



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

**Office of the Schools Division Superintendent**

February 7, 2022

**DIVISION MEMORANDUM**

No. 098, s. 2022

TO: **Public Schools District Supervisors/Districts In-Charge**  
**Elementary and Secondary School Heads**  
**Elementary and Secondary School Teachers**  
*This Division*

**DIVISION QUALITY ASSURANCE PROCESS  
OF LEARNING RESOURCES**

1. Upon conclusion of the five-day mid-year break (January 31-February 5, 2022), it is expected that teachers prepared and developed Instructional Materials (IMs) during the conduct of School-based In-Service Training (INSET) as stipulated in DepEd Order No. 29, s. 2021, re: School Calendar and Activities for School Year 2021-2022. In view of the foregoing, this office hereby reiterates the division Quality Assurance (QA) process (attached as enclosure) for all Learning Resources (LRs) locally crafted by teachers.
2. All Instructional Materials (IMs) (printed materials: worksheets, activity sheets, modules, job sheets, etc.; audio and video lessons; electronic (interactive) book; and others) originally developed by teachers and to be shared willfully for everybody to utilize must undergo assessment and evaluation process.
3. School heads and supervisors are encouraged to harvest learning resources during the conduct of Instructional Supervision (IS) and Learning Action Cell (LAC). The same must be uploaded to the district shared drives created for the purpose of sharing instructional materials for everybody to use.
4. Immediate and wide dissemination of this memorandum is hereby enjoined.

Enclosure: as stated

**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent *JdP*

To be indicated in the Perpetual Index  
under the following subjects:

**LEARNING RESOURCES MANAGEMENT**  
**QUALITY ASSURANCE PROCESS**



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Tel. Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
Website: [www.deped.misor.net](http://www.deped.misor.net)  
Email: [misamis.oriental@deped.gov.ph](mailto:misamis.oriental@deped.gov.ph)



## DIVISION QUALITY ASSURANCE PROCESS OF LEARNING RESOURCES

STEPS	PROCEDURE	Persons Involved
<b>PHASE 1: PRELIMINARY SCREENING AT SCHOOL AND/OR DISTRICT LEVEL</b>		
<p><b>Step 1:</b> Writer-Developer submits Learning Resource (LR) for Assessment and Evaluation (A &amp; E)</p>	<p>1.1 SH checks completeness of documents enclosed with the LR:</p> <ul style="list-style-type: none"> <li>1.1.1 Printed copy of LR</li> <li>1.1.2 Electronic copy of LR</li> <li>1.1.3 Metadata Form, and</li> <li>1.1.4 Request letter for Quality Assurance (QA) of LR addressed to the Schools Division Superintendent (SDS)</li> </ul> <p>1.2 Forward the same to the Office of the PSDS/PSDIC</p> <p>1.3 PSDS/PSDIC assigns Learning Resource Evaluators (LREs) headed by the district LR Focal Person to check LR's:</p> <ul style="list-style-type: none"> <li>1.3.1 Educational Soundness</li> <li>1.3.2 Social Content</li> <li>1.3.3 Language, and</li> <li>1.3.4 Appropriateness of Content</li> </ul>	<p>School Head (SH) School LR Focal Person Writer-Developer</p> <p>Public Schools District Supervisor / Districts In-Charge (PSDS/PSDIC) District LR Focal Person LREs Writer-Developer</p>
<b>PHASE 2: A and E AT DIVISION LEVEL</b>		
<p><b>Step 2:</b> Division LREs assess and evaluate LR headed by Learning Area Supervisor / Supervisor In-Charge / Coordinator for improvement</p>	<p>2.1 Learning Area Supervisor / Supervisor In-Charge / Coordinator assigns Division LREs for A and E of LR</p> <p>2.2 Schools Division Office (SDO) issues unnumbered memorandum to Learning Area Supervisor / Supervisor In-Charge / Coordinator and Division LREs for A and E of LR</p> <p>2.3 Division LREs assess and evaluate LR using the following:</p> <ul style="list-style-type: none"> <li>2.3.1 Educational Soundness Evaluation Checklist</li> <li>2.3.2 Social Content Evaluation Checklist, and</li> <li>2.3.3 Evaluation Rating Sheet for PRINT and NON-PRINT Resources (Language and Content)</li> </ul> <p><i>(LREs and writer-developer communicate constantly during this phase to improve LR)</i></p>	<p>SDS Chief ES of CID LR Supervisor Learning Area Supervisor / Supervisor In-Charge / Coordinator Division LREs Writer-Developer</p>

STEPS	PROCEDURE	Persons Involved
	2.4 Writer-developer and LREs submit to DO the improved (electronic and printed) copy of LR together with the accomplished and signed: 2.4.1 Educational Soundness Evaluation Checklist 2.4.2 Social Content Evaluation Checklist, and 2.4.3 Evaluation Rating Sheet for PRINT and NON-PRINT Resources	
<b>PHASE 3: VALIDATION</b>		
<b>Step 3:</b> Teachers validate the LR by utilizing it at the classroom level	3.1 SDO identifies at least three (3) teachers from different schools in the division to validate the LR. ( <i>DO issues an unnumbered memorandum to teachers for actual use of LR during instruction.</i> ) 3.2 Teacher-validator accomplishes 'Summary of Suggestions for LR Improvement' ( <i>Teacher-validator and writer-developer communicate directly to improve the LR</i> ) <i>(Validators must consider the feedback from the costumers/learners.)</i> 3.3 Writer-developer submits the final (printed and electronic) copy of LR and metadata incorporating the suggested improvement by the validator ( <i>signed Summary of Suggestions for LR Improvement is also enclosed</i> )	SDS Chief ES of CID LR Supervisor Learning Area Supervisor / Supervisor In-Charge / Coordinator Teacher-validators Writer-Developer
<b>PHASE 4: SIGN OFF AT DIVISION LEVEL</b>		
<b>Step 4:</b> Finalization of LR for further QA at Regional and Central Offices	4.1 Learning Resources Management Section (LRMS) verifies the completion of the LR process and completeness of its accompanying documents and forwards the same to region for further QA 4.2 Division Librarian catalogued the LR at division library and shared drive 4.3 LRMS-Project Development Officer (PDO) upload the electronic copy at division shared drive for access by all teachers 4.4 SDO issues a certificate of completion to the writer developer signed by the Learning Area Supervisor/Supervisor In-Charge/Coordinator, LR Supervisor, Chief ES of CID, and SDS	SDS Chief ES of CID Learning Area Supervisor / Supervisor In-Charge / Coordinator LRMS Team Writer-Developer