



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE
RECORDS SECTION
RECEIVED
Date: 19 APR 2022
By: [Signature] 5:40pm

Office of the Schools Division Superintendent

April 19, 2022

DIVISION MEMORANDUM

No: 501, s. 2022

WORKSHOP ON THE FINALIZATION OF THE LRMDP MANUAL

TO: Neil Edward D. Diaz, Project Development Officer II- LRMS

Pursuant to Unnumbered Regional Memorandum dated April 18, 2022, you are hereby advised to attend the Workshop on the Finalization of the LRMDP Manual on April 25-29, 2022 at Great Eastern Hotel, Quezon City.

Attached is a copy of the Memorandum for the complete details of the said workshop.

Travel and incidental expenses are chargeable against the Bureau of Learning Resources (BLR) subject to the usual accounting and auditing rules and regulations. Likewise, the health protocols as mandated by IATF during this time of pandemic shall also be strictly followed.

Please be guided accordingly.

[Signature]

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent



Records



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

MEMORANDUM

To : Schools Division Superintendents
Davao del Norte and Davao del Sur Divisions

Subject : WORKSHOP ON THE FINALIZATION OF THE LRMDP MANUAL

Date : April 18, 2022

In reference to Memorandum DM-CI-2022-00127 dated April 8, 2022, signed by Hon. Diosdado M. San Antonio, Undersecretary for Curriculum and Instruction, this Office informs the conduct of the Workshop on the Finalization of the LRMDP Manual on April 25-29, 2022.

The participants of this workshop are the following:

Area of Concern	Name of Participants	Station/SDO
Multimedia Learning Resources (MMLRs)	Analiza C. Almazan	Regional Office
	Neil Edward D. Diaz	Davao del Norte
DepEd Developed-Learning Resources (DDLRs)	Christopher P. Felipe	Davao del Sur

The venue of the activity is set within the National Capital Region (NCR) and full details shall be communicated later. Traveling expenses and board and lodging of the participants will be shouldered by the Bureau of Learning Resources (BLR) subject to the usual accounting and auditing rules and regulations.

Attached is the memorandum for the complete details of the said workshop.

Immediate dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION - RO
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

By: [Signature]
Date: 04/19/2022 Time: 2:04

ROC12/aca

0422-2549



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147



Certificate Number: AJA-10237



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

18 APR 2022

12:37

458528

Office of the Assistant Regional Director

MEMORANDUM
 DM-CI-2022-00127

RECEIVED

Date/Time: 4/18/22 1:30
 Signature: [Signature]

TO : Learning Resources Management and Development Process (LRDMP) Technical Working Group Members

THRU : ALL REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 CLMD CHIEFS
 CID CHIEFS

FROM : DIOSDADO M. SAN ANTONIO
 Undersecretary for Curriculum and Instruction

SUBJECT : Workshop on the Finalization of the LRMDP Manual

DATE : April 8, 2022

The Bureau of Learning Resources shall be conducting an activity entitled Workshop on the Finalization of the LRMDP Manual from April 25 to 29, 2022. It aims to present the latest draft of the manual and validate with the TWG members the appropriateness and feasibility of the processes indicated therein.

Given this, we would like to invite identified LR personnel who have participated in various BLR activities and have also contributed to the drafting of the manual and other policies, to attend the said activity. Please refer to the attached list of participants.

The TWG members were pre-assigned by the respective focal persons of the manual and the LR standards handbooks. The terms of reference attached shall serve as their guide for their specific tasks and roles.

The venue of the activity is set within the National Capital Region (NCR) and full details shall be communicated later. Traveling expenses and board and lodging of the participants will be shouldered by the BLR subject to the usual accounting and auditing rules and regulations.

For further inquiries about the activity, please contact Ms. Sharon Buti, Senior Education Program Specialist BLR-Production Division through her mobile number 09228781511, or through Ms. Julia Leabres, Technical Assistant BLR-Office of the Director IV with contact number at 09565274870.

For your strict compliance.

BLRPD-22-4-028



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

MEMORANDUM
DM-CI-2022-06127

TO : Learning Resources Management and Development
Process (LRDMP) Technical Working Group Members

THRU : ALL REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
CLMD CHIEFS
CID CHIEFS

FROM : DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction

SUBJECT : Workshop on the Finalization of the LRMDP Manual

DATE : April 8, 2022

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For further inquiries about the activity, please contact Ms. Sharon Buti, Senior Education Program Specialist BLR-Production Division through her mobile number 09228781511, or through Ms. Julia Leabres, Technical Assistant BLR-Office of the Director IV with contact number at 09565274870.

