



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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20 Feb 2024

**DIVISION MEMORANDUM**

No. **045**, s. 2024

GUIDELINES ON THE PROCESSES AND WORKFLOW OF CONTEXTUALIZED  
AND LOCALLY DEVELOPED LEARNING RESOURCES

To: Assistant Schools Division Superintendent  
Chief Education Supervisor  
Education Program Supervisors  
Public Schools District Supervisors  
SDO Section/Unit Heads and Staff  
Public Elementary and Secondary Schoolheads  
All Others Concerned

1. To strengthen the learning resource development and management system of in the Schools Division of Sarangani, the Curriculum Implementation Division, through Learning Resource Management Section, issues the enclosed **Guidelines on the Processes and Workflow of Contextualized and Locally Develop Learning Resources**.
2. The guidelines aim to provide technical assistance to the field in assessing, adapting, developing, and producing quality contextualized and locally developed materials for learners and instructional support to the teachers of this Division.
3. These guidelines shall remain in force and in effect unless repealed, amended, or modified.
4. For inquiries, contact to Dr. Judith B. Alba at [judith.alba@deped.gov.ph](mailto:judith.alba@deped.gov.ph).
5. Widest dissemination of this Memorandum is desired.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

LEARNING RESOURCES  
PROCEDURES



Republic of the Philippines  
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**RULES AND REGULATIONS**

JBA/CID-LRMS/DM – guidelines on the processes and workflow of contextualized  
and locally developed learning resources  
0228/February 20, 2024



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**GUIDELINES ON THE PROCESSES AND WORKFLOW OF CONTEXTUALIZED  
AND LOCALLY DEVELOPED LEARNING RESOURCE**

**I. RATIONALE**

The Department of Education aimed to improve the effectiveness and efficiency of basic education through the K to 12 Basic Education Program. The K to 12 Program encompasses Kindergarten and the 12 years of basic education to provide enough time for mastery of concepts and skills, and to help them become lifelong learners.

DepEd developed several efforts to bring educational resources and services closer to all learners to satisfy the demand for the K to 12 Basic Education Curriculum and the increasing enrolments in urban and remote schools. The Learning Resource Management System (LRMS) was created by the Department of Education to support the increased distribution and access to learning, teaching and professional development in the Region and Division and even at the school level.

DepEd is digitizing all existing DepEd-developed K to 12 teaching and learning materials as well as developing new digital, interactive and print-based materials aligned to the Basic Education standard learning competencies (MELCS/MATATAG Curriculum) to distribute via the LRMS repository teaching and learning resources to all DepEd regions, divisions, schools and learning centers.

According to research findings, most schools surveyed did not have the desired 1:1 textbook: student ration; most teachers did not have teacher manuals; teachers used their own resources to supplement instructional materials in the schools; schools that lose their textbook collection due to calamities do not receive replacements; and schools do not have enough supplementary materials during pandemic.

The Department of Education encourages all teachers to create learning tools to use in the classroom. Learners who are more engaged with learning materials perform better academically. The development also helps to supplement the DepEd Central Office's textbooks shortfall.

A lot of teachers in this Division are creating their own learning resources to improve the teaching and learning process and student's academic achievement. The development and quality assurance of learning resources takes time to ensure that they meet their desired competencies.

Currently, there is no existing mechanism to cater to locally developed learning resources that are credited as innovation and/or publication in the division. Thus, this guideline on the development processes and workflow is proposed.

**II. SCOPE**

The mechanism will include **all** contextualized and locally developed learning resources used by teachers and learners in the Schools Division of Sarangani. Thus, all contextualized and or locally- developed learning resources can be utilized as innovation and /or publication provided these learning resources

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undergo the quality assurance processes and workflow as prescribed by the Learning Resource Management Section (LRMS).

