



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

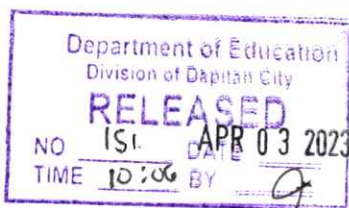
DIVISION MEMORANDUM

No. 151 s. 2023

Term of Reference (TOR) and Composition of Learning Resource Quality Assurance Teams (LRQAT) at the School and District Level

TO : Public Schools District Supervisors
Elementary and Secondary School Heads
This Division

1. Pursuant to Regional Memorandum No. 134, s. 2023 re: Term of Reference (TOR) and Composition of Learning Resource Quality Assurance Team (LRQAT) at the School/Cluster/District, Division and Regional Level, this division through the Curriculum and Teaching – Learning Resource Management Section informs the field of the creation of Learning Resource Quality Assurance in the Districts and Schools.
2. The quality of learning resources is a requirement to promote effective teaching and learning to guarantee that the LRs are user-centered, needs-responsive, and based on standards and requirements. All learning resources intended for use in schools should undergo the quality assurance process to ensure the accuracy, recency, and appropriateness of content, language, and design and layout.
3. To ensure quality of LRs to be uploaded in the LR Portal, there is a need to organize the LRQAT of the Districts and Schools (Annex A). It is expected that all Schools/Districts Offices will submit its LRQAT using the given template (Annex B) in soft copy at ruby.paguntalan@deped.gov.ph and in hard copy attention: Ella Grace M. Tagupa, EdD, CES, Curriculum and Teaching on or before April 5, 2023.
4. Attached are Annex A, Annex B and the SDO Dapitan City Learning Resource Quality Assurance Team (LRQAT) for your reference.
5. For immediate dissemination and compliance.



DANNY B. CORDOVA, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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Annex A

Terms of References for Quality Assurance Teams

A. Composition

The Learning Resource Quality Assurance Team at the school/cluster/district level is composed of the following:

1. A Public Schools District Supervisor or School Head as the Chairperson
2. School heads and teachers with learning area expertise (master teachers, key teachers)

B. Responsibilities

School Level

The School Learning Resource Quality Assurance Team shall:

1. Review teacher-developed LRs for alignment with curriculum expectations, appropriateness and relevance.
2. Use appropriate tools for evaluating LRs.
3. Give suggestions for improvement of LRs.
4. Submit enhanced LRs to the Division LRQAT.

Public Schools District Supervisors/School Heads/ Master Teachers/ Key Teachers

Public Schools District Supervisors, selected Master Teachers, School Heads/ Key Teachers may serve as ad hoc members of the Division LRQAT. They shall:

1. Participate in workshops/meetings to evaluate LRs in the learning area he/she is tapped;
2. Evaluate learning resources using approved and prescribed tools;
3. Provide necessary suggestions/recommendations to improve a learning resource;
4. Submit evaluation results to the LR Supervisor.



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Language Reviewers

The Language Reviewers are the Education Program supervisors for Mother Tongue, Filipino or English or any other DepEd personnel who has expertise in the language of the LR to be revised. They are expected to:

1. Review learning resources to check for language errors (e.g., coherence and clarity, grammar, syntax, spelling, consistency in style and faithfulness in translation for translated materials);
2. Recommend revisions based on findings;
3. Check and proofread learning resources to ensure that corrections were implemented.

Illustrators/Artists

Illustrators/ Layout reviewers will be selected from the pool of trained artists and illustrators in the division. They shall act as ad hoc members of the LRQAT. They are expected to:

1. Review artworks to ensure congruency with skill/competency, social content and appropriateness to target users;
2. Check on layout design for clarity and appropriateness;
3. Recommend suggestions for improvement/enhancement of illustrations and layout.



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Annex B

School/District LR Quality Assurance Team
Division: Dapitan City Division

Name	Designation	Learning Area	DepEd Email	Contact Number

- All must have LR portal Accounts

Prepared by:

District/School LRQAT Chairperson

Approved by:

ELLA GRACE M. TAGUPA, EdD
Chief Education Supervisor
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Annex B

Division LR Quality Assurance Team
Division: Dapitan City Division

<i>Name</i>	<i>Designation</i>	<i>Learning Area</i>	<i>DepEd Email</i>	<i>Contact Number</i>
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- All must have LR portal Accounts


Prepared by:


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Division LRQAT Chairperson

Recommending Approval


ROSALIO B. CONTURNO, JR., PhD
OIC-Assistant Schools Division Superintendent

Approved by:


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