



**Division Memorandum**

No. 36, S. 2018

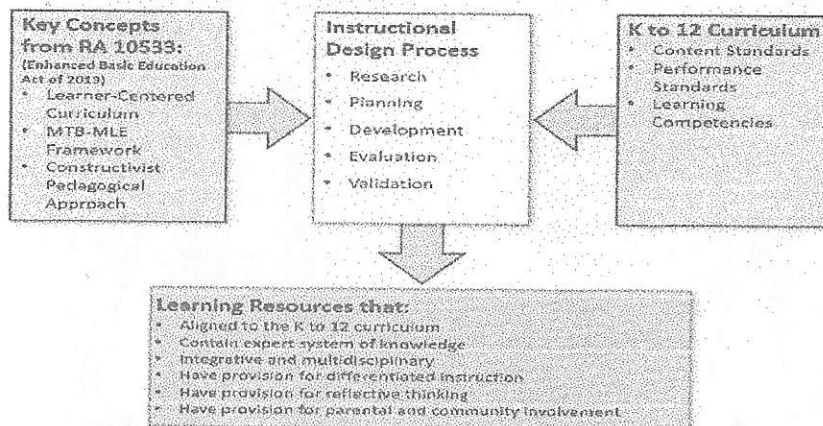
To : **OIC-ASDSs/ SDO Chiefs/Education Program Supervisors/Public Schools District Supervisors/Principals of Public Elementary and Secondary Schools**

From : **Office of the Schools Division Superintendent**

Subject : **Evaluation of Teachers' Made Instructional Materials**

Date : **January 22, 2018**

1. To ensure full implementation of the articulated basic education curriculum (K to 12), through localization/indigenization, integration and innovation in teaching the various subject-areas towards improvement in the quality of learning outcomes, the Schools Division Office (SDO) through the Curriculum Implementation Division (CID) takes pride in the leadership of instructional leaders in the school level in crafting Instructional Materials (IMs) which adhere to quality, accessible, relevant, liberating and creative education.
2. The primordial purpose of the creation of IMs is to improve provision and availability of quality learning and teaching resource materials for students and instructional support materials for teachers. In addition to this, the IMs produced by teachers, which were evaluated/quality-assured and recognized in the SDO can be utilized for promotion/ reclassification of Master Teachers per MEC Order No. 10, s. 1979, and DECS Order No. 57, s. 1997.
3. Anent to the foregoing, the following guidelines should be adhered to in crafting/producing IMs.
  - 3.1. Instructional Design (ID) Framework



(Source: Regional Training-Workshop on LRMS Preparation, Assessment & Evaluation, Development & Uploading of Learning Resources; Aug. 24-26, 2016)

### 3.2 Design and Development


Evaluation and Review Criteria for Development of New Print Resources and Non-Print Resources like format, packaging requirements, content, presentation and organization, accuracy and up-to-datedness of information and others shared by the DepED Central Office will be disseminated in the 33 districts and 7 clusters through CD. Schools can also download the evaluation and review criteria through this link [https://drive.google.com/open?id=1OnJURDTNFIHnbacX73ju4XR\\_ljh97-ZT](https://drive.google.com/open?id=1OnJURDTNFIHnbacX73ju4XR_ljh97-ZT). It is requested that these tools shall be distributed to other schools within the district and cluster as well. It is advised then to the teachers that these guidelines shall be followed strictly because the same criteria shall be utilized by the CID-LRMDC team in evaluating

the quality, content, technical specifications, usability, and relevance of the materials for approval and possible adoption to the district/cluster and division levels.

4. As stipulated in DECS Order No. 57, s. 1997, different percentages/points of credits will be awarded to **leadership, potential and accomplishments for Master Teachers I, II, III and IV**. However, this Office clarifies that the following procedures should be adhered to by the applicants. Special attention is directed to A.1.

Introduced any of the following which has been adopted or used by the school, district or division ( <u>    </u> pts. to either A1, A2, or A3).	
<b>A.1 Curriculum/Instructional Materials or Teaching Technique or Strategy</b>	<ul style="list-style-type: none"> <li>➤ Copy of materials prepared/proof of teaching technique or strategy introduced</li> <li>➤ Letter of Request to craft IMs duly approved by the SDS</li> <li>➤ Letters of transmittal and request for validation of the material to the SDO addressed to the SDS and CID-LRMDC</li> <li>➤ Certification signed by the PSDS/School Head that such candidate prepared the material and utilized by the teacher</li> <li>➤ Certification of field testing of the IMs with DLP signed by external validators</li> <li>➤ Certification of Recognition by the Committee in the Division Office, the Supervisor of the subject area, the LR Supervisor and the SDS</li> </ul>
<b>A.2 Simplification of Work</b>	<ul style="list-style-type: none"> <li>➤ Certification for simplification of work duly attested by the School Head/PSDS and SDS</li> <li>➤ Letter of request to adopt the originally made material for simplification of work duly signed by the SDS</li> <li>➤ Work Plan for the implementation</li> <li>➤ Accomplishment Report</li> </ul>
<b>A.3 Income Generating Project</b>	<ul style="list-style-type: none"> <li>➤ Certification for being the proponent of an IGP for two consecutive School Years by the school head /PSDS</li> <li>➤ Letter of Request to conduct an Income Generating Project (IGP) duly approved by the SDS</li> <li>➤ Income Generating Project approved by the PSDS/School Head and the SDS</li> <li>➤ Accomplishment Report</li> <li>➤ Financial Statement</li> </ul>

5. Wide dissemination of the contents of this Memorandum to all concerned is earnestly desired.

  
**LEONARDO D. ZAPANTA, Ed.D., CESO VI**  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

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