



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



Office of the Schools Division Superintendent

September 9, 2020

Division Memorandum No. 351, S. 2020

Learning Resource Management Processes and Workflow

To : Chief Education Supervisor – CID
 Education Program Supervisors
 Public Schools Division Supervisor
 School Heads
 Teachers
 All Others Concerned

1. The Office reiterates the Standard Learning Resource Processes and Workflow for the submission and publishing to the SDO Baguio LR One-Stop-Shop including printing guidelines.
2. This office still calls on all teachers to develop inclusive, contextualized, competency (MELC-based) K to 12 learning resources preferably module (print/text-based and non print/non-text-based) that may be delivered through online or offline modes.
3. In compliance to IATF and DOH Standard Health Protocols, for initial submission, kindly submit your learning resource electronically to **<https://tinyurl.com/SubmitLRSDOBaguio>** for it to be officially received.
4. The following file naming convention must be followed:

Ex. eng7_q1mod1_readingstyles_juan_cruz_bgo_v0

SUBJECT AREA	GRADE LEVEL	QUARTER	LR TYPE and No.	SHORTHAND TITLE	DEVELOPER NAME	SDO	VERSION
eng	7	q1	mod1	reading_styles	juan_cruz	bgo	v1

SUBJECT AREAS	CODE	GRADE LEVELS	LR TYPE	QUARTERS	SHORTHAND LR Title	DEVELOPER NAME	Version Control
Araling Panlipunan	ap	Kinder	K	Quarter 1	Limit Three Words separated by UNDERSCORES _	First Name_Last Name	Version 1 v1
English	eng	Grade 1	1	Quarter 2			Version 2 v2
EsP	esp	Grade 2	2	Quarter 3			Version 3 v3
Filipino	fil	Grade 3	3	Quarter 4			
Mathematics	math	Grade 4	4				
Mother Tongue	mtb-mle	Grade 5	5				
Music	music	Grade 6	6				
Arts	art	Grade 7	7				
PE	pe	Grade 8	8				
Health	health	Grade 9	9				
EPP	epp	Grade 10	10				
TLE	tle	Grade 11	11				
TVL	tvl	Grade 12	12				
SPED	sped	ALS	als				
ALIVE	alive	SPED	sp				
Special Programs	sp						
Kinder	kinder						

5. The **finalized version** of the learning resource after the division level evaluation shall be submitted at depedbaguio.lrmds@gmail.com following file naming convention but change to v1. Kindly type the following details in the:

a.) SUBJECT:

LR Submission - Subject Area / Grade Level / Title of Learning Resource / Developer Name

Example: LR Submission - Science/Grade 3/Compare living with non-living things/Juan Cruz

b.) BODY/MESSAGE CONTENT:

LR Title:

Grade and Subject:

Type of LR:

Developer Name:

Contact no.:

School:

District:

Competency Code:

Competency standard:

Quarter:

Week:

No. of pages:

ATTACHMENTS:

- Educational Soundness CO Form No. 7.2
- For Print-Based LRs - Evaluation of Print Resource CO Form No. 7.6
- For Non-Print-Based LRs - Evaluation of Non-Print Resource CO Form 7.8
- CAR-QF-2-Validation-Tool-for-the-Contextualization-of-Instructional-Materials
- DLL
- FINALIZED VERSION OF THE FILE (Microsoft Word) for Print-based LRs

6. On uploading, clarification of terms:

Final Submission of LR Manuscript – Evaluated by the respective subject area EPS and submitted to EPS LR to facilitate publishing to the LR One Stop Shop

Division Publishing – Publishing of Learning Resources in the LR One Stop Shop

Learning Resources Management Workflow – See. Enclosure No. 1

7. On updates of Published Learning Resources in LR One Stop Shop

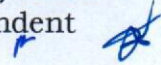
- The respective subject area EPS shall request the latest copy of the Learning Resource Published in the LR One Stop Shop via the CID – Learning Resources Management Section in order to keep track of the **latest version of the learning resource.**

8. Learning Resources uploaded in the LR One Stop Shop shall be downloaded for use in case of revisions and to be reuploaded as next version .

9. Division/School initiated LMs must be at least SDO validated/certified by the SDO supervisor per subject area before reproduction is allowed (reference: 14th Regional MANCOM meeting thru Video Teleconference via Google Meet on August 5, 2020).
10. Immediate and wide dissemination of this Memorandum is desired.



MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent



ENCLOSURE 1: Learning Resource Management Workflow