For your strict compliance.

BLRPD-22-4-028

Bureau of Learning Resources
Department of Education

**WORKSHOP ON THE FINALIZATION OF THE LEARNING RESOURCES MANAGEMENT AND
DEVELOPMENT PROCESS (LRDMP) MANUAL**

Terms of Reference

Overall Program Head

- Oversee the conduct of all activities relevant to the program
- Review and approve all pertinent documents of the program
- Provide directions, technical guidance, and inputs to program advisers and all the teams

Program Adviser

- Provide guidance and directions to all the teams.
- Oversee all the activities relevant to the finalization of the LRMDP Manual.
- Review and endorse all document requirements for approval of the upper management.
- Check the

Overall focal person

- Prepare all the draft sections of the manual developed in the previous workshops.
- Conduct planning meeting with focal persons to discuss the appropriate outline, presentation, and style of the manual and handbooks
- Gather ideas and strategies for the activity on the finalization of the manual and handbooks.
- Coordinate with all the teams in-charge of each sub-process and policy/handbook

Focal Person for each Volume or Handbook

- Attend planning meeting/s for the finalization of the LRMDP manual and handbooks.
- Provide inputs for the improvement of the draft LRMDP sub-processes
- Coordinate with the focal person assigned for each of the LRMD processes to get the appropriate inputs for the volume assignment.
- Identify the field personnel who have broad and suitable experience in the development and management of LRs to serve as members of each team.
- Convene the team members for a brief orientation on the updates of the manual and handbooks
- Facilitate the distribution of tasks for the pre-work and workshop proper.
- Coordinate all issues and concerns that may arise during the pre-work to the overall focal person of the manual and handbooks.
- Facilitate the discussion of each volume or handbook assignment during the workshop proper.

Co-Focal Person

- Attend all the meetings relevant to the finalization of the LRMDP Manual

- Provide technical inputs for the improvement of the draft LRMDP sub-processes
- Coordinate with the focal person for the specific task assignment on the finalization activity
- Provide technical and administrative assistance to the assigned group
- Coordinate with field personnel who are members of the TWG
-

Member

- Coordinate with the Focal person of the assigned policy/handbook for all technical and administrative concerns
- Provide technical inputs on the assigned policy/handbook based on the applicability and feasibility of the processes to the respective governance level
- Attend the activity on the finalization of the LRMDP Manual
- Participate in the actual discussion for the finalization of the assigned policy/manual

Member (MIS Team)

- Attend all meetings relevant to the finalization of the LRMDP Manual
- Provide technical assistance on the data management of each LRMD sub-processes
- Validate and suggest appropriate fields and information required in gathering data for each sub-processes
- Assist in the revision of data forms for each LRMD sub-process
- Coordinate with the field personnel and other relevant offices for the required data of the sub-processes
- Attend the actual activity on the finalization of the LRMDP Manual

Documenter

- Coordinate with all the team members on the required information to be documented from the activity
- Document the required information to help improve/enhance the draft policies/handbooks
- Bring the necessary equipment and materials to aid in the documentation (laptop, camera or smartphones for taking pictures, pen, notepads)
- Attend the actual activity on the finalization of the LRMDP Manual.

Admin Support

- Coordinate with the overall focal person for the task and specific assignments relevant to the activity.
- Provide administrative support to assigned team in-charge of a specific policy/handbook.
- Attend the actual activity on the finalization of the LRMDP Manual.
- Take charge in managing the equipment and materials for the workshop.
- Assist the overall focal person in the preparation of forms and other materials for the workshop.

