REGIONAL MEMORANDUM

No. __3 1 5__ s., 2019

RELEASED
SEP 2 5 2019
DEPED-CAR ......:_____
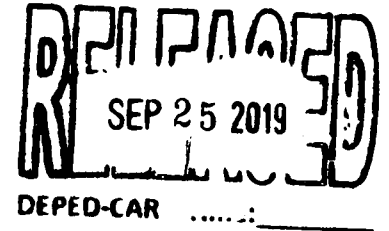
To: Schools Division Superintendents
        Regional Office Division Chiefs
        All Others Concerned

GUIDELINES IN THE USE OF REDEFINED TECHNOLOGY
AS LEVERAGE TO LRMDS PROCESSES IN CAR

1. The DepEd- Cordillera Administrative Region releases this Memorandum on the use of Redefined Technology as Leverage to LRMDS Processes.

2. This policy shall guide the LRMDS, IPEd and MTB-MLE focal persons in the use of the designed technology innovations for the provision of access to learning resources and updated information on MTB-MLE and IPEd.

3. This policy shall enhance other technology initiatives of the schools division offices and shall take effect immediately after its approval.

4. Parameters in the utilization and retrieval of data are stipulated in the guidelines.

5. Inquiries regarding the Intervention Package shall be through the CLMD-LRMDS of the region with contact number 422-7096.

6. For information, guidance and compliance of all concerned

MAY B. ECLAR, PhD., CESO V
Regional Director

GUIDELINES IN THE USE OF REDEFINED TECHNOLOGY AS LEVERAGE TO LRMDS PROCESSES

I.   RATIONALE

The need to understand the daily processes of a department will make possible implementation of changes and improvements in an organized, manageable and predictable manner. The balance among the pillars of information management like people, processes, and technology will bring in new practices and competitive advantages. The information and knowledge accessible to all facilitates the increase of the department's efficiency and competitiveness.

The Learning Resources Management and Development System (LRDMS) is a support to increase distribution and access to learning and teaching resources. In collaboration with the ICTU of the Region and the support of DepEd Computerization (DCP) and Interconnectivity (DICP) Programs the learners and teachers access to QA LRs is strengthened and accurate data is accessed through the unified M and E tools.

The innovation is the result of the action research conducted 2016-2017 which revealed greater magnitude and urgency on the QA process and consequently connects to low access of LRs to the field. On the other hand, the 2018 OBE showed similar need on Learning Resources specifically the access to the TGs, CGs and other locally developed LRs. Similarly the LR Portal participation report showed users' difficulty in accessing locally developed LRs.

The derived information prompted the effort to look closer into the existing **technology** defining it again in context of IPEd in CAR and giving new meaning after having been reexamined and reviewed. This effort aims to align the need and delivery of Technical Assistance of LRMDS to its clientele. The intervention package is seen as conscious intentional choice in forging a new path for LRMDS to improve its services and delivery of Learning resources and gather relevant data for any policy direction. It further

provides a direct link to the field by providing an access route through offline - online resources and same time serve as indicator on the utilization and trends of the LR situation in the field. With the strong support of the RO- ICTU of the region the LRMDS disseminates this approved redefined technology intervention to improve the utilization / access of QA LRs and other LRs to the field.

Specifically the mechanism/ Intervention/innovation aims to:

- o Provide access to locally develop and QA learning materials to target clientele in CAR.
- o Monitor the utilization of QA Learning Resources as Instructional Materials or for Alternative Delivery Mode (ADM).
- o Determine the extent of effects to the Key Result Areas on utilization, mandates, needs and outcomes/outputs.
- o Determine trends and possible innovation that may come up from the analysis of the project.

Thus, Learning Resource and Management Division (LRMDS) of the Curriculum and Learning Management Division (CLMD) endorse the Utilization of Redefined Technology as Leverage in LRMDS Processes of the Region and Division.