These guidelines cover all submitted **contextualized or locally developed learning resources** as defined in the Framework for LRMS v2.0, series of 2010 which include the following learning resource types:

- Learner's resource
- Teaching resources
- Professional development materials

These learning resources are presently classified as:

A. Text-based

Print Materials:

- Modules
- Learning Activity Sheets
- Radio-Based Instruction (Script)
- Learner's Materials
- Strategic Intervention Materials (SIMs)
- Storybooks (Big and small books)
- Reader
- Workbook
- Illustrations

Non-Print Materials:

- Educational Audios
- Interactive Learning Resources
- Radio-Based Instruction
- Educational Videos
- Presentation Programs/Application Software (Apps)
- Tactile Learning Resources

B. Non-text based/Learning Tools and Equipment (LTE):

- Mathematics Equipment
- Science Equipment
- TLE/TVL Equipment
- Manipulatives
- Artifacts

C. Any relevant learning resources

**III. DEFINITION OF TERMS**

As per DepEd Order No. 32, s. 2015, the following terms shall be defined as:

- **Contextualization.** Refers to the educational process of relating the curriculum to a setting, situation or area of application to make the competencies relevant, meaningful, and useful to all learners.
- **Indigenization.** Refers to the processes of enhancing the curriculum, competencies, education resources, and teaching-learning process in

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relation to the bio-geographical, historical and socio-cultural context of the learner's community.

- **Localization.** Refers to the process of relating learning content specified in the curriculum to local information and materials in the learner's community.

As defined in the LRMS Framework v.2, s. 2010, the following shall be known as:

- **Learning Resources (LR)** Refers to any of the digital or non-digital (or print and non-print) materials to support learning, teaching or professional development. These resources include devices, tools, equipment, manipulative toys aligned to the K to 12 Curriculum.

### Classification of Learning Resources

#### Print-based Learning Resources

- Learning Activity Sheets (LAS) are consumable learning resources with practice exercises for learners to work on.
- Learner's Materials (LM) is a prototype learning resource that is completely and sufficiently developed based on the prescribed learning competencies and curriculum standards for a specific grade level in a target subject area.
- Self-Learning Modules – are learning resources that provide course materials in a logical, sequential order, guiding the learners through the content and assessments in the order specified by the learning facilitators. It is conceptualized as a self-contained, self-instructional, self-paced, interactive learning resource for learning a specific topic or lesson.
- Strategic Intervention Materials (SIMs) are meant to re-teach the concept(s) and skill(s) (Least Mastered Competencies). It is a material given to the learners to help them master a competency-based skill which they were not able to develop during regular classroom teaching (Bunagan, 2012).
- Storybook is a contextualized teacher-made reading learning resource that supports the K to 3 learners and the development of literacy domains in the K to 12 Curriculum.
- Workbook is a compilation of worksheets used by the learners to practice what they are learning in a class.
- Teaching Resources (TRSs) are any educational resource digital or non-digital that supports teachers in curriculum development, delivery and pedagogy or teacher trainers in the delivery of professional development programs.
- Professional Development Materials (PDMs) are any digital or non-digital training and development resource, or program designed for

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training and development purposes. Such programs may contain or reference LRs and TRs.

- Manual contains step-by-step instructional procedures in the development of a skill.

Professional Development Workbook

Professional Development Activities for Teachers

**IV. POLICY STATEMENT**

The Schools Division of Sarangani through the Learning Resources Management Section (LRMS) supports the program of DepEd to raise the overall quality and improve the effectiveness and efficiency of the basic education through the implementation of K to 12 Basic Education Program.

This guideline on contextualized/locally made learning resource development processes and workflow adopted in the Schools Division of Sarangani supports the Department's undertaking of providing quality learning materials for all Filipino Learners.

