

	<p>Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet</p> <p>Tel.No.- 422 6570    Email Add- benguet@deped.gov.ph</p>		<p>Document Code: SDO-BENG-QF-OSDS- SDS-004</p> <p>Revision: 00</p> <p>Effectivity date: February 6, 2019</p>
<p><b>Division Memo. No. <u>112</u> 2020</b></p>		<p>Name of Office: <i>Curriculum Implementation Division</i></p>	

TO: Chief CID  
Education Program Supervisors  
Alternative Learning System EPS  
Public Schools District Supervisors and Coordinating Principals  
Public Elementary and Secondary School Heads  
Elementary, Secondary School Teachers and ALS Facilitators

JUN 01 2020



FROM:  BENILDA M. DAYTACA, EdD. CESO VI  
Schools Division Superintendent 

SUBJECT: REITERATION OF THE PROCESS OF QUALITY ASSURANCE AND  
SUBMISSION OF LEARNING MODULES AND OTHER LEARNING  
RESOURCES

DATE: June 1, 2020

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1. To ensure that the learning modules and other learning resources being prepared from April onwards are correct, accurate and appropriate in terms of content and design, these learning resources shall undergo three levels of quality assurance.
  - a. The learning resource shall first be evaluated by the School Academic Review Board (ARB) headed by the School Principal and the School Learning Resource Coordinator.
  - b. After the developer shall have improved his/her learning resource, he/she shall submit this to the District ARB headed by the PSDS/CP and the District Learning Resource Coordinator for the second level evaluation. If the LR has major revisions, this shall be returned to the developer for improvement.
  - c. If the District ARB finds that the LR has minor revisions, the LR shall be submitted to the Division ARB via the LRMS for the third level evaluation.
2. Submission of Learning Resources from the Developer to the School ARB, to the District ARB and to the Division ARB shall be done online. Learning Resources for submission to the Division ARB shall be coursed through the

DepEd Email address of Mr. Melvin L. Alfredo, Division Librarian II at [melvin.alfredo@deped.gov.ph](mailto:melvin.alfredo@deped.gov.ph) for inventorying.

3. After the LRs shall have been inventoried, Ms. Antionette Sacyang, PDO II shall distribute the LRs online to the different members of the Division ARB by subject area for the third level evaluation.
4. The learning modules that were presented and were subjected to critiquing during the webinar and presentation of outputs by learning areas shall be submitted online directly to the Division ARB via the email address [melvin.alfredo@deped.gov.ph](mailto:melvin.alfredo@deped.gov.ph) after the developer shall have incorporated all suggestions.
5. Learning modules and other LRs shall be submitted in editable format and not in PDF.
6. The LRMS staff shall finalize learning modules that have minor revisions while those with major revisions shall be returned to the developer.
7. Immediate and wide dissemination of this memorandum is desired.

CID-LR/RAG/sddd