II. SCOPE

This policy shall cover the Eight (8) LRMDS in the SDOs of the region to:

- cover the retrieval of data for MTB-MLE, IPED and LRMDS;
- provides access to the locally developed published learning resources to the clientele;
- enhances the repository of books in the regional/ division/ school libraries; and
- maximizes the utilization on the provision of guidelines of the DepEd Computerization Program (DCP) , DepEd Internet Connectivity Project (DICP)

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III. DEFINITION OF TERMS

- o **Redefined Technology** refers to the **existing** technology being defined again and given new meaning after having been reexamined and reviewed. This aims

to align the need and delivery of Technical Assistance of LRMDS to its clientele. The package is the result of M and E analysis, recommendations of Action Research and the TA plan of the CLMD-LRMDS. It is further referred to as conscious intentional choice of the team forging a new path for LRMDS to improve its services and delivery of Learning resources and gather relevant data for any policy direction.

o **Locally developed learning resources** are supplementary learning materials locally aligned to augment the needed instructional materials in the absence or presence of textbooks in the learning delivery. These are developed by teachers and / or DepEd personnel after identifying critical competencies/ least learned skills in the delivery of the lesson.

o **Unified Monitoring Tool** is an online monitoring of IPED, MTB-MLE and LRMDS. This provides information on the number of Languages that have contextualized Learning materials, the orthographies, Learning Packages, small and big books reading materials. The tool is used to gather data relevant to the implementation and functionality of the three highly related programs and activities. This is filled –up online, simultaneously or not, and done quarterly using google spread sheet. Schools division Offices, through a memorandum, are required a quarterly submission to the Region. Results shall be discussed with or by the RD, ARD, Chief of the CLMD, QAD and FTAD in any of the executive meetings. Analysis and recommendations derived from the data/ tool shall be utilized in crafting Technical Assistance Plan to be incorporated in the HRTD Plans. Division data can be utilized for respective SDOs' policy directions and next steps in order to provide TA to the SDOs concerned regarding MTB-MLE, IPED, and LRMDS.

o **Electronic QA Tool** is a tool which provides an automated generation of rating scores on the Evaluation for the Development of New print Resources and Education Soundness in the . This can be utilized with or without internet connections.

o **CAR Website Landing Page** is an additional webpage in the DepED CAR website to display only titles of resources developed in CAR which links to the LR Portal. It provides access to CAR published LRs by directly accessing the links in the landing page. This necessitates DepED email of the uses and competency

codes from the curriculum guides to download instructional materials per learning area per grade level.

- o **Quality forms** this refers to as the QA forms to assess the locally developed LRs. Nationally downloaded or regionally contextualized. These Includes 7.10 (IPR), Form 7. 20 (Educational Soundness) Form 7.6 (Evaluation for the development of new print resource) Form 7.8 (Non-Print Evaluation Form) Form 7.14 (Social Content Evaluation) and CAR – QF- CLMD-LRMDS -02 (Validation for Contextualization/ Elders Certificate/ FPIC).

- o **Copyright** is a law that gives you ownership over the things you create. Be it a painting, a photograph, a poem or a novel, if you created it, you own it and it's the copyright law itself that assures that ownership. The ownership that copyright law grants comes with several rights that you, as the owner, have exclusively.

- o **Help Desk** is a social media group specifically Facebook group which serves as a reachable avenue for individuals (teaching or non-teaching) to send queries and for LRMDS staff to provide feedback and instructions to address such concerns.

- o **Online Public access Catalog** (OPAC) more often called the library catalogue is an online database of all of the resources held in the library. You can search OPAC to locate books in the library. It lists the number of the items, whether they are in the library or out on loan, and their call number public. OPACs developed as stand-alone online catalogs, often from VT100 terminals to a mainframe library catalog. Initiates with existing library resources to complete repository including IP Ed Resources. This is system is implemented at the regional LRMDS and can be cascaded/ duplicated in the Schools Division Offices libraries.

