
Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

November 2, 2021

DIVISION MEMORANDUM
No. 404, s. 2021

**WORK INSTRUCTION FOR THE REVIEW AND ACCEPTANCE OF THE
DIVISION INITIATED DEVELOPED LEARNING RESOURCES (DIDLRS)**

TO: Officer In-Charge, Office of the Assistant Schools Division Superintendent
Curriculum Implementation Division (Chief and EPSs)
Public Schools District Supervisors/ District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. This office through the Learning Resource Management Section (LRMS) of the Curriculum Implementation Division (CID) wishes to announce that a **Work Instruction (WI)** entitled “**Review and Acceptance of the Division Initiated Developed Learning Resources**” was created in compliance to continuous improvement on the quality assurance of learning resources.
2. The above Work Instruction was made to have a simplified procedure to be followed in the further review or evaluation of the manuscripts as **outputs of the division initiated contextualization activities** before their approval and acceptance for division-wide utilization.
3. The following instructions are as follows:
 - a. Learning Resource Management Section (LRMS) staff shall receive, log and check if the following documents are attached to the endorsed Division Initiated Developed Learning Resource (DIDLR) for one (1) day per material:
 - Endorsement from the learning area supervisor
 - 2 hard copies of the manuscript
 - 1 soft copy of the manuscript
 - Metadata (**Please see attached template**)
 - Certification of Original Work (**Please see attached template**)
 - Accomplished evaluation tool/s
 - b. DIDLRS with incomplete attachments shall be returned to the developer for him/her to provide the lacking documents while complete DIDLR shall proceed immediately to the validation on originality for 1 day and evaluation on technical specifications for another 1 day.



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph


Doc Code:	FM-OSDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	1

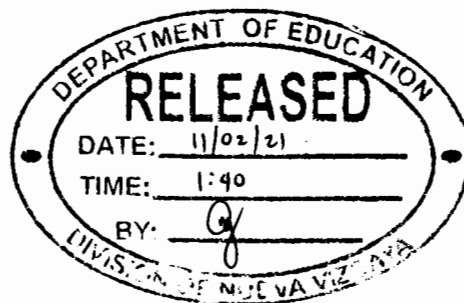


Republic of the Philippines
Department of Education

REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

- c. For the DIDLRs which passed the evaluation and validation on originality and technical specifications, the LRMS Staff shall prepare and facilitate the signing of the Acceptance Form and Certificate of Recognition to be accomplished for 1 day while the DIDLRs which did not pass the evaluation and validation be returned to the developers thru any available and appropriate modality for them to integrate the suggestions/recommendations.
 - d. The SDS thru the CID-LRMS shall issue the Acceptance Form and the Certificate of Recognition to the developer.
 - e. The LRMS shall provide the list of the accepted DIDLRs to the Learning Area Supervisors for their ready reference.
4. For information, dissemination, guidance, and compliance.


RACHEL R. LLANA, PhD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



CID-LRM-EPS/beg/11-02-2021



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

Doc Code:	FM-OBDS-SDS-001	Rev:	01
As of:	01-09-2020	Page:	2



REPUBLIC OF THE PHILIPPINES
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

CERTIFICATION OF ORIGINAL WORK

Date: _____

TO WHOM IT MAY CONCERN:

This is to certify that this Division-Initiated Learning Resource (DILR) material entitled *(Title of the DILR)*, has undergone thorough review by the Division Learning Resource Evaluators in *(Learning Area)*.

I hereby attest that this learning resource is an original work, no part of it was copied, and the references used were properly cited; hence, this material is ready to be uploaded to the LR-Portal for utilization of schools upon its approval that it has no IPR issues along with its compliance to technical specifications.

(Signature over Printed Name of Proponent)
CP No. _____

VALIDATED BY:


Learning Area Supervisor
Date: _____



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph

Doc Code:	FM-CID-LRM-003	Rev:	01
As of:	10-04-2021	Page:	1




Republic of the Philippines
Department of Education
 Region II – Cagayan Valley
 Schools Division of Nueva Vizcaya

METADATA TEMPLATE FOR TEACHER DEVELOPED LEARNING RESOURCES

General	Technical	Educational	Rights	Comments
General				
Title				
Language				
Keywords				
Description				
Cataloguer				
File Name				
Primary Media				
Primary Storage				
Resource Location				
External Resource Identifier				
Publication Date				
Date Created				
Date Modified				

General	Technical	Educational	Rights	Comments
Technical				
File Size				
File Type				
Operating System				
Software				
Number of Pages				

General	Technical	Educational	Rights	Comments
Educational				
Material Type				
Education Type				
Grade				
Learning Area				
Content/Topic				
Content Standards				
Performance Standards				
Competencies				
Related topics				
Objectives				
Intended Users				
Accessibility				
Resource Type				

General	Technical	Educational	Rights	Comments
Rights				
Author				
Copyright				
Copyright Owner				
Copyright Address				
Copyright Email				
Copyright URL				
Condition of Use				



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: www.deped-nv.com.ph



Doc Code:	ED-CID-LRM-007	Rev:	00
As of:	08-24-2018	Page:	1