**V. PROCEDURE**

**PROPOSAL/REPORT FORMATTING**

Paper Size: A4  
Font Style: Bookman Old Style / Arial  
Font Size: 12  
Spacing: Single Spaced  
Margin: 1" all sides

**PROPOSAL PHASE**

Contents of Contextualized/locally made learning resource innovation proposal:

1. Learning Resource Title
2. Learning Resource Developer
3. Learning Resource Material Type (select one):
  - a. Learner's Resource
  - b. Teaching Resource
  - c. Professional Development Material
4. Basis of Development of Learning Resource (any one or more of the following):
  - a. Identified Least Learned Competency
  - b. Identified Critical Content
  - c. Gaps/Issues/Problems/Need
  - d. Offshoots of a research

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5. Budgetary Requirements
6. Learning Resource Utilization Plan:
  - a. Narrate how will you use the Learning Resource
7. Attach the following:
  - a. Finalized Learning Resource
  - b. Daily Lesson Log (except for PDMs and Textbooks)
  - c. Signed QA Forms (School and/or Division Level)

**IMPLEMENTATION PHASE**

Contents of contextualized learning resource innovation report:

1. Learning Resource Title
2. Learning Resource Developer
3. Learning Resource Type (select one):
  - a. Learner's Resource
  - b. Teaching Resource
  - c. Professional Development Material
4. Basis of Development (any one or more of the following):
  - a. Identified Least Learned Competency
  - b. Identified Critical Content
  - c. Gaps/Issues/Problems
  - d. Offshoot of a research
5. Summary of implementation of Learning Resource containing the Narrative Feedback of Evaluation Report. Alternatively, the proponent can submit any of the following MOVs:
  - a. Approved research paper highlighting the tests of effectiveness
  - b. Summary of narrative Feedback of Evaluation Report of Demo-teaching conducted where LR was used and found to be effective as material during the teaching learning process (attach narrative feedback or evaluation of teachers / participants during the demo-teaching.
  - c. For small schools with one teacher in the grade level or learning area, you may present test analysis results with appropriate statistical tools as an MOV, validated by the school head.
6. Attach the following:
  - a. Finalized Learning Resource
  - b. Daily Lesson Log (except for PDMs and Textbooks)
  - c. Signed Learning Resource Quality Assurance Tools
  - d. Signed Individual Narrative Feedback or Evaluation Tool and/or Alternative MOVs

**WORKFLOW PROCEDURES**

**A. PROPOSAL**

Step 1: Developer prepares documents for the Learning Resource Innovation Package:

- a. Accomplished Learning Resource Innovation Proposal Form (Form 1)
- b. Learning Resource Innovation Proposal
- c. Finalized Learning Resource
- d. Daily Lesson Log (except for PDMs and Textbooks)
- e. Signed QA Forms (School and/or Division Level)

Step 2: Developer submits Learning Resource Innovation Package for endorsement and approval. Signatories will sign on the Learning Resource Innovation Proposal (Form 1) <http://tinyurl.com/LRSarTemplate>:

- a. School LR Coordinator
- b. Department Head (if applicable)
- c. Schoolhead
- d. PSDS
- e. EPS – Learning Area
- f. EPS – LRMS
- g. CID Chief
- h. ASDS
- i. SDS

**B. IMPLEMENTATION**

<b>Step</b>	<b>School Level</b>	<b>District Level</b>	<b>Division Level</b>
1	Developer fills up the LR Innovation Report form (Form 2)		
2	Developer conducts field testing and be validated by School Head Attached: Narrative Feedback or Evaluation Tool  or Approved research paper highlighting the tests of effectiveness	Developer conduct field testing within the district and validated by District Head  or Approved research paper highlighting test of effectiveness within the district	Developer conduct field testing and validated by CID Chief  or Approved research paper highlighting the tests of effectiveness within the division
3	Developer summarizes the implementation of Learning Resource containing the Narrative Feedback or Evaluation Report		
4	Developer finalizes the Learning Resource Innovation Package:  a. Finalized Learning Resource (with Daily Lesson Log and or Weekly Home Learning Plan) b. Signed Learning Resource Assurance Tools c. Signed Individual Narrative Feedback or Evaluation Tool and/or		



	Alternative MOVs
5	Developer submits learning resource innovation package to signatories  Signatories will sign on the Learning Resource Innovation Report Form (Form 2) <a href="http://tinyurl.com/LRSarTemplate">http://tinyurl.com/LRSarTemplate</a>
6	Developer submits digitized copy of Learning Resource Package to LRMS for publication

