



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

August 17, 2022

**DIVISION MEMORANDUM**  
No. **288**, s. 2022

**REVISED PROCESS AND FORMS IN THE DEVELOPMENT AND QUALITY ASSURANCE OF CONTEXTUALIZED LEARNING RESOURCES (CLRs)**

TO: Assistant Schools Division Superintendent  
Curriculum Implementation Division Chief  
School Governance and Operations Division Chief  
Education Program Supervisors  
Public Schools District Supervisors/DICs  
School Heads  
Learning Resource Evaluators  
All others concerned

1. As the Department of Education starts with the new School Year 2022-2023 on August 22, 2022, the Schools Division Office of Nueva Vizcaya shall introduce a revised procedure manual (PM) and forms to be used in the **Development and Quality Assurance of Contextualized Learning Resources (CLRs)**.
2. The introduction of the revised PM and forms aims to provide simplified procedural guidelines in the accreditation and acceptance of CLRs in the SDO, particularly in these areas:
  - a. Development of CLRs;
  - b. Quality Assurance of CLRs in the School, District and Division Levels, and
  - c. Acceptance and accreditation of CLRs for division-wide utilization.
3. Espoused in the revised PM is the recognition that a learning resource developer may come from the ranks of Education Program Supervisors, District Supervisors/District In-Charge, School Heads, Teachers, SDO personnel and other interested individuals.
4. The general flow of learning resource development and quality assurance covers:
  - a. **Identification of learning needs** based on the results of assessments, quarter exams, national, regional, and division exit examinations, Philippine Informal Reading Inventory (Phil-IRI), Early Grades Reading Assessment (EGRA), Early Grades Mathematics Assessment (EGMA), Master Your Skills (MYS), observations and recommendations derived from monitoring and evaluation activities and others.



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As of:	<b>01-09-2020</b>	Page:	<b>1</b>

- b. The **development of the CLR** follows. It may come in two general types: Print and Non-Print learning resources.
- c. Once done, the CLR is submitted to the **School/District Quality Assurance Team for evaluation**. Afterwards, the CLR is returned to the developer for infusion of suggestions and recommendations for CLR enhancement.
- d. The developer proceeds to **finalize the CLR**, then submits to the Office of the District Supervisor the final copy of the material. The **District Supervisor then submits the final copy of the CLR** to the Curriculum Implementation Division (CID) through the Learning Resource Management and Development Center (LRMDC) for further quality assurance.
- e. The **Quality Assurance Secretariat of the CID receives the CLR, evaluates the same as to completeness of submitted forms and forwards it to the division Learning Resource Evaluators (LRE)** of the various learning areas. The CLR shall be evaluated as to **Content, Language, Social Content, Technical Components and Intellectual Property Rights (IPR) Compliance**.
- f. Once these steps are done, the **CLR is evaluated and rated** as PASSED, CONDITIONAL PASSED or FAILED.
- g. **CLR with a rating of PASSED shall be accepted**, and the developer shall be issued a certificate.
- h. **A CLR with a CONDITIONAL PASS OR FAIL rating will be returned** to the developer and subjected for enhancement / improvement. The developer is advised to return the enhanced CLR to the CID through the LRMDC for reevaluation within seven (7) working days. Note: A rating of PASS must be achieved for a CLR to be accepted.

5. In the implementation of the process, the following forms shall be accomplished:

<b>Forms</b>	<b>Code</b>	<b>Revision No.</b>	<b>Date of Revision</b>
1. Permit to Develop Contextualized Learning Resources (CLRs) for Accreditation	FM-CID-EPS 014	02	08-10-2022
2. Certification for IPED Contextualized Learning Resource (CLR)	FM-CID-EPS-016	02	08-10-2022
3. Recommendation for Further Review of the Contextualized Learning Resources (CLRs)	FM-CID-EPS-018	02	08-10-2022
4. Certification of Original Work	FM-CID-EPS-020	02	08-10-2022
5. Findings on Quality Assured Contextualized Learning Resources (CLRs)	FM-CID-EPS-022	02	08-10-2022
6. Metadata Template for Contextualized Learning Resources	ED-CID-EPS-001	02	08-10-2022



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As of:	<b>01-09-2020</b>	Page:	<b>2</b>

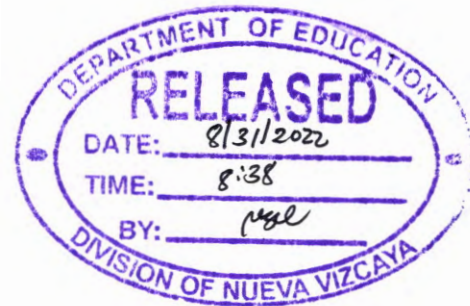
6. Copies of the revised forms may be retrieved from this google drive:

[https://drive.google.com/drive/folders/13D3fhYApq9fc0yxL - 2Gigd20dRiWMv3?usp=sharing](https://drive.google.com/drive/folders/13D3fhYApq9fc0yxL-2Gigd20dRiWMv3?usp=sharing)

7. The SDO shall start implementing the provisions of this Division Memorandum effective August 22, 2022.

8. For information, reference and compliance.

  
**RACHEL R. LLANA PhD, CESO V**  
*Schools Division Superintendent*



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As of:	<b>01-09-2020</b>	Page:	<b>3</b>