**WORKSHOP ON THE FINALIZATION OF THE LEARNING RESOURCES MANAGEMENT AND DEVELOPMENT PROCESS
(LRDMP) MANUAL**

Program Management Team

Overall Program Head:

Atty. Ariz Delson Acay D. Cawilan, Director IV

Program Advisers:

Besy C. Agamata, *Chief Education Program Specialist (BLR-PD)*

Daisy Asuncion O. Santos, *Chief Education Program Specialist (BLR-QAD)*

Andrew Villarba, *Supervising Education Program Specialist (BLR-QAD)*

Program Team Members

GENERAL PROCESSES

I. NEEDS ASSESSMENT of LRS

Joselito Asi	Focal person
George Paguio	Co-focal person
Milagros Rebato	Member
Angeline Liwanag	Member
Ireen Subebe	Member

II. DESIGN AND DEVELOPMENT of LRS

Meriam Lepasana	Focal person
George Paguio	Co-focal person
Analiza Dy	Member
Marietta Publico	Member
Aro Rara	Member
Jason Villena	Member
Jejomar Alda	Member
Joselito Asi	Member
Sharon Buti	Member
Shiefa Cabisidan	Member
Ma. Luz Ferraren	Member
Mildiadema Lustria	Member
Judy Mendoza	Member
Milagros Rebato	Member
Angeline Liwanag	Member
Ireen Subebe	Member

III. QUALITY ASSURANCE OF LRS

Maria Leonor Barraquias	Focal person
Reyangle Sandoval	Co-focal person
Cameika Sandoval	Member
Aileen Ilagan	Member
Roseann Calueng	Member
Cheradee Montoya	Member

IV. PRODUCTION AND DISTRIBUTION of LRs

Judy Mendoza	Focal person
Ma. Theresa Tan	Co focal person
Milagros Rebato	Member
Angeline Liwanag	Member
Ireen Subebe	Member
Emilio Celedonio	Member
Ma. Concepcion Barrera	Member

V. STORAGE AND MAINTENANCE of LRs

Eric Labre	Focal person
Marlon Ompoc	Co focal person
Emilio Celedonio	Member
Aro Rara	Member
Aileen Ilagan	Member

- *Representatives from the Bureau of Alternative Education (BAE) shall also serve as part of the TWG team for each process to provide their inputs on the ALS perspective (community learning center, lifeskills approach, etc.)*

Guidelines/Handbooks on the Development of Specific LR Types

VOLUME 1 - TEXT BASED LEARNING RESOURCES

VOLUME 1A – TEXTBOOKS AND TEACHER'S MANUAL (TX/TM)

NAME	TWG	OFFICE/SCHOOL	POSITION
Andrew Villarba	Focal Person	BLR-QAD	SVEPS
Judy Mendoza	Focal Person	BLR-PD	PDO III
George Paguio	Focal Person	BLR-PD	SEPS
Ma. Theresa Tan	Co-Focal Person	BLR-PD	PDO III
Ma. Leonor Barraquias	Co-Focal Person	BLR-QAD	SEPS
Mildiadema Lustria	Member	BLR-PD	SEPS
Meriam Lepasana	Member	BLR-PD	SEPS
Analiza Dy	Member	BLR-PD	SEPS
Jejomar Alca	Member	BLR-PD	SEPS
Marietta Publico	Member	BLR-PD	SEPS
Joselito Asi	Member	BLR-PD	SEPS
Ma. Luz Ferraren	Member	BLR-PD	SEPS
Sharon Buti	Member	BLR-PD	SEPS
Aro Rara	Member	BLR-PD	CAS II
Jason Villena	Member	BLR-PD	CAS II
Ma. Concepcion Barrera	Member	BLR-PD	PDO II
Emilio Celedonio	Member	BLR-PD	WAREHOUSE MAN
Milagros Rebato	Member	BLR-PD	PDO II
Ireen Subebe	Member		AA II
Angeline Liwanag	Member		AA III
Roseann Calueng	Documenter	BLR-QAD	TA
Rodrigo Ignacio	Admin. Support	BLR-QAD	ADMIN SUPPORT
Dennis Mendoza	Member	NCR	REGIONAL LR SUPERVISOR
Nelida Castillo	Member	South Cotabato	LR SUPERVISOR
Isaiah Wagas	Member	Cebu	LR SUPERVISOR

VOLUME 1B- DepEd Developed Learning Resources (DDLRS)

