



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OFFICE OF DAVAO ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
CID-2025- 149

To : Chief of Curriculum Implementation Division (CID)
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads

Subject: **REITERATION ON THE STRICT OBSERVANCE OF LEARNING RESOURCE MANAGEMENT AND DEVELOPMENT (LRMD) PROCESS FLOW**

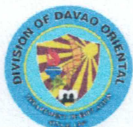
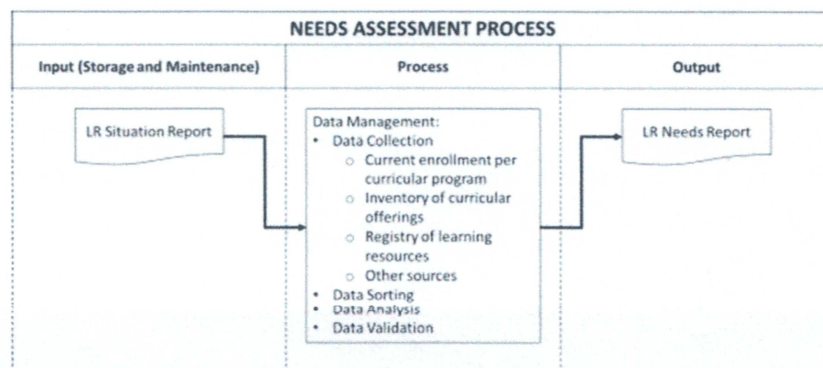
Date : August 4, 2025

To ensure proper documentation and adherence to the Learning Resource Management and Development (LRMD) process when handling development and quality assurance of contextualized learning resources, this Office, through the Curriculum Implementation Division – Learning Resource Management Section (CID-LRMS), requires the strict observance of the LRMD process by the program or project owners whether in the school, district, or division level, and should have proper coordination with the Division LRMS.

This is to inform likewise that **no development activity shall be conducted without the recommendation of the Division LRMS and the approval of the Schools Division Superintendent.**

Below are the process flows of the six major processes, the corresponding required documents to be prepared when doing the respective process, and the person/s who will take charge in the preparation and submission of the required documents.

1. Needs Assessment Process Flow



Address: Government Center, Dahican, Mati City

Contact No.: (087) 388-3372

Email Address: davao.oriental@deped.gov.ph

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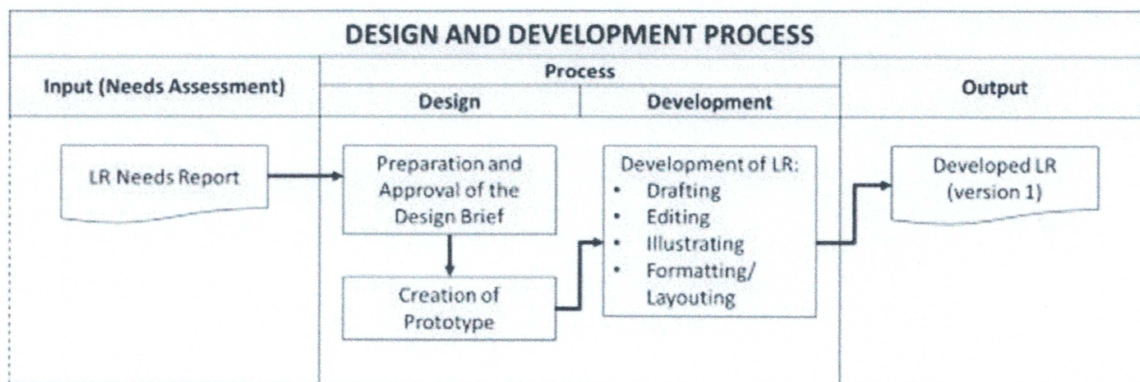


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Documents to prepare:

- a. **LR Situation Report** – School/District Property Custodian, Division Librarian
- b. **Current Enrollment per curricular program** – All learning area supervisors / PSDS
- c. **Inventory of Curricular Offerings** – All learning area supervisors / PSDSs
- d. **Registry of Learning Resources** – LRMS Personnel/School or District LR Coordinator
- e. **Data Analysis and Validation** – All learning area supervisors / PSDSs
- f. **LR Needs Report (Annex 1)** - All learning area supervisors / PSDSs

2. Design and Development Process Flow



Documents to prepare:

