



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

October 8, 2025

DIVISION MEMORANDUM

No. 504, s. 2025

**CLARIFICATION ON THE PROCESSES OF INNOVATION AND
LEARNING RESOURCE QUALITY ASSURANCE**

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. This Office issues this memorandum to clarify the distinct yet complementary processes governing Innovation and Learning Resource Quality Assurance (QA) in the Schools Division Office of Bulacan, to ensure alignment, proper documentation, and recognition of outputs in accordance with Division and DepEd policies.
2. Pursuant to Division Memorandum No. 444, s. 2025, "*Streamlined Framework on Learning Resource Management*," the Learning Resource Management and Development Section (LRMDS) under the Curriculum Implementation Division (CID) oversees the validation, certification, and approval of all locally developed learning resources (LRs) before their reproduction, utilization, or distribution.
3. Likewise, pursuant to Division Memorandum No. 86, s. 2025, "*Call for Innovation Management Proposals*," the School Governance and Operations Division (SGOD) administers the submission, documentation, and recognition of innovations initiated by schools or offices that aim to enhance efficiency, learning outcomes, and educational service delivery.
4. To differentiate the two processes:
 - Learning Resource Quality Assurance (CID-LRMDS): Ensures that instructional materials (e.g., modules, activity sheets, digital interactives, and video lessons) comply with DepEd curriculum standards, technical and format requirements, and copyright rules.
 - Innovation (SGOD): Focuses on tested, documented, and creative interventions or practices that address identified educational gaps and improve school or system performance.
5. Accordingly, if an innovation to be submitted to the SGOD contains a Learning Resource Material (LRM) as a core component or output, it must first undergo Quality Assurance by the LRMD



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

Section in accordance with Division Memorandum No. 444, s. 2025, before submission to the SGOD as an innovation pursuant to Division Memorandum No. 86, s. 2025.

6. Similarly, any research, action research, or study that involves, utilizes, or evaluates Learning Resource materials—whether as data sources, intervention tools, or instructional references—shall likewise be subject to LRMDs Quality Assurance prior to implementation or dissemination. This is to ensure that all learning resources used in research are accurate, contextually appropriate, and aligned with DepEd curriculum and policy standards.
7. This sequence ensures that any learning resource embedded in an innovation or research is validated, certified, and approved for educational use prior to being recognized or implemented.
8. The following coordination and documentation procedures shall apply:
 - The LRMD Section (CID), through Education Program Supervisor (EPS) Marilene G. Ramos, EdD, shall conduct the quality assurance process and issue the Certificate of Quality Assurance or Validation Certificate upon completion.
 - The SGOD, through EPS Jay-Arr C. Tayao, PhD, shall receive and evaluate innovations and accept only QA-certified materials as part of the innovation portfolio.
 - Schools and offices intending to submit innovations with LR components are encouraged to consult both Dr Tayao and Dr Ramos early in the process to ensure compliance and smooth coordination.
9. The process flow and comparison matrix are attached as Enclosure No. 1 for reference and implementation.
10. Immediate dissemination of and strict compliance with this Memorandum is directed.

CECILIA E. VALDERAMA, PhD

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

docG/cid-lrmds-
memo 020/10-08-
2025



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

Enclosure No. 1 to Division Memorandum No. 504, s. 2025

**PROCESS FLOW AND COMPARISON MATRIX: LEARNING RESOURCE
QUALITY ASSURANCE VS. INNOVATION SUBMISSION**

Aspect	Learning Resource Quality Assurance (CID – LRMS)	Innovation Submission (SGOD)
Purpose	To ensure instructional materials meet DepEd curriculum, technical, and copyright standards.	To document and recognize tested creative initiatives that improve education service delivery.
Governing Policy	Division Memorandum No. 444, s. 2025 – Streamlined Framework on Learning Resource Management	Division Memorandum No. 086, s. 2025 – Call for Innovation Management Proposals
Output Type	Learning Resource (e.g., module, video, interactive material)	Tested Innovation (practice, system, or project that may include an LR)
Responsible Division	Curriculum Implementation Division (CID) – LRMS Section	School Governance and Operations Division (SGOD)
Focal Person	EPS Marilene G. Ramos, EdD	EPS Jay-Arr C. Tayao, PhD
Process Flow	1. Submission of draft LR → 2. Validation and review → 3. QA certification → 4. Approval for use	1. Submission of innovation proposal → 2. Evaluation and documentation → 3. Portal entry → 4. Recognition and scaling
Submission Requirement	Soft/printed copy of LR, validation tool, author's form, and QA checklist	Innovation template, documentation, and QA certificate (if LR is included)
Final Output	Certified and approved Learning Resource	Recognized Innovation with validated outputs
Key Reminder	All learning resources used in innovations must first be QA- certified.	Innovations involving LRs must attach the QA certificate upon submission.