**VI. MONITORING AND EVALUATION**

The Schools Division Office, through the Curriculum Implementation Division - Learning Resource Management Section and in coordination with the School Governance and Operations Division – School Management Monitoring and Evaluation Section, shall closely monitor and ensure the implementation of these guidelines. They shall continuously gather feedback on the implementation and conduct a review to further enhance its provisions and effectiveness. The overall program assessment will be done after one (1) year implementation for adjustments. However, if deemed necessary, immediate adjustments may be made through a division memorandum.

**VII. REFERENCES**

Republic Act 10533 – Enhanced Basic Education Act of 2013

DepEd Order No. 32, s. 2015 – Adopting IPed Framework

DepEd Order No. 76, s. 2011 – National Adoption and Implementation of the Learning Resources Management and Development System (LRMDS)

DepEd Memorandum No. 82, s. 2017 – Learning Resource Management and Development System Implementation in the Rationalized DepEd Structure

LRMDS Framework v2 series 2010

<https://depedpines.com/wp-content/uploads/2019/09/Division-Memo-No.-443-S.-2019-Enclosure.pdf>

**VIII. EFFECTIVITY/TRANSITORY PROVISION**

These guidelines shall take effect after signing this proposal and its issuance in a memorandum.

**CONTEXTUALIZED/LOCALLY DEVELOPED LEARNING  
RESOURCE INNOVATION PROPOSAL**

LR Innovation Tracking Number: \_\_\_\_\_  
Name of Developer: \_\_\_\_\_  
Learning Resource Title: \_\_\_\_\_  
Learning Resource Type: \_\_\_\_\_  
Learning Resource Link: (if it is in the cloud) \_\_\_\_\_  
Developer Contact Number: \_\_\_\_\_  
Developer Email: \_\_\_\_\_  
School: \_\_\_\_\_  
District: \_\_\_\_\_

**SCHOOL LEVEL**

Quality Assured by:

_____ School LR Coordinator	_____ Date
_____ Department Head/Grade Chairman	_____ Date
_____ Schoolhead	_____ Date

**DISTRICT LEVEL**

Noted by:

_____ PSDS	_____ Date
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**DIVISION LEVEL**

Quality Assured by:

_____ EPS – Learning Area	_____ Date
<b>JUDITH B. ALBA, PhD</b> _____ EPS – LRMS	_____ Date

Reviewed by:

<b>DONNA S. PANES, PhD</b> _____ Chief – CID	_____ Date
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Approved by:

<b>RUTH L. ESTACIO PhD, CESO V</b> _____ Schools Division Superintendent	_____ Date
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**CONTEXTUALIZED LEARNING RESOURCE INNOVATION REPORT**

LR Innovation Tracking Number: \_\_\_\_\_  
Name of Developer: \_\_\_\_\_  
Learning Resource Title: \_\_\_\_\_  
Learning Resource Type: \_\_\_\_\_  
Learning Resource Link: (if it is in the cloud) \_\_\_\_\_  
Developer Contact Number: \_\_\_\_\_  
Developer Email: \_\_\_\_\_  
School: \_\_\_\_\_  
District: \_\_\_\_\_

**SCHOOL LEVEL**

Endorsed by:

_____	_____
School LR Coordinator	Date
_____	_____
Department Head/Grade Chairman	Date
_____	_____
Schoolhead	Date

**DISTRICT LEVEL**

Endorsed by:

_____	_____
PSDS	Date

**DIVISION LEVEL**

Endorsed by:

_____	_____
EPS – Learning Area	Date
<b>JUDITH B. ALBA, PhD</b>	_____
EPS – LRMS	Date

Reviewed by:

_____	_____
<b>DONNA S. PANES, PhD</b>	_____
Chief – CID	Date

Approved by:

_____	_____
<b>RUTH L. ESTACIO PhD, CESO V</b>	_____
Schools Division Superintendent	Date