



Republic of the Philippines
Department of Education
CARAGA REGION



SEP 26 2024

REGIONAL MEMORANDUM

No. 0999 s. 2024

To: Schools Division Superintendents
All Others Concerned

REGIONAL TRAINING WORKSHOP ON THE QUALITY ASSURANCE OF
SUPPLEMENTARY LEARNING RESOURCES IN CAMPUS
JOURNALISM AND ENGLISH

1. The Department of Education, through the Curriculum and Learning Management Division (CLMD), will conduct a *Regional Training Workshop on the Quality Assurance of Supplementary Learning Resources in Campus Journalism and English* on October 7-10, 2024 for Batch 1, and November 5-8, 2024 for Batch 2, at Copper Hall, Department of Education Regional Office, Butuan City.
2. The aims of this activity are to
 - a. ensure the accuracy of existing Supplementary Learning Resources,
 - b. provide high-quality Self- Learning Kits (SLKs) and Supplementary Reading Materials (SRMs) that equip learners with essential knowledge and skills, fostering independent learning while maintaining high educational standards, and
 - c. ensure the quality of specialized SLKs and SRMs to supplement learning materials in Campus Journalism and English.
3. The participants to this activity are Division Learning Resource Managers, Division Education Program Supervisors focal persons in English and Journalism, and Project Development Officers. The breakdown of participants is found in the attached Enclosure 1.
4. The Division Education Program Supervisor focal person in Journalism, together with the Division Learning Manager, must revisit the link <https://bit.ly/slkjournal> to verify the submission of assigned Self-Learning Kits in Journalism titled *Imprints*, particularly the accomplished LR Annexes.
5. Moreover, the Division Education Program Supervisor focal person in English, along with the Division Learning Manager, must complete the submission of the Quality Assured Supplementary Reading Resources and its required LR annexes , the *Balangay* (1 and 2), at <https://tinyurl.com/SRMEnglishReading> and quality assured outputs of the SOLO Taxonomy materials: the *Reading Snapshots*, Table of Specifications and Test Questionnaires, at this link: <https://tinyurl.com/OutputTaxonomy> on or before October 31, 2024.
6. Attached is the Matrix of Activities and LR Annexes Templates for reference. The accomplished LR Annexes are:
 - a. Annex 1- Writers/Artwork Agreement
 - b. Annex 4- Inventory of 3rd Party Content



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- c. Annex 5- Perform Communication Seeking Permission Copy
- d. Annex 6- Model release Form (if Applicable)
- e. Annex 7- Copyright Originality Form
- f. Annex 8- LRMDs Meta Data
- g. Accomplished Evaluation Tool for Content
- h. Summary of Content and Findings
- i. Specialty Clearance

7. Participants are advised to bring their own laptop, extension wire, and approved Travel Authority. This is a live-in activity. The first refreshment to be served is snacks on Day 1 and the last meal is lunch on Day 4 for the two batches.

8. Travel expenses of the participants are charged against local funds, subject to usual accounting and auditing rules and regulations.

9. For inquiries, contact Ms. Gladys S. Asis, EPS, CLMD at gladys.asis@deped.gov.ph or (085) 342-5969, local 140.

10. Immediate dissemination of this Memorandum is desired.

MARIA INES C. ASUNCION
 Director III
 Officer-in-Charge
 Office of the Regional Director

Encls.: As stated

Reference: None

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

LEARNING RESOURCES

TRAINING

WORKSHOP

CLMD/gsa
 09/24/2024

Enclosure 1 to Regional Memorandum No. ____ s., 2024

**REGIONAL TRAINING WORKSHOP ON THE QUALITY ASSURANCE OF
SUPPLEMENTARY LEARNING RESOURCES IN CAMPUS
JOURNALISM AND ENGLISH**

Breakdown of Participants

Batch 1	
Schools Division Office	a. EPS in Journalism (English) b. Division Learning Manager c. Project Development Officer- LR
Batch 2	
Schools Division Office	a. EPS in English b. Division Learning Manager c. Project Development Officer- LR

Facilitators for Batch 1 and 2	
Regional Office	a. Bernabe L. Linog, Chief-CLMD b. Gladys S. Asis, EPS-Journalism / English c. Maripaz F. Magno, EPS- LR d. Maria Theresa M. Golosino, RO-Librarian e. Judylyn T. Bongcales, TAS f. Alexander Xavier M. Pag-ong, ADAS 1

ANNEX 1

WRITER'S/ARTWORK ASSIGNMENT AGREEMENT

This Agreement is made and entered this _____ day of _____, _____ by and between _____
(Position) of _____ (Name of School/Office) at _____ (Address of School/Office), hereinafter referred to as "Assignor";

The Department of Education, a government entity mandated by law, B.P. 232, otherwise known as the "Education Act of 1982", as amended by Republic Act No. 9155, otherwise known as "Governance of Basic Education Act of 2001", with office address at DepEd Complex, Meralco Avenue, Pasig City, represented herein by its Secretary, **LEONOR MAGTOLIS BRIONES**, hereinafter referred to as "DepEd".

