



NOV 08 2019

RELEASED

DIVISION MEMORANDUM
No. 584 S. 2019

Division Training-Workshop on the Enhanced Quality Assurance Tools



TO : CID Chief
Public Schools District Supervisors
Schools Heads
Head Teachers
School Learning Resource Coordinators
All Others Concerned

DATE : November 7, 2019

1. The Curriculum Implementation Division through the Learning Resources Management Section (LRMS) will be conducting a capacity building on the Enhanced Quality Assurance Tools at the Schools Division Office of Baguio City, Training Center on the following dates and time:

November 11, 2019 9:00 am to 6:00 pm
November 12, 2019 8:00 am to 5:00 pm

2. The activity aims to:
 - a. To address the training needs of the participants as identified in Division Unified Human Resource Management and Development Plan for 2018-2020: (a) Curriculum and Implementation (Development and Evaluation of Learning Resources); (b) Legal Matters (Intellectual Property Rights and Copyright Management) and; (c) Contextualization (Localization & Indigenization)
 - b. To capacitate the participants in the Division Memo No. 443 S. 2019 Re: Guidelines on Contextualized Learning Resource Development Processes & Workflow and best practices in developing learning resources;
3. Please refer to Annex A for the list of participants.
4. Participants are to bring a hardcopy of the K to 12 Curriculum guide and a teacher-developed learning resource from their school.
5. Teachers that will be participating shall coordinate with their school heads subject to the no-disruption-of-class policy stipulated in DepEd Order No. 9 s. 2005 entitled Instituting Measures to Increase Engaged Time-On-Task and Ensuring Competence Therewith.
6. For your guidance and strict compliance.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent 

Annex A: List of Participants

Schools Division Staff

Marie Carolyn B. Verano, CESO VI	Schools Division Superintendent
Juliet C. Sannad, EdD	CID Chief
Loida C. Mangangey	EPS - LRMDS
Jacqueline G. Lampac	IPEd Focal
CID & Learning Resource Management Staff	6 pax.

Participants

a) All School Learning Resource Coordinators (Elementary and Secondary)
(68 pax.)

b) Head Teachers

Elementary

School	Number of Pax.
Baguio Central School	1
Baguio SPED Center	1
Mabini ES	1
Lucban ES	1

Secondary

School	Number of Pax.
Guisad Valley NHS	1
Pinget NHS	1
San Vicente NHS	1
Rizal NHS	1
Mil-an NHS	1
Baguio City National High School	8
Pines City National High School	8
Irisan National High School	8

Day 1

Opening Program

DAY 1	
Time	Activity
9:00 AM to 9:30 AM	REGISTRATION
9:30 AM to 10:00 AM	OPENING PROGRAM
	Prayer
	Nationalistic Song
	Welcome Remarks
	Facilitator: Victor A. Fernandez Education Program Specialist II
	Christopher David Oliva, PDO II - LRMDS
	Loida C. Mangangay, EPS-LRMDS
	Juliet C. Sannad, Chief Education Supervisor - CID

Training Workshop Proper

Time	Activity	Speaker / In-charge	Output
10:01 PM to 10:15 PM	PRE - ASSESSMENT: Knowledge Baseline: What do I know in the usage of quality assurance tools? SNACK BREAK	Victor A. Fernandez Education Program Specialist II	Pre - Assessment
10:01 AM to 10:15 AM	SNACK BREAK		
10:16 AM to 11:15 AM	Guidelines on Contextualized Learning Resource Development Processes & Workflow	Loida C. Mangangay EPS - LRMDS	Informed participants about the Division Memo No. 443 S. 2019
11:16 AM to 12:00 AM	The Role of IPED in Learning Resource Quality Assurance	Jacqueline G. Lampac, EDD	Capacitated participants regarding the guidelines on contextualization in quality assurance
12:00 NN to 1:00 PM	LUNCH BREAK		
1:00 PM to 2:00 PM	Learning Resource Layout Standards	Christopher David G. Oliva / Project Development Officer II - LRMDS	Educated participants on the guidelines on developing digitized learning resources and educate regarding IPR and Copyright Management
2:01 PM to 3:00 PM	DepEd Social Content	Victor A. Fernandez / Education Program Specialist II - LRMDS	Quality Assured Learning Resources
3:01 PM to 3:15 PM	Enhanced Quality Assurance Tools SNACK BREAK		
3:16 PM to 6:00 PM	Workshop on the Use of the Enhanced Quality Assurance Tools	LRMDS Core Group	Quality Assured Learning Resources

Day 2		
8:00 AM to 9:00 AM	Finalization:	
	Workshop on the actual usage of the Enhanced Quality Assurance Tools (Cont'd)	LRMDS Core Group
10:01 AM to 10:15 AM	SNACK BREAK	
10:16 AM to 12:00 NN	Learning Resource Layout Standards	Christopher David G. Oliva / Project Development Officer II - LRMDS
12:01 PM to 1:00 PM	LUNCH BREAK	
1:01 PM to 2:30 PM	Workshop:	
	Inventory of Intellectual Property Rights Management and Citation Exercises	LRMDS Core Group
3:31 PM to 3:45 PM	SNACK BREAK	
3:46 PM to 4:45 PM	Finalization:	
	Inventory of Intellectual Property Rights and Citation Exercises	LRMDS Core Group
4:46 PM to 5:00 PM	POST - ASSESSMENT: What did I learn in this training-workshop?	Victor A. Fernandez Education Program Specialist II
		Quality Assured Learning Resources
		Capacitated participants on the guidelines on developing digitized learning resources regarding layouting standards
		Filled out Inventory of IPR and Copyright in Learning Resources
		Filled out Inventory of IPR and Copyright in Learning Resources
		Post - Assessment