IV.   POLICY STATEMENT

DepEd is standing on the principle that "Learners and teachers are empowered to use the technology devices only for learning" and there are legal support to this thrust. The following clearly stipulates this like DO 78, s. 2010 on the Guidelines on the Implementation of the DepEd Computerization Program (DCP) and DepEd Internet Connectivity Project (DICP) in providing public school with computer packages and internet funds for learners to have access to technology and the DO

78,s. 2010 on the Guidelines on the proper use of computer and network facilities in all DepEd Administrative Offices and schools.

The Redefined Technology of the Region is aligned to the Key Result Areas of CLMD-LRMDS and a good mechanism with cultural dimensions in response to the schools educational needs.

V.   GUIDELINES AND PROCEDURES
See attached mechanics on the use of the following

- o   Unified monitoring tool for MTB-MLE, LRMDS and IPEd.
- o   Published LRs Landing Page
- o   Electronic QA Tool
- o   LR Help Desk
- o   Online Public Access Cataloguing of the Regional Library

VI.   INTEGRATING THE MECHANISM TO THE DEVELOPMENT PLAN

- The region, division and school LRCs are encouraged to download resources and provide access to off line repository resources to the clientele;
- Data derived from the UMT and E-QA Tools shall be utilized for policy and standard formulation;
- OPAC shall be adapted by the division library and hubs to provide access to resources and maximize material utilization.
- LR Help Desk shall be adopted and adapted by the SDOs to enhance responsible social media awareness and utilized to send queries to provide feedback and instructions to address concerns in possible shortest time.
- Can be a resource topic to any possible LAC sessions.

VI. MONITORING AND EVALUATION

The Monitoring and Evaluation Team is composed of EPS from CLMD and QAD of the Regional Office with their Division counterpart from CID and SGOD.

A feedback mechanism shall be provided through the use of the response tool which shall be released in the succeeding regional memorandum.

Guide in the Utilization of Published Learning Resources Landing Page in the DepEd-CAR Website

The landing page is an additional webpage in the DepEd-CAR website to display only titles of resources developed and quality assured in CAR that links to the LR Portal. It provides access to CAR published LRs by directly accessing the links in the landing page. This necessitates competency codes from the curriculum guides to download instructional materials per learning area per grade level.

Below is the step-by-step guide in the utilization of the said landing page:

1. Go to https://www.depedcar.ph.

2. In the homepage, move the cursor and point to the menu "Resources'. A dropdown list will appear upon pointing the menu.
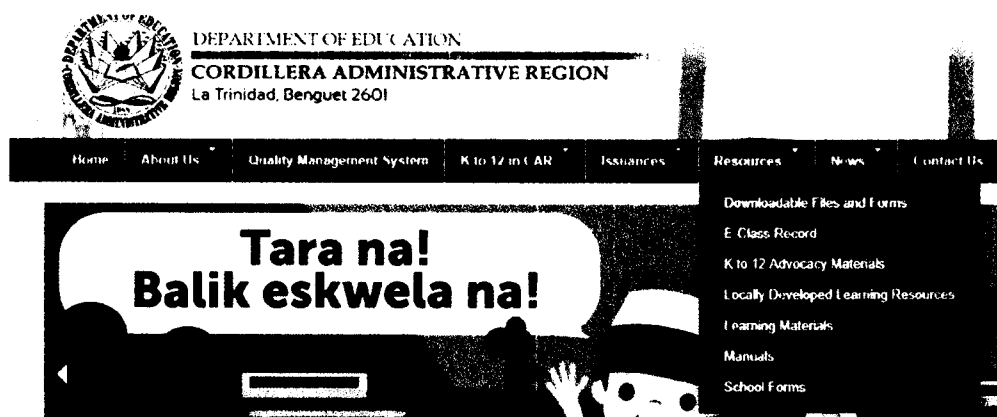
3. In the dropdown list, click the "Locally Developed Learning Resources".