- a. **LR Needs Report (Annex 1)** – from the previous process
- b. **Design Brief** – All learning area supervisors/PSDSs who will be doing development of materials
- c. **Prototype / Template of the LR to be developed** – LRMS personnel
- d. **Writers/Illustrators Assignment Agreement** – development team
- e. **Team Work Plan** – development team
- f. **Illustrations Summary and Approval Sheet** – development team
- g. **Inventory of Third-Party Contents** – development team
- h. **Proforma Communications Seeking Permission to Copy** – development team
- i. **Model Release Form** – development team
- j. **Copyright Originality Form** – development team
- k. **Metadata** – development team
- l. **Alpha Copy** – development team

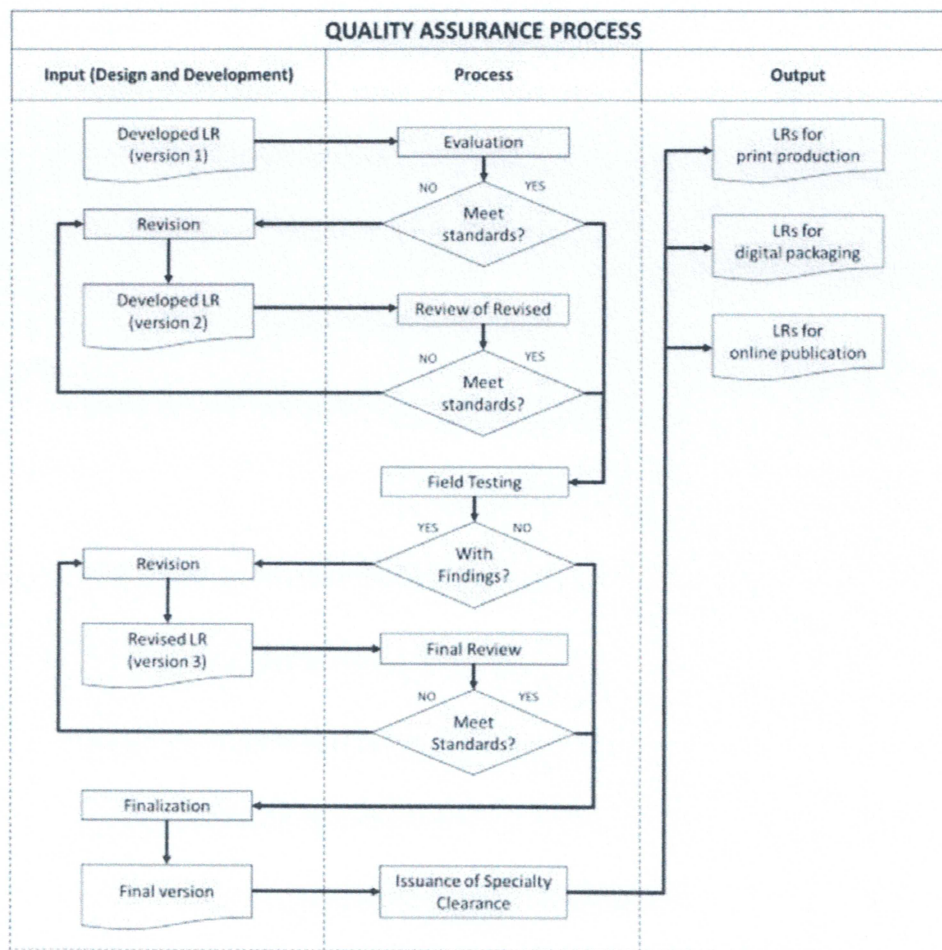


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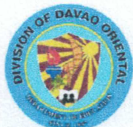
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3. Quality Assurance Process Flow



Documents to prepare:

- Alpha Copy (version 1)** – development team
- Level 1 Evaluation Tools (Content, Language, and Layout & SFCR with marginal notes)** – quality assurance team
- Beta Copy (version 2)** – development team
- Level 2 Evaluation Tools (Content, Language, and Layout & SFCR with marginal notes)** – quality assurance team
- Charlie Copy (version 3) ...** – development team
- Field Testing Validation Tool for Teachers and Learners, Attendance Form, SFCR, and Activity Completion Report with MOVs** – target teachers and learners
- Delta Copy (version 4) or final version** – development team



