

## G. Curriculum Implementation Division

### 1. Program Work Flow of Submission of Contextualized Learning Resources

Submission of Teaching and Non-Teaching DepEd Personnel, LGUs and Stakeholders of Contextualized LRS. The CID-LRMS implements the Quality Assurance Process mandated by the Department of Education - Bureau of Education and Learning Resources (BLR) in the Design and Development, Production and Distribution of Contextualized Learning Resources (LRs).

| <b>Office or Division:</b>  | Curriculum Implementation Division                      |                                      |                 |  |
|---|---|--------------------------------------|-----------------|--|
| <b>Classification:</b>  | Highly Technical  |                                      |                 |  |
| <b>Type of Transaction:</b>   | G2G – Government to Government                          |                                      |                 |  |
| <b>Who may avail:</b>   | Teaching and Non-Teaching Personnel, LGUs, Stakeholders |                                      |                 |  |
| CHECKLIST OF REQUIREMENTS   |   | WHERE TO SECURE                      |                 |  |
| 1. Curriculum Guide (1 Original Copy and 1 Photocopy)   |   | LR Portal                            |                 |  |
| 2. Contextualized Material Submitted (1 Original Copy and Soft Copy)  |   | Author/ Owner                        |                 |  |
| 3. School/District Pre-Evaluation   |   | Online Link                          |                 |  |
| 4. Indorsement from the Public Schools District Supervisor or District QAD (or School Heads in the absence of PSDS) (1 Original Copy and 1 Photocopy) |   | Office of the PSDS/Office of the CID |                 |  |
| 5. Accomplished Quality Assurance Tool  |   | LR Office                            |                 |  |
| 6. Accomplished Metadata Template for Cataloguing   |   | LR Office                            |                 |  |
| 7. Signed Sworn Certification/Anti-Plagiarism Declaration   |   |                                      |                 |  |
| CLIENT STEPS  | AGENCY ACTION   | FEES TO BE PAID                      | PROCESSING TIME | PERSON RESPONSIBLE   |
| 1. Prepare and submit School's Needs Analysis (Least Mastered Competency) and LR Situational Reports  | 1.1. Review School's Needs Analysis and LR Situational  | None                                 | 2 days          | School Head, School LR Coordinator, Subject Area Coordinator, Division LR Supervisor |
|   | 1.2. Prepare documents                                  | None                                 | 1 day           | School Head, Division LR   |

|   |  |      |         |   |
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|   | for capability building  |      |         | Supervisor, Writer, Illustrator, Layout Artist                          |
| 2. Attend capacity building, write shop   | 2.1 Manage and facilitate the write shop   | None | 5 days  | School Head, Division LR Supervisor, Writer, Illustrator, Layout Artist |
| 3. Submit contextualized LR to School Learning Resource Quality Assurance Team (SLRQAT) | 3.1 Conduct level 1 quality assurance of submitted LR  | None | 5 days  | SLRQAT  |
| 4. Finalize LR ready for endorsement to District/Division                               |  | None | 1 day   | Writer, School Head   |
| 5. Prepare endorsement communication to District/Division Quality Assurance Team        | 5.1 Accept endorsement communication   | None | 3 days  | DLRQAT  |
|   | 5.2 SDO does final review if final, recommend for pilot testing if not, recommend for revision | None | 15 days | DLRQAT  |
| 6. Integrate recommendation based on pilot testing result or resubmit                   | 6.1 SDO finalizes the Learning Resource and submits LRs in hard and softcopy to the            | None | 5 days  | Division LR Supervisor  |

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| revised LRs to SDO (both hard and soft copy)      | Regional Office  |             |                            |   |
|   | 6.2 RO finalizes the Quality Assurance of Learning Resource  | None        | 5 days                     | Regional LREs                               |
| 7. Prepare endorsement for uploading to LR portal | 7.1 Upload LR to portal for online QA  | None        | 1 day                      | Writer, School Head, Division LR Supervisor |
|   | 7.2 Approve, produce and utilize to target users   | None        | 1 day                      | Regional/ Division LR Supervisor            |
|   | 7.3 RO informs SDO while SDO informs the writer through written communication of the approved and uploaded LRs | None        | 1 day                      | Regional/ Division LR Supervisor            |
| <b>TOTAL:</b>                                     |  | <b>None</b> | <b>45 days<sup>5</sup></b> |   |

<sup>5</sup> Contextualization of Learning Resources requires thorough review, analysis, quality assurance and pilot testing prior to uploading to be used by the Learners.

## 2. Quality Assurance of Supplementary Learning Resource

The Learning Resources Management Section (LRMS) is in-charge of the quality assurance of teacher-made or locally-developed supplementary learning materials to ensure the correctness and appropriateness as to content, language and layout.

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|--|---|------------------------|------------------------|---------------------------|
| <b>Office or Division:</b>   | Curriculum Implementation Division  |                        |                        |                           |
| <b>Classification:</b>   | Complex   |                        |                        |                           |
| <b>Type of Transaction:</b>  | G2G - Government To Government  |                        |                        |                           |
| <b>Who may avail:</b>  | DepEd employees   |                        |                        |                           |
| <b>CHECKLIST OF REQUIREMENTS</b>   |   | <b>WHERE TO SECURE</b> |                        |                           |
| 1. Detailed Lesson Plan  |   | Employee               |                        |                           |
| 2. School Quality Assurance Team (SQAT) Certification  |   |                        |                        |                           |
| 3. Supplementary Learning Resources (Soft and hard copy)   |   |                        |                        |                           |
| 4. Teacher User's Guide (For Manipulative Materials Only)  |   |                        |                        |                           |
| 5. Video of Demonstration Teaching   |   |                        |                        |                           |
| <b>CLIENT STEPS</b>  | <b>AGENCY ACTION</b>  | <b>FEES TO BE PAID</b> | <b>PROCESSING TIME</b> | <b>PERSON RESPONSIBLE</b> |
| 1. Submit duly Accomplished requirements and the teacher-made Supplementary Learning Resources (SLR) | 1.1 Check and log-in submitted teacher made Supplementary Learning Resources (SLR) together with other requirements | None                   | 15 minutes             | CID personnel             |
| 2. Evaluate the process to ensure the quality standards of the Supplementary Learning Resources      | 2.1 Assess/evaluate The Supplementary Learning Resources  | None                   | 1 day                  |                           |
| 3. Receive the Endorsement Letter from the Division Office   | 3.1 Prepare the summary of comments and recommendation as regards the SLR Evaluation                                | None                   | 2 days                 |                           |

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| 4. Submit the corrected SLR              | 4.1 Draft the Schedule of the Final Presentation and inform the teacher through a division letter | None | 2 days                       |  |
| 5. Present the Final Presentation of SLR | 5.1 Review and evaluate the Final Presentation with evaluation tool                               | None | 1 day                        |  |
| 6. Receive the certificate               | 6.1 Release the certificate   | None | 1 day                        |  |
| <b>TOTAL</b>                             |   | None | <b>7 days and 15 minutes</b> |  |