social content violations and plagiarized content and visual images;





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- c. Writes comments and suggestions on the content and inaccuracies; and
- d. Coordinates with the development team members regarding issues and concerns on content and pedagogical standards before submitting the ready-to-print or digitized LR.

**2.2 Language Reviewer-Language Expert in Filipino, English, or Mother Tongue language**

- a. Checks the learning resource or manuscript for language errors (e.g., coherence and clarity, grammar and syntax, spelling and punctuation, consistency in style, etc.); and
- b. Checks and proofreads the revised and finalized learning material to ensure that corrections were implemented.

**2.3 Learning Resource Design Evaluator- Expert in Designing Visuals or Images**

- a. Checks the layout and design for clarity and appropriateness; and
- b. Reviews the revised LR and do a last review of the layout design for clarity and social content, and appropriateness to target users.

**3. Mechanics/Guidelines**

3.1 Using the Evaluation Tool (DO No. 1 s. 2021, the QA team shall evaluate the LR to determine if it meets the requirements for print learning resources.

3.2 Once the LR meets the requirements, it shall be recommended for Level 1 evaluation (District level) for elementary; (School Level) for the secondary and Level 2 evaluation (Division Level). If not, the LR shall be returned to the development team for inclusion of findings. Until the recommendation is satisfactorily implemented, the LR shall undergo an iterative review and revision. This shall adhere to the prescribed schedule.

3.3 If the revised LR is found compliant, this shall be recommended for pilot testing/field validation. The validated manuscript shall be returned to the development team for final revision based on the findings of the conformance review.

3.4 The finalized ready-to-print LR shall be signed off by the development and management team before submission to the Division level.

3.5 The District LRMDs Adviser for elementary shall submit the final copy with the transmittal signed by the Public Schools District Supervisor. In contrast, for the secondary, the School Head will be the one to sign the transmittal before submitting it to Division Learning Resource Supervisor for the level 2 evaluation.

3.6 If found compliant, this will be ready for distribution to the field through the electronic application/ MS Teams. If not compliant, it will be sent back to the district.



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3.7 The LRMDs unit will release a Certificate of Approval signed by the LR Supervisor and CID Chief with a QR Code to the Development Team upon completion of the needed requirements. ( Soft copy of LR pdf and word, letter of intent, evaluation tool used, metadata, lesson plan, disclaimer of ownership and video of demo teaching)

**4. Uploading and Access**

4.1 The Division Supervisor shall create an MS Teams to upload the compliant LRs.

4.2 The District LRs shall be given access to the MS Teams. They will download the LRs and create their own MS Teams/google link to be shared with the school LR coordinators.

4.3 The school LR coordinators will share the LRs link with the teachers.

4.4 The teachers will download the LRs to be used by the learners.

**V. Monitoring and Evaluation**

The Division LMRDS shall continuously gather feedback on implementing these guidelines down to the school level using Customer Feedback Form, Focus Group Discussion (FGD), and Consultative meetings with LRMDs Advisers, Coordinators, and Focal Persons.

Schools shall submit to their respective District LR Adviser updates on the number of learning resources developed, evaluated, and met the standards guided by the LRMDs Status Form.

**VI. REFERENCES**

1987 Constitution Article XIV Sections 1 and 2

Executive Order No. 292, or the Administrative Code of 1987

Republic Act No. 9155 or the Governance of Basic Education Act of 2001,

DepEd Order No. 1, s. 2021, provides these Guidelines on the Development, Quality Assurance, and Access to Locally Developed Learning Resources.



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**A. Development Process**

Activity	Persons Involved and Brief Description
<div>Planning Meeting</div> <div>↓</div> <div>Capacity Building</div> <div>↓</div> <div>District Writeshop</div> <div>↓</div>	<p>PSDS/ LR Adviser calls for a planning meeting</p> <p>The development team -writers -illustrators -layout artist -LR adviser -Learning Area Advisers</p> <p>The development team -writers -illustrators -layout artist -LR adviser -Learning Area Advisers</p>
<div>Submission of the locally developed LRS for Quality Assurance</div>	<p>The development team submits the LRs to the District Quality Assurance Team and if compliant with the standards shall be submitted to the Division Quality Assurance Team (DQAT). If found compliant, to the Regional Quality Assurance Team (RQAT).</p> <p>If non-compliant shall be returned to the development team for inclusion of the findings.</p>





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**B. District/School Quality Assurance Processes**

Activity	Persons Involved and Brief Description
Schedule for quality assurance	PSDS/LR Adviser/Secondary School Head calls for the submission of locally developed LRs
↓	
Conduct of Quality Assurance	DQAT/SQAT -District Quality Assurance Team/School Quality Assurance Team -content editor -language editor -LR Adviser -shall quality assure the learning resources
↓	
LREs Findings/Remarks	The DQAT/SQAT sends a communication to the development team for the remarks
↓	
Revisions	The development team shall revise the LDLRS based on the remarks of the Quality Assurance Team
↓	
Validation	District/School QA Team shall conduct validation and forward the results to the development team
↓	
Finalization	The development team incorporates the results of validation if not justified. If compliant shall be endorsed to the Division Quality Assurance Team.
↓	
Endorsement to the Division Quality Assurance Team	The PSDS/Secondary School endorses the locally developed LDLRs to the Division Quality Assurance Team for review





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**C. Division Quality Assurance Processes**

Activity	Persons Involved and Brief Description
Schedule for quality assurance	CID Chief/LR Supervisor calls for the submission of locally developed LRs
↓	
Conduct of Quality Assurance	DQAT -Division Quality Assurance Team: -content editor -language editor -LR Supervisor -Learning Area Supervisors -DQAT shall quality assure the learning resources
↓	
LREs Findings/Remarks	The DQAT sends a communication to the development team for the remarks
↓	
Revisions	The development team shall revise the LDLRS based on the remarks of the QA Team
↓	
Validation	DQAT shall conduct validation and forward the results to the development team
↓	
Finalization	The development team incorporates the results of validation.
↓	
Endorsement to the Regional Quality Assurance Team	The SDS endorses the locally developed LDLRs to the Regional Quality Assurance Team for final review.



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**D. Uploading and Downloading**

Activity	Persons Involved and Brief Description
Approved LDRs	CID Chief/ LR Supervisor/ PDO/ Librarian
↓	The approved, final, and ready to print digital copies of the LDLRs shall be uploaded on the Division MS Teams to be shared by PDO and Division Librarian.
Division MS Teams	The LR Adviser/School Focal person shall download the LDLRs and store them in the District MS teams to be shared with the school heads.
↓	
Reproduction	The school head/ school LR coordinator/ subject teacher shall download the LDLRs to be used by the learners
	Note: The school may reproduce the downloaded LDLRs using MOOE/SEF and other local fund subject to usual accounting and auditing rules and regulations.



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