



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



August 11, 2021

DIVISION MEMORANDUM

No. 237 S. 2021

Division Webinar Workshop on the Development and Evaluation of Print and Non-Print Learning Resources

To : OIC-Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. This is to announce the conduct of the three-day capacity building entitled **Division Webinar Workshop on the Development and Evaluation of Print and Non-Print Learning Resources** on **September 1-3, 2021** through MS Teams
2. This activity aims to:
 - A. capacitate the participants on the preparation, and development of print and non-print resources on the critical contents on the most essential learning competencies as identified in the recent issuances on the Most Essential Learning Competencies;
 - B. discuss the guidelines in the development and the appropriate instruments for evaluation of print and non-print materials and understand the importance of criteria-based evaluation to ensure quality; and
 - C. produce and quality assure print and non-print materials (including DRRM) based on the critical content.
3. Target participants to this webinar workshop have been pre- selected by each Education Program Supervisor and will make up the Technical Working Group who will take charge of the development and quality assurance of the print and non-print learning materials in each learning area/special program.
4. Presentation and actual critiquing of each team's output shall be done on the last day of the training.
5. Attached are Enclosure 1-*Participants Per Learning Area/Special Program*, Enclosure 2: *Training Matrix*, Enclosure 3: *List of Resource Persons/Facilitators/Technical Support/Moderators* and Enclosure 4: *Terms of Reference*.
6. Relative to this, an advance planning meeting of the participants in each learning area shall be conducted a week prior to the scheduled webinar and shall be facilitated by the learning area supervisor.
7. For proper guidance and strict compliance.

MA. IRELYN P. TAMAYO Ph.D., CESE
Assistant Schools Division Superintendent
OIC - Office of the Schools Division Superintendent



CN 2021-164
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Enclosure 1 : Participants Per Learning Area/Special Program

LEARNING AREA/SPECIAL PROGRAM	WRITERS (1 Elem, 1 JHS, 1SHS)	ILLUSTRATORS	LAYOUT ARTISTS	CONTENT EVALUATORS	LANGUAGE EVALUATORS
ENGLISH	Agnes P. Punzalan Estrelita A. Manalang Jeffrey Pineda	Enrie F. Nicdao Arnold Arceo Paula Tayag	Noel Manarang Raffy Jan Angeles Angelica Manasala	*Writers shall also take charge of the content and the language	*Writers shall also take charge of the content and the language.
FILIPINO	Nerissa Catacutan, Estepilyn Garcia, Ronald Cortez	Noel Manaloto Art Quiambao Bryan Samia	Mauro Garcia Vito Dominic Sese Winston Mendoza	Carina Tayag, Raquel Aboujafari, Marvin Catacutan	Gina Tindugan, Isabelita Pangiliinan, Jhosie Damalerio
SCIENCE	Christian Joy J. Carillo (Elem) Jenny S. Tongol (JHS) Riziel Q. Gomez	Lea De Guzman Larry Mar Bautista Gievanie Cunanan	Ray Jason Sanguyu Lauren Dela Cruz Angelica Ann Lacandola	Arthur J. Mitra Leonora M. Javier Christian Joy Carillo	Jerome Esguerra Edgardo Cortez Jennielyn C. David
MATHEMATICS	Lillian Crud- Elem Kistine Henson (JHS) Alvin Butsayo (SHS)	Dan Gil Sanchez Rommel Salem Philip Lloyd Angeles	John Paul E. Pring Camille Regala Carmina Huet	Maricar Nicdao-Elementary Zcharinn Genne V. Cunanan Loida Bacani	Fritzie Lugtu Ednar R. Corpuz Eliza Roque

MADRASAH	May M Manio	Rohanie Usman	Sonny T. Lansang	Amanodin H. Hadjiacob	Hannah V. Cawile
MTB-MLE	Febi S. Dizon	Lady Diane M. Bonifacio	Esmeralda Rodriguez	Mary Grace G. Sambo	Mariel D. Torres
SPED	Maria Aileen B. Liwanag (LWD) Elem: Belinda M. Vino (Gifted) JHS: Regine M. Martin	Michelle T. Herrera Trimmie S. Lacsina Christina Justine Yalung	Lovely Kathleen A. Garcia	Maria Joanna D. Remo	Editha C. Pena
TOTAL NUMBER OF PARTICIPANTS					145