WHEREAS, Assignor is the copyright holder and owner of all proprietary interest in _____ Brief description of Artwork to be assigned (to be filled out by the BLR) hereinafter referred to as "Work".

NOW THEREFORE, in consideration of the mutual promises, covenants, warranties, and good consideration set forth herein, the Parties agree as follows:

- Assignment of the Work.** Assignor hereby irrevocably assigns to DepEd all right, title, and interest to the Work, including all copyright ownership and interest in the creation of the Work. DepEd shall be the exclusive owner of the Work and of the copyright in the Work from the date of this Agreement forward, and shall have the exclusive owner right to secure registration of the copyright of the Work with the Intellectual Property Office. No rights in the work, or in the copyright in the Work, shall be retained by Assignor, nor shall there be any reversion of those rights to Assignor in the future.
- Consideration.** In consideration of the assignment made by Assignor, as well as Assignor's premises, representations, covenants, and warranties under this Agreement, DepEd shall issue a **Certificate of Recognition** to Assignor and indicate the latter's name as the illustrator/author of the Work.
- Assignor's Representations and Warranties.** Assignor represents and warrants as follows:
 - Assignor has the legal authority to grant the assignment of the Work, including all copyright and propriety interest therein, as set forth in Section 1.
 - There are currently no licenses outstanding granting any other person or entity the right to enjoy or lay claim to any copyright privileges in the Work, nor will Assignor attempt to grant any such licenses at any time in the future. The Work, and all copyright interest in the Work, is free and clear of any liens, security interests, or other encumbrances.
 - The Work does not infringe upon the rights, copyright or otherwise, of any other person or entity.
 - There are no claims currently pending or threatened, nor does Assignor have any reason to believe in the future, against Assignor's right, ownership or interest in the Work.
- Indemnification.** Assignor agrees to indemnify and hold harmless DepEd for any claims, suits, damages, actions, or other costs arising out of any breach of Assignor's warranties set forth in Section 3.
- Choice of Law and Venue.** This Agreement is governed by law and shall be construed in accordance with the laws of the Philippines. In case of litigation, both parties agree that the venue should be the component Courts of Pasig City to the exclusion of all other courts.
- Separability Clause.** If any of the provisions of this Agreement becomes invalid, illegal, or unenforceable in any respect under any law, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired.
- Effectivity.** This agreement shall take effect immediately upon signing by the parties and shall supersede and replace any prior agreement signed between the parties.

WAIVER OF RIGHTS

I waive all the rights, including any right of prior approval, and release the Department of Education from, and will neither sue nor bring any proceeding against the Department of Education for, any claim or cause of action, whether now known or unknown, for defamation, copyright infringement, and invasion of the rights to privacy, publicity, or personality or any similar matter, or based upon or relating to the use and exploitation of the Content.

I agree that there is no obligation to use the authorization granted by me hereunder. The terms of this authorization commence on the date below and continue in perpetuity.

Printed Name

Designation

Date

Signature

School/Office Address

Email and contact number

ANNEX 4

INVENTORY OF THIRD-PARTY CONTENTS

This inventory is separate from the Development Catalog, whose sole purpose is to aid decision-making on whether to enter into an agreement with collective management organizations.

Title of Learning Resource: _____

Grade Level/ Program: _____

Type of Learning Resource: _____

Title/ Description of Third-party Content	Creator	Copyright Holder	Source and Contact Detail	Nature of Copying	Conditions of Use

Prepared by:

ANNEX 5

PROFORMA COMMUNICATIONS SEEKING PERMISSION TO COPY

[Date]

[Name of Copyright Owner]
[Address of Copyright Owner]

Subject: **Request for Copyright Permission**

Dear [Name of Copyright Owner or Agent]:

We are writing to ask for permission to use [specific title of work or content of work to be copied] from your work entitled [title of book or the work from where the specific content will be copied from].

