



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-Off, Baguio City  
Tel. No.: 446-6138



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**Division Memorandum**

**No. 561, S. 2019**

**SUBMISSION AND EVALUATION OF LEARNING RESOURCES –  
TEACHER MADE MATERIALS**

**To : CID Chief  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads (Public Elementary and Secondary)  
School LR Coordinators and  
All concerned**

**Date : October 30, 2019**

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1. Relative to the Regional Memo no. 061-2019 –“Submission of Locally Developed Learning Resources” provides the required number of 31 quality assured and date of the submission of learning materials to the Regional LRMS.
2. The Division LRMS issues the following guidelines to facilitate the submission of learning resources to the Regional LRMS for the last quarter
  - a. Schools are requested to submit all learning resources on or before **December 10, 2019**. All learning resources should be quality assured coordinated by the School LR Coordinators.
  - b. All learning resources should be packaged with a DLL and required quality assurance forms as of the following:
    - i. Educational Soundness
    - ii. Evaluation for development of new print/non print materials
    - iii. Social content
    - iv. Validation for contextualization
  - c. Soft copy of the learning resource with DLL should be submitted to the [depedbaguio.lrmds@gmail.com](mailto:depedbaguio.lrmds@gmail.com)
  - d. Signed transmittal
3. Immediate dissemination of this memorandum is desired.

**MARIE CAROLYN B. VERANO, CESO VI**  
School Division Superintendent