4. List of learning resources shall appear with complete details.
   A "Search" button is also available.

Locally Developed Learning Resources

Apply

Control No.	Title	Division	Language	Learning Area	Grade Level	Developer	Competency Code/s	Date Catalogued	Date Published	Link to LR Portal
1-1	Dagiti Agkabsa't a Banua	Abra	Ilocano	Mother Tongue	1	Angeli B. Parel		May 26, 2017	May 26, 2017	View/Download
2-1	Eweg Sin Kau-an di Eb-eb	Benguet	Kankanaey	Mother Tongue	K	Herminia M. Osting		May 26, 2017	May 26, 2017	View/Download
3-1	Tadck da Tennot	Kalinga	Linimos	Mother Tongue	2 3	Ginadine L Balagso		May 26, 2017	May 26, 2017	View/Download
4-2	Ya Caggang nga Upa	Apayao	Isnag	Mother Tongue	2	Juliana C Sabedao		June 20, 2017	July 10, 2017	View/Download
5-2	Ginamat Genay	Kalinga	Linimos	Mother Tongue	1	Zynalyne Lingayo		April 13, 2016	July 10, 2017	View/Download

5. To download or view the learning resources, click the "View/Download" button.

Locally Developed Learning Resources

Apply

Control No.	Title	Division	Language	Learning Area	Grade Level	Developer	Competency Code/s	Date Catalogued	Date Published	Link to LR Portal
1-1	Dagiti Agkabsa't a Banuar	Abra	Ilocano	Mother Tongue	1	Angeli B. Parel		May 26, 2017	May 26, 2017	View/Download
2-1	Eweg Sin Kad-an di Eb-eb	Benguet	Kankanaey	Mother Tongue	K	Herminia M. Osting		May 26, 2017	May 26, 2017	View/Download

The link will automatically direct the user to the LR portal. Users need to log-in first to the LR portal before downloading the LR.

Note: For easy downloading of LRs, log-in first to the LR Portal before clicking the "download" button.

Guide in Adding/Updating/Editing the List of Learning Resources in the Landing Page Found in the DepEd-CAR Website

The regional LRMDS Staff (LR Manager, Librarian, TAS, ADAS II) is tasked to add, update and/or edit the list of learning resources in the landing page. The DepEd-CAR website accounts of the LR staff should be assigned by the ICT staff to allow their accounts add, update and modify contents.

Below is the step-by-step procedure of data entry and modification to the system:

ADD CONTENT

1. Log-in to https://www.depedcar.ph/user.

   Log in   Request new password

   User account
   Username *

   Enter your DepEd - Cordillera Administrative Region username
   Password *

   Enter the password that accompanies your username

   CAPTCHA

   This question is for testing whether or not you are a human

   I'm not a robot

   reCAPTCHA
   Privacy - Terms

   Log in

2. Go to "Add content" drop-down found in the upper-left corner of the webpage. Choose "Locally Developed LRs".
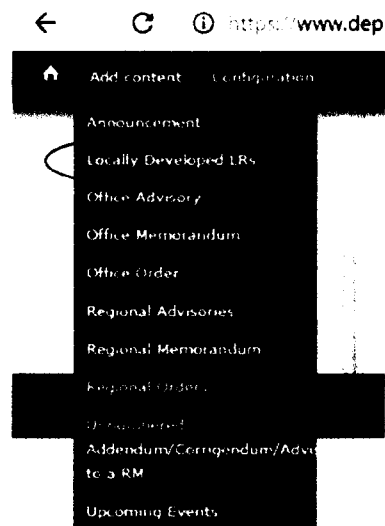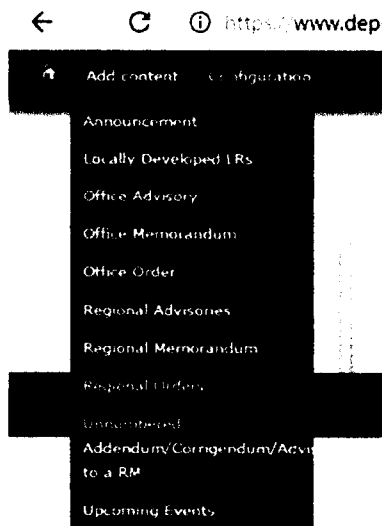
3. Fill-out the blanks by inputting the necessary data.