The said content/s will be essential in attaining the objectives of the learning resource [title of assigned learning resource] for use by public school learners in the Philippines.

Use of selected work includes distribution in printed and digital forms and conversion into other formats such as, among others, ebook, interactive material, and radio-based material, subject to the following limitations:

1. Rightful owners will be attributed properly.
2. Learning resource produced is purely educational and noncommercial.
3. Copied contents will not violate moral rights of the rightful owners.
4. Copying is only for the specified learning resources.
5. Copyright remains with their rightful owners.

Please complete and return the conforme slip at your earliest convenience.

Thank you very much.

Sincerely yours,

[Name of Developer, Position, and Contact Information]

CONFORME:

[Name of Copyright Owner]
[Signature]
[Date]

ANNEX 6

MODEL RELEASE FORM

Name of person photographed	
Address	
Telephone	
Email	
Date(s) of Photoshoot	
Location(s) of Photoshoot	

THIS MODEL AGREEMENT AND RELEASE is dated _____ and is between _____ (Photographer) and _____ (model). Agreement as follows:

I hereby grant the above mentioned Photographer permission to photograph me. I further give him/her my irrevocable consent to use, reuse, publish, republish, the photographs in whole or in part in printed learning resources. I waive any rights to intellectual property, royalties, or other compensation arising from or related to the use of the photos.

Model Name	
Address	
Email	
Model's Signature and Date:	

*If the Model is under 18 years of age, a parent or legal guardian must also sign.

PARENT/GUARDIAN SIGNATURE AND

DATE: _____

ANNEX 7

COPYRIGHT ORIGINALITY FORM

Entered here are contents originally developed for the learning resource assigned. As agreed, the copyright will be assigned to DepEd with all considerations listed in LRC Forms 1 (Writer's Assignment Agreement) and 2 (Artwork Assignment Agreement).

Title of Learning Resource: _____

Grade Level/ Program: _____

Type of Learning Resource: _____

Title/Description of the Work	Creator	Conditions of Use (Not outlined in LRC Forms 1 and 2)

Prepared by

ANNEX 8

LEARNING RESOURCE MANAGEMENT AND DEVELOPMENT SYSTEM (LRMDS)

(Metadata Form)

General	Educational	Rights
General		
Title*		
Language*		
Keywords*		
Description*		

General	Educational	Rights
Educational		
Material Type *		
Education Type *		
Grade level *		
Intended users *		
Learning Area *		
Content/Topic *		
Content Standards*		
Performance Standards*		
Competencies *		
Resource type*		
Objectives		
Accessibility		
Resource Type*		

General	Educational	Rights
Rights		
Developer		
Copyright *		
Copyright Owner *		

Annex 1

EVALUATION TOOL FOR CONTENT ADM DepEd-developed Modules

Learning Area : _____ Grade Level : _____

Title: _____

Instructions:

- Carefully read the learning resource (LR) page by page to evaluate the LR for compliance to standards indicated in the criterion items under the six (6) factors below.
- Put a check mark (✓) in the appropriate column beside each criterion item. If your answer is NO, cite specific pages, briefly indicate the errors found, and give your recommendations in the attached *Summary of Findings* form.
- Write *Not Applicable (NA)* for criterion items that does not apply in the LR evaluated.
- Based on the number of criterion items marked "YES" under each factor, mark the appropriate column to indicate if the LR complied or not to the standards.
- For factors with items marked *Not Applicable*, count the total applicable criterion items and multiply this with 75% to determine the cutoff for compliance.

Standards / Criterion Items	Yes	No
Factor I. Intellectual Property Rights Compliance		
1. The learning resource has no copyright violations.		
2. The copyrighted texts and visuals used in the LR are cited.		
3. The copyrighted materials used in the LR are accurately cited.		
4. The references are properly cited in the Bibliography.		
Note: At least 3 criterion items must be marked YES to indicate compliance to this factor.	Complied	Not Complied
Factor II. Learning Competencies		
Content is consistent with the targeted DepEd Learning Competencies (LCs) intended for the learning area and grade level.		
Note: The item must be marked YES to indicate compliance to this factor.	Complied	Not Complied
Factor III. Instructional Design and Organization		
1. The LR contributes to the achievement of specific objectives of the learning area and grade level for which it is intended.		
2. Sequencing of contents and activities within each lesson facilitates achievement of objectives.		
3. Content is suitable to the target learner's level of development, needs, and experience.		
4. Content reinforces, enriches, and / or leads to the mastery of the targeted learning competencies intended for the learning area and grade level.		
5. Content is logically developed and organized throughout the material. (Lessons/activities are arranged from simple to complex, from observable to abstract).		
6. The LR contains useful introductions, reviews, summaries, and other devices that facilitate smooth progression from one lesson to another.		
7. Development of lessons allows for review, comparison, and integration with previous lessons.		
8. Motivational strategies (e.g., overviews, advance organizers, puzzles, games, etc.) are provided.		
9. The LR uses various teaching and learning strategies to meet individual differences/ learning styles. (if applicable)		