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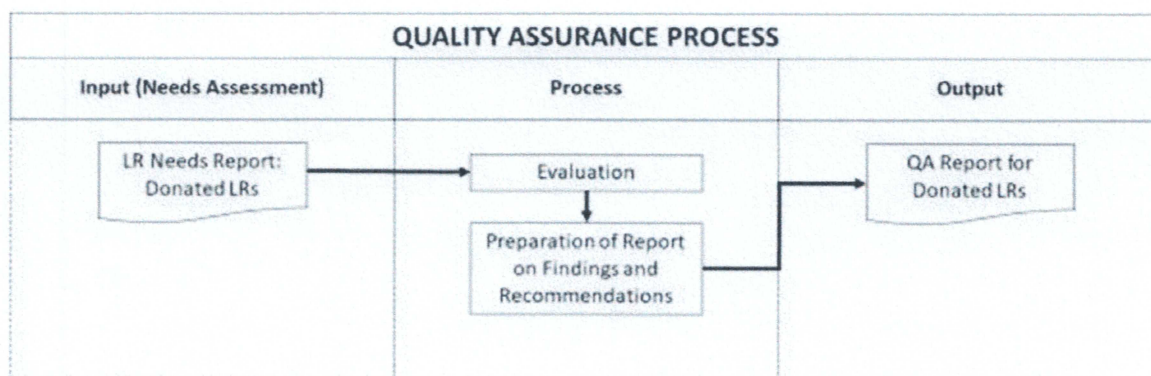


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- h. **Specialty Clearance and Signed Final Version by LREs and Management team** – LRMS Personnel and quality assurance team

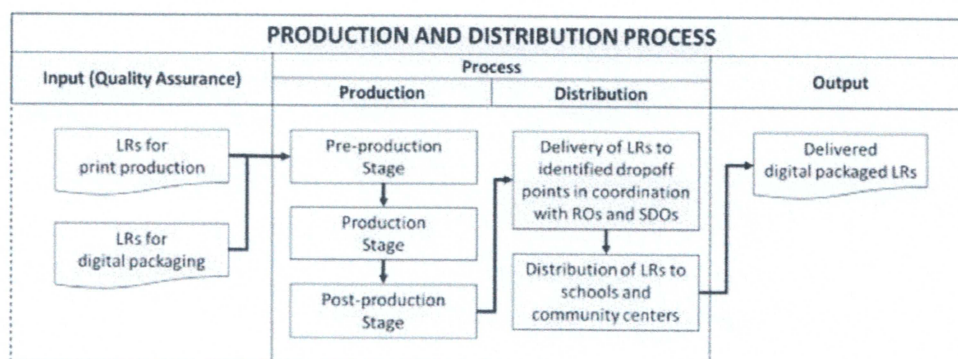
Quality Assurance Process Flow (for donated books)



Documents to prepare:

- Donated Book** – LRMS or School
- Level 1 Evaluation Tools (Content, Language, and Layout & SFCR with marginal notes)** – quality assurance team
- QA Report** – LRMS and quality assurance team

4. Production and Delivery/Distribution Process Flow



Documents to prepare:

- Final Version for Print Production or Digital Packaging** – LRMS personnel
- Authority to Mass Print** – to be prepared by the LRMS and to be signed by SDS



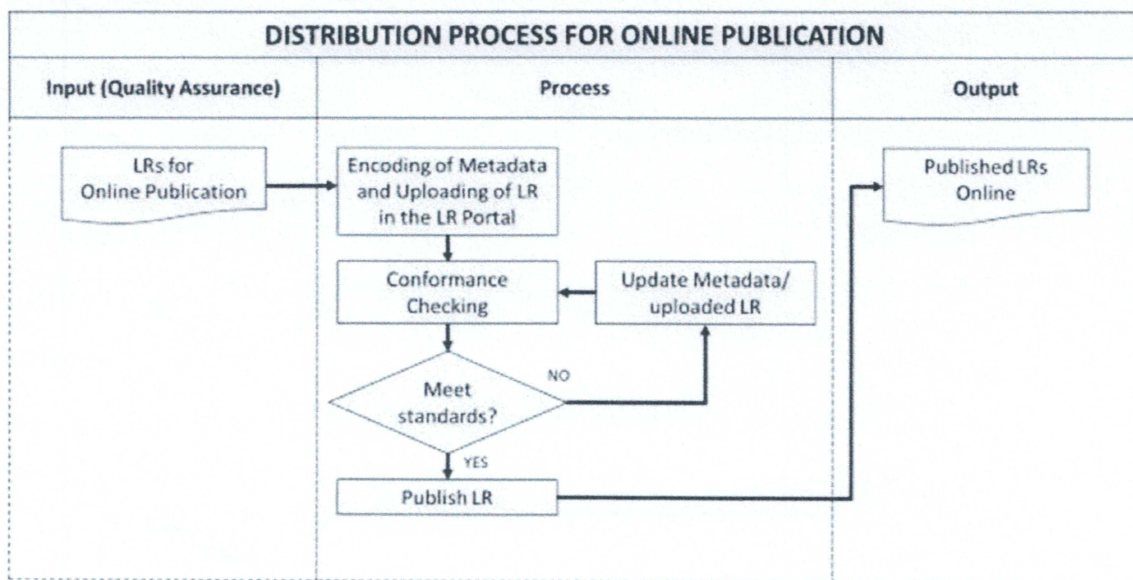
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- c. **Conformance Checklist of Press Proofs of Digital Packaged DepEd Learning Resources** (for digital copies)
- d. **Quality Control Pre-Delivery Inspection Report** – designated inspectors and end-users
- e. **Pre-Delivery Inspection Report** – inspectorate team and supplier's representative