NAME	TWG	OFFICE/SCHOOL	POSITION
Eric Labre	Focal Person	BLR-QAD	SEPS
Maria Leonor Barraquias	Co-Focal Person	BLR-QAD	SEPS
Marietta Publico	Co-Focal Person	BLR-PD	SEPS
Analiza Dy	Co-Focal Person	BLR-PD	SEPS
Ma. Luz Ferraren	Co-Focal Person	BLR-PD	SEPS
Ma. Theresa Tan	Co-Focal Person	BLR-PD	PDO III
Joselito Asi	Co-Focal Person	BLR-PD	SEPS
Aro Rara	Co-Focal Person	BLR-PD	CAS II
Jason Villena	Co-Focal Person	BLR-PD	CAS II
Marlon Ompoc	Co-Focal Person	BLR-QAD	LIBRARIAN
Reyangle Sandoval	Co-Focal Person	BLR-QAD	EPS II
Camelka Sandoval	Member	BLR-QAD	CAS II
Ireen Subebe	Member (MIS)	BLR-PD	AA II
Cheradee Montoya	Member	BLR-QAD	TA
Mark Lee Babaran	Documenter	BLR-PD	TA
Gladys May Jumarang	Admin Support	BLR-PD	ADMIN SUPPORT
Editha Caparas	Member	Region III	REGIONAL LR SUPERVISOR
Grace Rabelas	Member	Region V	REGIONAL LR SUPERVISOR
Joy Bihag	Member	Region VIII	REGIONAL LR SUPERVISOR
Manpaz Magno	Member	Region Caraga	REGIONAL LR SUPERVISOR
Emelyn Talaue	Member	SDO Ilagan City	REGIONAL LR SUPERVISOR
Joy Eronico	Member	SDO Bohol	LR SUPERVISOR
Christopher Felipe	Member	SDO Davao del Sur	LR SUPERVISOR
Gemma Bandyoy	Member	SDO Tandag City	LR SUPERVISOR

VOLUME 1C – Supplementary Learning Resources (SLRs)

NAME	TWIG
Andrew Villarba	Focal Person
Marietta Publico	Focal Person
Jejomar Aida	Focal Person
Marlon Ompoc	Co-Focal Person
Angelina Liwanag	Member (MIS)
Julia Leabres	Documenter
Rodrigo Ignacio	Admin Support
Gina Amoyen	Member
Romyr Lazo	Member
Sonia Gonzales	Member
Marie Cabigas	Member

OFFICE/SCHOOL
BLR-QAD
BLR-PD
BLR-PD
BLR-PD
BLR-QAD
BLR-PD
BLR-OD
BLR-QAD
Region I
Region IV-A
Region IX
Region X

POSITION
SVEPS
SEPS
SEPS
LIBRARIAN
AA II
TA
ADMIN SUPPORT
REGIONAL LR SUPERVISOR
REGIONAL LR SUPERVISOR
REGIONAL LR SUPERVISOR
REGIONAL LR SUPERVISOR

VOLUME 1D – Multimedia Learning Resources (MMLRs)

NAME	TWG	OFFICE/SCHOOL	POSITION
Aro Rara	Focal Person	BLR-PD	CAS II
Eric Labre	Focal Person	BLR-QAD	SI-PS
Jason Villena	Co-Focal Person	BLR-PD	CAS II
Joselito Asi	Co-Focal Person	BLR-PD	SEPS
Sharon Buti	Co-Focal Person	BLR-PD	SEPS
Aileen Ilagan	Member	BLR-QAD	CAS II
Camelka Sandoval	Member	BLR-QAD	CAS II
John Mark Cabotaje			TA
Ireen Subebe	Member (MIS)	BLR-PD	AA II
Katrina Kai Guevara	Documenter	BLR-OD	TA
Gladys Mae Jumarang	Admin Support	BLR-PD	ADMIN SUPPORT
Rodel Lintag	Member	SDO San Fernando City	LR SUPERVISOR
Maurita Ponce	Member	Region VII	REGIONAL LR SUPERVISOR
Analiza Almazan	Member	Region XI	REGIONAL LR SUPERVISOR
Neil Edward Diaz	Member	SDO <i>Divino Los Norte</i>	PDO II
Arturo Tingson	Member	Region XII	REGIONAL LR SUPERVISOR

VOLUME 1E – CREATIVES

NAME	TWG	OFFICE/SCHOOL	POSITION
Andrew Villarba	Focal Person	BLR-PD	SVEPS
Jejomar Aida	Focal Person	BLR-QAD	SEPS
Joselito Asi	Co-Focal Person	BLR-PD	SEPS
Milagros Rebato	Member (MIS)	BLR-PD	PDO II
Ricky Balmores	Documenter	BLR-OD	TA
Rodrigo Ignacio	Admin Support	BLR-PD	ADMIN SUPPORT
Rizalino Caronan	Member	Region II	REGIONAL LR SUPERVISOR
Freddie Rey Ramirez	Member	Region IV B	REGIONAL LR SUPERVISOR
Donald Genine	Member	Region VI	REGIONAL LR SUPERVISOR
Georgina Ducaiso	Member	Region CAR	REGIONAL LR SUPERVISOR