Standards / Criterion Items		Yes	No
10. The LR develops higher cognitive skills (e.g., critical thinking skills, creativity, learning by doing, problem solving) and 21 st century skills.			
11. The LR enhances the development of desirable values and traits such as: (Mark the appropriate box with an "X" applicable for values and traits only)			
11.1 Pride in being a Filipino	11.2 Scientific attitude and reasoning		
11.3 Striving for excellence	11.4 Love for country		
11.5 Helpfulness, teamwork, cooperation	11.6 Unity		
11.7 Desire to learn new things	11.8 Honesty & trustworthiness		
11.9 Ability to know right from wrong	11.10 Respect		
11.11 Critical and creative thinking	11.12 Productive work		
11.13 Others (Please specify) _____			
Note: At least 8 criterion items must be marked YES to indicate compliance to this factor.		Complied	Not Complied
Factor IV. Instructional Quality			
1. Content and information are accurate.			
2. Content and information are up-to-date.			
3. The LR is free from any social content violations.			
4. LR is free from factual errors.			
5. LR is free from computational errors (if applicable)			
6. LR is free from grammatical errors.			
Note: At least 5 criterion items must be marked YES to indicate compliance to this factor.		Complied	Not Complied
Factor V. Assessment			
1. The LR provides useful measures and information that help the teacher evaluate learner's progress in mastering the target competencies.			
2. Assessments are aligned with the specific objectives and content.			
3. The LR provides "self-checks," ready-made achievement tests, and/or review activities.			
4. The LR provides variety of assessment types.			
5. Assessments have clear demonstration / examples, instructions, and/or rubrics to serve as guide on how these will be used.			
6. Variety of activities within the LR are utilized to ensure active engagement of the learners.			
Note: At least 5 criterion items must be marked YES to indicate compliance to this factor.		Complied	Not Complied
Factor VI. Readability			
1. Vocabulary level is adapted to target users' experience and understanding.			
2. Length of sentences is suited to the comprehension level of the target user.			
3. Sentences and paragraph structures are varied and appropriate to the target user.			
4. There is logical and smooth flow of ideas within a lesson and from lesson to lesson.			

Standards / Criterion Items	Yes	No
5. There is consistently good use of transition devices to focus on the main topics and signal a change of topic.		
6. Lessons, instructions, exercises, questions, and activities are clear to the target user.		
Note: At least 5 criterion items must be marked YES to indicate compliance to this factor.	Complied	Not Complied

Recommendation: (Please put a check mark (✓) in the appropriate box.)

- ☐ **Minor revision.** This material is found compliant to the minimum requirements in all six factors. Revision based on the recommendations included in the *Summary of Content Findings* form and LR with marginal notes must be implemented.
- ☐ **Major revision.** This material is non-compliant to the requirements in one or more factors. Revision based on the recommendations included in the *Summary of Content Findings* form and LR with marginal notes must be implemented.
- ☐ **For field validation.** This material is found compliant to all factors with NO corrections.

I certify that this evaluation report and the recommendation(s) in the summary report are my own and have been made without any undue influence from others.

Evaluator: _____

Signature: _____

Date accomplished: _____

Annex 2

Summary of Content Findings for ADM DepEd-developed Modules

Title of LR: _____ Grade Level: _____

[illegible]

Prepared by:

Date accomplished:

Signature over printed name

ANNEX 12



Republic of the Philippines
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City



SPECIALTY CLEARANCE

CERTIFICATION

This is to certify that the **title of the LR** for **Grade__** developed by **development team** underwent quality assurance to check that all recommended revisions are correctly and sufficiently implemented in the ready-to-print copy of the LR. The said LR is found to be free of content, language, and layout and format errors, and suitable for use.

This certification is issued on _____ for whatever legal purpose it may serve.

QA/Review team members:

_____	_____	_____
_____	_____	_____

Approved by:

(Head of Office)
Signature over Printed Name

Not valid without the dry seal