



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

March 15, 2021

DIVISION MEMORANDUM

DM No. 143, s. 2021

**LEARNING RESOURCE MANAGEMENT (LRM) PROJECT SPARK (Systematic Platform
for Academic Resources Kiosk) ACTIVITIES**

**To: Assistant Schools Division Superintendents
CID and SGOD Chief
Education Program Supervisors and Specialists
Public School District Supervisors
School Heads
LR Coordinators
All Others Concerned**

1. Learning Resource Management (LRM) is the heart of the Curriculum Implementation Division (CID) in terms of providing learning resources that understands the various instructional and professional development needs of both teachers and learners. Its main purpose is to oversee the identification, evaluation, development, production and distribution of learning resources and supplementary reading materials.
2. Project SPARK which stands for **Systematic Platform for Academic Resources Kiosk** serves as the blueprint of LRM this 2021. It covers four major processes in LRM as follows: (a) Assessment and Evaluation, (b) Development and Production, (c) Storage and Maintenance, and (d) Publication and Delivery.
3. The main objective of this project is to increase the performance level of the learners through contextualized and localized learning resources. Specifically, it aims to:
 - a. ensure that all schools have equal access to quality teaching and learning resources including supplementary reading materials;
 - b. quality assure submitted learning resources as to contents, language, intellectual property rights, and technical specifications;
 - c. reproduce, digitize and distribute fairly all LRs;
 - d. publish quality assured LRs in the LR Portal;

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- e. capacitate LR Team;
 - f. encourage LR portal utilization;
 - g. maintain Library Hub activities; and
 - h. continuously improve the services of LRM and Library Hub Sections.
4. In relation to Project SPARK's implementation, the following are the proposed activities this 2021:

Month	Activity	Involved Office
January		
February	Reproduction of Localized Learning Resource (Project T-Math)	SDO
March	(a) Profiling of Learning Resource Team and Evaluators (b) Harvesting of Learning Resources for Evaluation	SDO, District, Schools
April	Evaluation/Quality Assurance of Submitted Learning Resources	SDO, District, Schools
May	Continuation of the Evaluation/Quality Assurance of Submitted Learning Resources	SDO
June	Finalization of the Evaluated/Quality Assured Learning Resources	SDO, District, Schools
July	Inventory of Available Learning Resources	SDO, District, Schools
August	Preparation for the LR Festival	SDO
September	LR Festival / Showcasing of Learning Resources (Competition)	SDO, District, Schools
October	(a) Re-launching of Hatid Dunong Project (b) Capacity Building for LR Team	SDO SDO, District, Schools
November		
December	Performance Review, Analysis of Activities and Planning for next year	SDO

5. Please refer to the attached Enclosures for the guidelines of activities stated for the month of March. Other activity guidelines for the succeeding months will be given on a separate memorandum.

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6. For any concern/queries, please call or text EPS Jee-Ann O. Borines, PDO II Joe Angelo L. Basco or Librarian II Ronnjemelle A. Rivera at 042-784-0321 local 175 or visit CID-LRM located at 1st Floor, Library Hub Building at Brgy. Talipan, Sitio Fori, Pagbilao, Quezon.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

lmjob/03152021
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Enclosure 1 to Division Memorandum No. 143, s. 2021

PROFILING OF LEARNING TEAM AND EVALUATORS

1. Each district shall create LR Team composed of school head in-charge, LR coordinators, writers, content evaluators, language evaluators, technical, layout artists, and illustrators. Please refer to the matrix below:

Role	Function	Number
School Head In-Charge	Oversee the Learning Resource Management in the District Level Ensures that the learning resource comply with the K to 12 instructional design framework, and LRs are based on needs.	1 School Head-In-Charge
LR Coordinator	Assist the school-head in-charge in the implementation of LRM in the district Coordinate activities with District LR Team Consolidate and submits necessary reports	1 District Coordinator 1 Per School Coordinator
Writers	Produces learning resources or manuscripts Ensures that his/her written work/s is/are authentic and preferably based on the K to 12 competencies	Per Learning Area and Grade Level 1 Chairman Per Learning Area Minimum of 6 Sub-members per grade level (elem) Minimum of 4 Sub-members per grade level (JHS) Minimum of 2 sub-members for Grade Level (SHS) For MAPEH and TLE, 1 Chairman Minimum of 2 members per each component per grade level