Home » Add content

Create Locally Developed LRs

Sequence Number

Control No.

Division
- None -   ▼

Title *

Language
- None -   ▼

Learning Area
- None -   ▼

Grade Level

GUIDE IN THE USE OF LRMDS ELECTRONIC QA TOOL

The electronic QA tools are converted CO Form 7.2 (Educational Soundness Evaluation) and CO Form 7.6 (Evaluation for the Development of New Print Resources) into excel file for convenient use of evaluators/reviewers and automatic generation of rating scores. *The use of these tools is the same with the use of printed tools and shall be in compliance with the LRMDS guidelines.*

Below are the steps in utilizing the electronic tools.

CO Form 7.2 (Education Soundness Evaluation Checklist)

1. Open the excel file of the tool. The Form 7.2 will automatically appear.

2. Fill out the necessary information.

   CO Form 7.2

   EDUCATIONAL SOUNDNESS EVALUATION CHECKLIST

Title of Resource:	DAYNEK
Location of Resource:	Mt. Province Division
Current format:	Strategic Intervention Materials
Copyright:	

3. In the second column, tick the checkbox that corresponds to the appropriate assessment of each of the criteria/qualities of the learning resources. Comments can be placed on cell near the checkboxes.

Qualities of the Learning Resource, Teaching Resource, Profesional Development Material	Yes/ No/ Not Applicable(NA) | Comments		Refer to Educational Soundess
1. *Content is accurate and reflects the ways in which knowledge is conceptualized within the domain.	☐ Yes ☐ No ☐ Not applicable		Integrity
2. Supports learners' deepening of knwoledge within content domain	☐ Yes ☐ No ☑ Not applicable		Integrity

4. Choose and click the result of evaluation of the resource and add comments f there is any.

Result of Evaluation of the Resource	If recommended for reproduction review resource using the IPR Guidelines.
☐ 1. Recommend reproduction and distribution in current format. Resource acceptable as is.	If NOT recommended for reproduction, submit completed evaluation to LRMDS Manager for records.
☐ 2. Resource requires modification before being reproduced. (Must undergo full Educational Quality Evaluation)	If recommended for modification, outline and suggest what needs to be done in the Comments section and indicate required further Evaluations below.
☐ 3. Do not reproduce. Resource does not meet specifications.Particularly the PR and copyright form.	If recommended for digitization, outline and suggest what needs to be done. Complete Comments section and indicate required evaluations below.
Comments:	

Locally Developed Learning Resources

Apply

Control No.	Title	Division	Language	Learning Area	Grade Level	Developer
1-1	Dagiti Agkabsat a Banner	Abra	Ilocano	Mother Tongue	1	Angeli B. Parel
2-1	Eweg Sin Kad-an di Eb-eb	Benguet	Kankanaey	Mother Tongue	K	Herminia M. Osting
3-1	Tadok da Tennoi	Kalinga	Linimos	Mother Tongue	2, 3	Ginadine L. Balagso
4-2	Ya Daggang nga Upa	Apayao	Isnag	Mother Tongue	2	Juliana C. Sabadao
5-2	Onamat Genay	Kalinga	Linimos	Mother Tongue	1	Zynalyne Lingayo

3. Go to "Update/Edit"

View   Edit

Bar Modelling Technique
Sequence Number:
13
Control No.:
13-3
Division:
Baguio City
Learning Area:
Mathematics
Grade Level:
6
Developer:
Reagan A. Decoran
Date Catalogued:
Wednesday, December 20, 2017
Date Published:
Wednesday, December 20, 2017
Language:
English
Link to LRMDS:
https://lrmds.deped.gov.ph/detail/13682

