



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

**JOINT MEMORANDUM
DM-OUCI-2021-013**

FOR : CI BUREAU DIRECTORS AND CHIEFS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : **DIOSDADO M. SAN ANTONIO** *[Signature]*
Undersecretary for Curriculum and Instruction

[Signature]
REVSEE A. ESCOBEDO
Undersecretary for Field Operations

SUBJECT : **Internal Quality Assurance Process of DepEd-developed Self Learning Modules for Quarters 3 and 4**

DATE : **January 20, 2021**

To ensure the timely provision of Self Learning Modules (SLMs) for Quarters 3 and 4 (Q3 and 4) developed by the regional and division offices for use in public schools, the following additional details regarding internal quality assurance process is hereby prescribed:

1. SLMs submitted for Q3 and 4 shall undergo conformance review by Central Office Learning Resource Evaluators (LREs) or non-DepEd content and language specialists. The said LREs or non-DepEd specialists shall thereafter issue a *Conformance Review Report* and/or SLMs with marginal notes. Q3 SLMs shall be prioritized.
2. The *SLM Conformance Review Report* and/or SLMs with marginal notes shall then be transmitted by the Bureau of Learning Resources (BLR) to the Region of origin. The Region of origin shall:
 - 2.1 Forward said *Conformance Review Report* and/or SLMs with marginal notes to the Development Team/Writers; and
 - 2.2 Closely monitor the timely return of revised SLMs from said Development Teams/Writers.
3. The revised SLMs shall undergo quality assurance or final review to ensure that DepEd standards contained in OUCI Memo dated May 7, 2020 regarding the *Guidelines on the Design and Development and Quality Assurance of Alternative Delivery Mode (ADM) Modules* are sufficiently met, content of the *SLM Conformance Review Report* and/or marginal notes are integrated in the revision, and that the revised SLMs are free from errors. The quality assurance or final review shall be conducted by identified specialists / QA team designated or formed by the Regional Office-Curriculum and Learning Management Division (CLMD).

4. SLMs that passed quality assurance shall then be subjected for formatting by layout artists identified the Regional Office-CLMD.
5. Formatted / Ready-to-Print SLMs shall then be uploaded to an online storage folder which shall be forwarded by BLR to the Regional Office-CLMD.

In view of the urgency of the matter, the Regional Office-CLMD are given flexibility to operationalize the processes set herein, without prejudice to future issuances or directions that may be disseminated to field offices.

Relative to this, concerned CI Bureau Directors and Chiefs, Regional Directors, Schools Division Superintendents, and school heads are required to adopt and implement work adjustments for the members involved in the development and quality assurance of the SLMs. These field personnel shall include, but will not be limited to, the regional and division LR Supervisors, Librarians, Project Development Officers, Teaching Aid Specialists, Learning Area Supervisors assigned in QA Teams, Development Team members including the Writers, Editors, Layout Artists and Designers, Illustrators, Learning Resource Evaluators (LREs) and other needed support staff to prioritize their respective tasks in relation to the completion of this process.

In the event that aforementioned field personnel need to work during weekends and holidays, they shall be entitled to overtime pay, service credit, or compensatory time off, at the discretion of their respective head of office and subject to applicable laws, rules, and regulations.

For more information on this matter, please contact the Bureau of Learning Resources-Quality Assurance Division (BLR-QAD) through its email address blr.lrqad@deped.gov.ph (Attention: Editha F. Esperida) or at telephone numbers (02) 8634-1054 and 8631-9294.

For immediate dissemination and strict compliance.