ARALIN PANLIPUNAN	Meiller Sotto	Danica Dimaculangan	Paula Jean De la Cruz	Raquel Coles	Jennifer Flores
	Edilyn Piga	Jayson Lucas	Rowin De Leon	Dennis Khan Tuazon	Marashane M. Mojica Raquel Aboujafari
	Nelissa Masanque	Jovy Nabong	Rinalyn Tolentino	Janice Policarpio	
TLE/EPP	Maricel Castro	Marvin Sula Gio Sison Lon Lorcaza	Anthony Taruc	Maricel Castro Julita B. Amurao Joy G. Merza	Jingle Estacio Victoria M. Tan Karen Canlapan
	Arturo Dungca III		Rezzie Soriano		
	Joanna Masaganda		Nelson Sese		
Esp	JAYSON I. EVARISTO ALGEN T. CORTEZ ROMMEL DE LEON - ACNHS-SHS	NOEL MANALOTO Kimberly Gegillos Shane Roberto Nuqui	JUN S. TIBAY Jaime Bulanadi Jr. Dianalyn T. Castro	JESSIE PAGDILAO MARLU P. WELLS- AARON CALMA	ROSETTE C. MALLARI RALPH GEGANTE MARIEL D. BALDEO
MAPEH	Mylyne R. Ponce	Faye L. Flores	Vito Dominic Sese	Norydhin F. Smith	Annie Catanghal
	Nicole Quejarro	Madonna Manansala Arnold Arceo	Leila Miranda Katrina Salas	Ana May P. Arcilla Runor E. Dayao	Clarissa Palo Catherine Fernandez
	Ramil Rodriguez				
KINDERGARTEN	Hanna Alyssa P. Urcia	Veronica D. Alimurung	Deborah Ann C. Mercado	Cessna M. Cuario	Jelyn D. Sarmiento
ALS	Jolina Ann Meneses(Elem)	Noel Trident Remollo	Derek Juguilon	Jeanifer B. Jenkins Bernabeth Lingat	Jameela Sicat
	Jonnie M. Antalan (JHS)				



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Enclosure 2: Training Matrix

Time	First day (September 1)	Second Day (September 2)	Third Day (September 3, 2021)
8:00-8:30	Opening Program and Management of Learning		8:30-12:00- Presentation and Critiquing per learning area/Special Program to be facilitated by the respective EPSs) (Three (3) SLMs and three (3) e-books per Learning Area and One (1) print and 1 e-book for Special Programs) (The link shall be provided by the EPSs)
8:30-10:00	Topic: SOCIAL CONTENT GUIDELINES Ms. Florence De Veyra	Break out session per learning area and special programs to be facilitated by the Supervisors (The link shall be provided by the EPSs)	
10:00-10:15	Health Break		
10:15-12:00	Topic: WRITING SLMs Mr. Raymond Mangilit	(WORKSHOP for Writers) EVALUATING THE ILLUSTRATION (for the Illustrators, Layout Artists and evaluators) Krislene Ida Mercado	Continuation of the Presentation and Critiquing per learning area/Special Program
12:00-1:00	Lunch Break		
1:00-3:00	EVALUATING THE LAYOUT Mr. Norween Malonzo	(WORKSHOP for Writers, illustrators and layout Artists) Quality Assurance Standards in the Development of Learning Materials (For Language and Content Evaluators) Dr. Emily F. Sarmiento	Plenary Presentation of Select Outputs (via lottery)
3:00-3:15	HEALTH BREAK		
3:15-5:00	CONVERTING SLM to E-BOOK Dr. Ma. Rhemalyn Cruz	(WORKSHOP for Writers, illustrators and layout Artists) Continuation: Quality Assurance Standards in the Development of Learning Materials (For Language and Content Evaluators) Dr. Emily F. Sarmiento	Continuation of the Presentation of Select Outputs
			Closing Program



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ENCLOSURE 3: List of Resource Persons/Facilitators/Technical Support/Moderators