4. Click "Save" button.

Save   Preview   Delete

5. A notification shall appear after clicking the "Save" button.

✔ Locally Developed LRs *Bar Modelling Technique* has been updated

4. Click the "Save" button after accomplishing the form.

DATE PUBLISHED

Date
June 11 2019
E g , June 11, 2019

Link to LRMDS
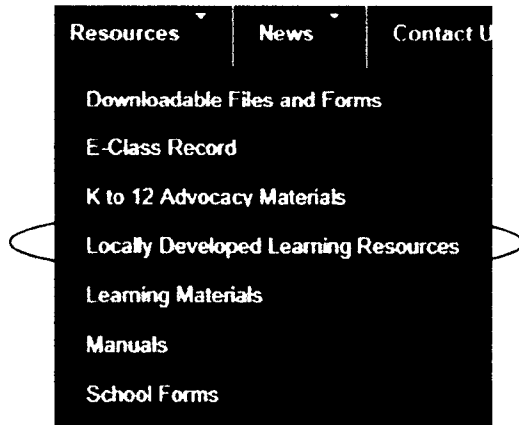
URL path settings
Automatic alias

✔ Generate
Uncheck

URL alias

Optionally :

Save   Preview

EDIT/UPDATE CONTENT

1. Go to the list by simply clicking this link https://www.depedcar.ph/locally-developed-lrs or go to "Resources".

Resources ▾	News ▾	Contact U
Downloadable Files and Forms		
E-Class Record		
K to 12 Advocacy Materials		
Locally Developed Learning Resources		
Learning Materials		
Manuals		
School Forms		

2. Click the title of the learning resource.

5. For recommendations, just tick the checkbox/es that applies.

Tick all that apply
☐ Recommend full Educational Quality Evaluation
☐ Recommend full Educational Quality and Technical Evaluation
☐ Recommend Accessiblity Evaluation
☐ Recommend for further evaluation

6. Fill the details of the reviewer.

Evaluator/ Validator:	Contact Details	Date of Evaluation:

7. Lastly, save the file.

CO Form 7.6 (Education Soundness Evaluation Checklist)

1. The Form 7.6 is found just after the Form 7.2 as these tools are only in one file. First, fill the necessary information needed. In the "Intended for", just tick the appropriate checkbox.

Form 7.6: EVALUATION FOR THE DEVELOPMENT OF NEW PRINT RESOURCES
Title of Resource: **DAYNEK**
ISBN:
Author(s): _____ Illustrator(s): _____
Publisher/Distributor(s)_____
Copyright Year: _____ Number of Pages: _____
Subject: _____
Intended for (Please check): ☐ Elementary (Primary) ☐ Elementary ☐ High School

2. The tool contains 4 factors with criteria. Follow the instructions as to the choosing of the appropriate number. Click the checkbox that corresponds to the number chosen for each criterion. The total points for every factor shall automatically appear. "Passed" or "Failed" will depend automatically on the total points computed.

Factor 1: Content	VS (4)	S/NA (3)	Poor (2)	Not Satisfactory (1)
1. Content is suitable to the student's level of development.	☑	☑	☐	☐
2. Material contributes to the achievement of specific objectives of the subject area and grade/year level for which it is intended.	☑	☐	☑	☐
3. Material provides for the development of higher cognitive skills	☑	☐	☐	☐
4. Material is free of ideological, cultural, religious, racial, and gender biases and prejudices.	☑	☐	☐	☐
5. Material enhances the development of desirable values and traits such as: (Put a check mark only to the applicable values and traits)	☑	☐	☐	☐

☑ 5.1. Pride in being a Filipino	☐ 5.5. Helpfulness/ Teamwork/ Cooperation	☐ 5.9. Ability to know right from wrong
☐ 5.2. Scientific attitude and reasoning	☐ 5.6. Unity	☐ 5.10. Respect
☐ 5.3. Desire for excellence	☑ 5.7. Desire to learn new things	☑ 5.11. Critical and creative thinking
☑ 5.4. Love for country	☐ 5.8. Honesty and thrustworthiness	☑ 5.12. Productive work

	VS (4)	S/NA (3)	Poor (2)	Not Satisfactory (1)
6. Material has the potential to arouse interest of target reader	☐	☑	☐	☐
7. Adequate warning/cautionary notes are provided in topics and activities where safety and health are of concern.	☐	☐	☐	☑
Total Points	24			

Note: Resource must score at least 21 points out of a maximum 28 points to pass this criterion. Please put a check mark on the appropriate box

3. **Enter comments in the space provided.**

Other Comments *(Please write your comment/s and recommentations on the material not captured in Factors 1-4. Use additional sheet if necessary.)*

Recommendation

4. **Choose recommendation and click the corresponding checkbox.**

Recommendation

Note: Any material that fails factor 4 must not be recommended for use in public schools until the identified issues have been fixed.