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Content Evaluators (preferably SH and Master Teachers)	Examines the submitted learning resource to ensure that the contents have no conceptual, factual, procedural, pedagogical, and computational errors; no violation on social content and other type of errors. Serves as proofreader as well.	Per Learning Area 1 Chairman Minimum of 5 Sub-members
Language Evaluators (preferably Language Communication Major)	Ensures that the learning resource are gramatically correct and suitable to target users. Serves as proofreader as well.	Minimum of 10 language evaluators
Lay-out Artists	Ensures that the learning resource have complete parts, follows proper page setup, spacing, numbering, font style and size, image-text ratio, no hanging sentences/phrases and the like.	Minimum of 10 layout artists
Illustrators (Manual/Digital)	Creates visual representation of a text, concept or process either in freehand or digital format.	Minimum of 10 illustrators
Technical (preferably knowledgeable with LR Format and Intellectual Property Right (IPR))	Ensures that the learning resource follows the parts of the book, format (print, illustration, design and layout, paper and binding, size and weight) and copyright.	Minimum of 10 technical details evaluators

**Note: As much as possible, no duplication of names/assignments per learning area.*

2. From the list of identified roles (writers, content evaluators, language evaluators, layout artists, illustrators, technical details), each district are advised to submit at least 2 potential learning resource evaluators (per role) who will undergo screening and will soon be part of the Division LR Team once they passed the validation. Identified potential learning resource evaluators shall submit the following pertinent documents on or before **March 24, 2021**:
 - a. Letter of intent stating the role he/she is applying;
 - b. Personal Data Sheet (please refer to Enclosure 2 of DepED Memo No. 217, s. 2016)

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- c. Service Record (Old will be accepted as long as it contains your present position)
 - d. Certificates of Relevant Training related to role he/she is applying;
3. On the other hand, the District LR Team Composition shall be uploaded in a google drive following the link below on or before **March 31, 2021**. Likewise, the format for LR Team Composition can also be downloaded from this link. Filename must be District LR Team_District e.g. District LR Team_Pagbilao I

tinyurl.com/quezonlrteamorg



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Enclosure 2 Division Memorandum No. 143, s. 2021

HARVESTING OF AVAILABLE LEARNING RESOURCES

1. In preparation for the establishment of LR Kiosk, all elementary and secondary schools including Kindergarten, SPED, ALS, IPED, Multigrade are advised to gather ALL available learning, teaching and professional development materials both in print and non-print/digital format in their school/district.
2. All these materials shall undergo submission and quality assurance process based on the suggested dates:

Activity	Proposed Dates
School Level Submission and Quality Assurance	March 22-26, 2021
Division Level Submission and Quality Assurance	April 5-9, 2021
Division Level Submission	April 12-16, 2021
Division Level Quality Assurance	April 19, 2021 onwards

Note: All LRs with Division QA previously shall not be included in this activity.

3. Standardized tool for quality assurance shall be used in all level. Its guidelines and forms can be downloaded in our ISO Templates (tinyurl.com/quezonisotemplate) – External Form of LRM.
4. School/District Evaluation shall be three, composed of either PSDS, School Head, LR Coordinator, Master Teachers who will perform the following functions:
 - a. Content Evaluator
 - b. Language Evaluator
 - c. Technical Details Evaluator
 - d. Intellectual Property Right
5. All learning resources which passed the district level quality assurance shall be submitted to the LRM Section for the processing of division level QA together with the following:
 - a. Indorsement from Public Schools District Supervisor
 - b. Summarized District Evaluation Results
 - c. Printed Learning Resource for Evaluation
 - d. Summary of LRs for submission (see table below)

District: _____					
Title	Learning Area	Type <i>(Storybook, LMs, TGs, Modules, Assessment etc)</i>	Format <i>(Print/Nonprint)</i>	Grade Level	Author/s

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6. Compilation of original illustrations and images made by teacher-illustrators either in freehand or digital format need not to undergo QA. It may be sent directly to sdo.quezon.lrmhc@deped.gov.ph in Portable Graphic Format (.png). Make sure that the filename for each image/illustration is available. More than 1 illustration may be placed in one folder, zipped it then rename the folder by your name_district (e.g. Juan Dela Cruz_Pagbilao I)
7. All submitted learning resources/illustrations are copyrighted to rightful owners.

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