	Resource Persons/Facilitators/Technical Support/Moderators	Learning Area/Programs	Position / Station
1	Emily F. Sarmiento, PhD	Project Manager	EPSvr - LR
2.	Ma. Esperanza Malang	Co-Project Manager	EPSvr - Math
3.	Rochella C. David	Co-Project Manager	EPSvr - Filipino
4.	Rita P. Bundalian	Co-Project Manager	EPSvr - English
5	Gemima A. Estrabillo, EdD	Co-Project Manager	EPSvr - Science
6	Josephine A. Figueroa, PhD	Co-Project Manager	EPSvr - EPP/TLE/TVL
7	Edgardo Nunag	Co-Project Manager	EPSvr - EsP
8	Reynaldo G. Cabrera	Co-Project Manager	EPSvr - Kinder/ALS
9	Ramil D. Dacanay	Co-Project Manager	EPSvr - Araling Panlipunan
10	Emerito C. Nicdao, EdD	Co-Project Manager	EPSvr - MAPEH
11.	Nimfa Anastacia Aquino	Co-Project Manager	Madrasah Focal Person
12.	Walter Estabillo	Co-Project Manager	SPED Focal Person
13.	Wilvenilo Calma	Co-Project Manager	MTB-MLE Focal Person
14.	Arcely Garcia	HRD	Senior Education Program Specialist
15.	Glen Sarmiento	SM&E	Senior Education Program Specialist
16.	Norween Malonzo	Resource Speaker	Teacher III/MBES
17.	Krislene Ida Mercado	Resource Speaker	Teacher III /BVRHS
18.	Florence De Veyra	Resource Speaker	T-III, ACSHS
19.	Raymond Manilit	Resource Speaker	MT-1, ACNHS
20.	Ma. Remalyn Cruz	Resource Speaker	MT 1-NV15IS
21.	Dennis Bautista	Archiver/Secretariat	Librarian II
22.	Noel S. Reganit	Facilitator/Technical Support (Remote)	Project Development Officer II
23.	Aveneir Mendoza	Technical Support (Remote)	IT Officer II



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Enclosure 4: Terms of Reference.

ROLE	POC	Term of Reference
Learning Area Manager	EPS In charge/Focal Persons	The Learning Area Manager shall: <ol style="list-style-type: none">1. act as the over-all manager of the team;2. scout and select members of the team during the pre-webinar process;3. delegate tasks to appropriate member;4. make sure of the adherence of the topics and competencies for the development of SLM/LAS according to its timeline;5. approve the learning competencies/critical contents according to the planned delivery and see to it that there is no overlapping grade level from other subject areas;6. call briefing and debriefing meetings if necessary;7. approve the materials to be used in the development phase.8. lead the team in the development and evaluation processes.
Writers	3 per learning area 1 for ALS, Kindergarten, MTB-MLE, SPED, Madrasah	The writer shall: <ol style="list-style-type: none">1. identify the appropriate learning competencies based on the needs of the learners on particular key stage;2. coordinate and discuss the identified learning competency, with the learning area supervisor for approval;3. gather materials for the learning resource to be developed;4. work with the illustrator for the illustrations needed;5. constantly coordinate with the learning area supervisor;6. subject the finished material for quality assurance;7. revise/edit as required;8. submit the revised/edited copy to the layout artist for finalization.
Illustrators	3 per learning area 1 for ALS, Kindergarten, MTB-MLE, SPED, Madrasah	The Graphic Artists/Illustrators shall: <ol style="list-style-type: none">1. create illustrations as requested by writers;2. make sure of copyright compliance;3. make sure that the illustrations compliment with the text in the material and the presentation standards; and4. create folder of finished outputs for dumping and archiving.
Language evaluators	3 per learning area 1 for ALS, Kindergarten, MTB-MLE, SPED, Madrasah	The language evaluator shall: <ol style="list-style-type: none">1. check the material if it has no violation on grammatical structure;2. check if vocabulary level is within the target readers experience and understanding;3. ensure that length of sentences is suited to the comprehension level of the target reader;



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		<ol style="list-style-type: none">4. make sure that sentences and paragraph structures are varied and interesting to the target reader;5. make sure that sentences and paragraph structures are varied and interesting to the target reader.
Content evaluators	3 per learning area 1 for ALS, Kindergarten, MTB-MLE, SPED, Madrasah	The content evaluator shall: <ol style="list-style-type: none">1. make sure that the output does not violate the Social Content Guidelines;2. check for any violation on copyright/IPR;3. ensure that there are no conceptual, factual, computational errors or obsolete information.
Layout Artists	3 per learning area 1 for ALS, Kindergarten, MTB-MLE, SPED, Madrasah	The layout artists shall: <ol style="list-style-type: none">1. ensure that the output (online, offline) adheres to the LR standards and that it is free from any language and content error;2. shall collaborate with the writer and the illustrator; and3. shall finalize the material following LR technical specification.



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