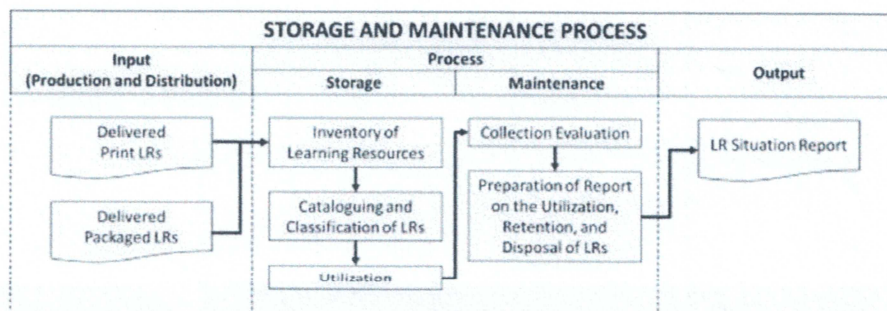
Production and Delivery/Distribution Process Flow (for online publication)



Documents to prepare:

- a. **For encoding of metadata, refer to the provided metadata by the development team**

5. Storage and Maintenance Process Flow





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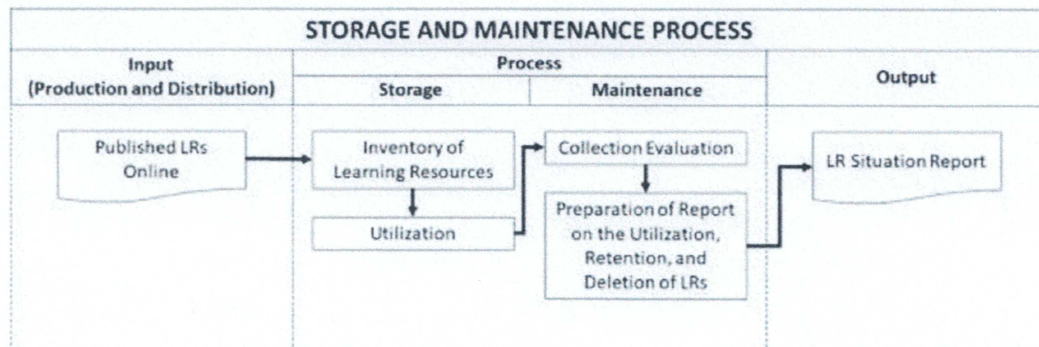
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Documents to prepare:

- Monitoring of LR's Physical Condition thru Inventory (Annex 23)**– School/District Property Custodian and LRMS
- LR Situation Report (Annex 24)** - School/District Property Custodian and LRMS

Storage and Maintenance Process Flow (for published LR's)



Documents to prepare:

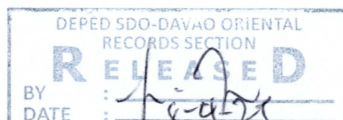
- LR Situation Report (Annex 24)** - School/District Property Custodian and LRMS

Should you have any queries and concerns regarding the matter especially when planning to conduct development and quality assurance of contextualized learning resources, please contact Paulo Morales, *LR Manager*, Mark Fil L. Tagsip, *Project Development Officer II*, and Juessa V. Estrella, *Division Librarian II* through their messenger accounts.

Immediate dissemination and compliance to this Memorandum is earnestly desired.

DR. JOSEPHINE L. FADUL
Schools Division Superintendent

CID/pm/mft/jve



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