VOLUME 1F – LRs for LWDs

NAME	TWG	OFFICE/SCHOOL	POSITION
Shiela Cabisidan	Focal Person	BLR-PD	SEPS
Mildiadema Lustria	Focal Person	BLR QAD	SEPS
Ma. Leonor Barraquias	Co-Focal Person	BLR PD	SEPS
Editha Esperida	Co-Focal Person	BLR-PD	EPS II
Reyangle Sandoval	Member	BLR PD	EPS II
Aro Rara	Member	BLR QAD	CAS II
Eric De Guia	Member	BLR QAD	AA
Ireen Subebe	Member (MIS)	BLR PD	AA II
Selina Marie Abasolo	Documenter	BLR OD	IA
Rodrigo Ignacio	Admin Support	BLR PD	ADMIN SUPPORT
Ronalyn Manongsong		SDO Cavite	SPED TEACHER
Sherilyn Bustarga		SDO Baguio City	SPED TEACHER
Dulce Alarin		Olongapo City	SPED TEACHER
Jun Indiano		SDO Pasig City	SPED TEACHER
Dara Eva		SDO Bayawan City	SPED TEACHER
Nelson Lasagay		Region IX	REGIONAL SPED SUPERVISOR
Annamarie Buot		SDO Bayugan City	SPED TEACHER
Valerie Labacanacruz		Barotac Nuevo Central ES	SPET 1

Learning Resources (LR) Standards Handbooks

1. Copyright Management

NAME	TWG	OFFICE/SCHOOL	POSITION
Jejomar Alda	Focal Person	BLR-PD	SEPS
Eric Labre	Focal Person	BLR-QAD	SEPS
Marlon Ompoc	Co-Focal Person	BLR-QAD	Librarian
Julia Leabres	Co-Focal Person and Documenter	BLR-Office of the Director	IA
Milagros Rebato	Member (MIS)	BLR-PD	PDO II
Gladys May Jumarang	Admin Support	BLR-PD	Admin Support
Maripaz Magno	Member	Region Caraga	REGIONAL LR SUPERVISOR
Paul Andrew Tremedal	Member	SDO Surigao City	PDO II
Raymund Santiago	Member	SDO Bago City	LR SUPERVISOR
Ronald Brillantes	Member	SDO Puerto Princesa City	LR SUPERVISOR

2. Publications Design of Learning Resources

NAME	TWG	OFFICE/SCHOOL	POSITION
Aro Rara	Focal Person	BLR PD	CAS II
Jason Villena	Focal Person	BLR PD	CAS II
Camelka Sandoval	Co-Focal Person	BLR QAD	CAS II
Aileen Ilagan	Co-Focal Person	BLR QAD	CAS II
Angeline Liwanag	Member (MIS)	BLR-PD	AA III
Ricky Balmores	Documenter	BLR PD	TA
Rodrigo Ignacio	Admin Support	BLR-QAD	ADMIN SUPPORT
Marlon Lalaguna	Member	SDO Valenzuela City	
Victor Sotelo	Member	SDO Baguio City	Master Teacher I
Christopher David Oliva	Member	SDO Baguio City	PDO II
Dino Visperas	Member	SDO Dagupan City	PDO II
Joey-Rey D. Magracia	Member	SDO Meycauayan City	Teacher II

3. Treatment of Social Content for Learning Resources

NAME	TWG	OFFICE/SCHOOL	POSITION
Sharon Buti	Focal Person	BLR PD	SEPS
Ma. Leonor Barraquias	Focal Person	BLR QAD	SEPS
George Paguio	Co-Focal Person	BLR PD	SEPS
Reyangle Sandoval	Co-Focal Person	BLR QAD	EPS II
Katrina Kai Guevara	Co-Focal Person and Documenter	BLR OFFICE OF THE DIRECTOR	TA
Ireen Subebe	Member (MIS) Documenter Admin Support	BLR PD	AA II
Almera Zarate	Member	SDD Urdaneta City	LR SUPERVISOR
Ivy Coney Gamatero	Member	SDD Marikina City	LR SUPERVISOR
Normina Hadji Yunos	Member	SDD Pasay City	LR SUPERVISOR