Any material that fails in at least one of the four factors of the evaluation rating should not be recommended for possible use in public schools.

(Please put a check mark (☒) in the appropriate box.)

☐ / We recommend the approval of this material for possible use in public schools provided that the corrections / revisions included in this report are made. (For commercial resources (non-DepED owned resources) the Publisher must implement all recommended corrections / revisions in their next printing or provide errata.)

☑ / We do not recommend the approval of this material for possible use in public schools for the reasons stated below and/or cited in this evaluation report. (Please use separate sheet if necessary.)

5. **Lastly, fill the evaluator/reviewer's information. Affix signature if printed. Do not forget to save the file.**

Evaluators _____ Signatures: _____

_____ _____

_____ _____

Date: _____

Note: *Softcopy of the e-tools are available at DepEd-CAR Learning Resource Portal Help Desk Facebook group. For inquiries and clarification, please contact CLMD-LRMDS Staff at 422-0615 or 0910-805-7805/ 0918-965-9179 / 0910-443-2234.*

GUIDE IN ENGAGING WITH "DEPED-CAR LEARNING RESOURCES PORTAL HELPDESK" FACEBOOK GROUP

The Facebook group "DepEd-CAR Learning Resource Portal Helpdesk" serves as an online Regional Help Desk to cater problems on LR portal registration. It shall be an avenue for users' interaction on the experiences in the utilization of the portal. LRMDS updates, outputs and activities shall be available in this FB group.
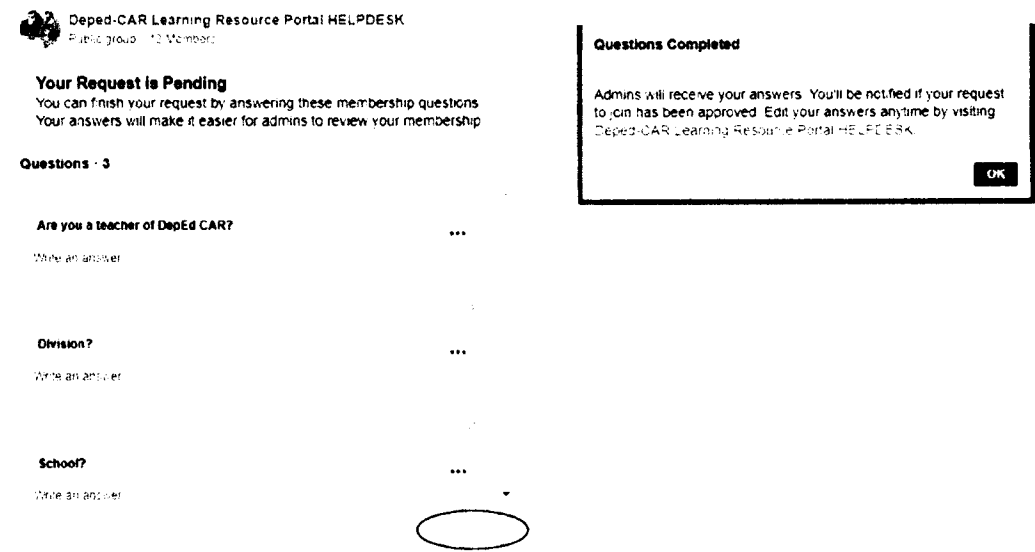
Below are the guidelines and steps in engaging with the said FB group.

USERS

1. Log in to Facebook and search "DepEd-CAR Learning Resource Portal Helpdesk" or enter this URL: https://www.facebook.com/groups/1135378595222202/
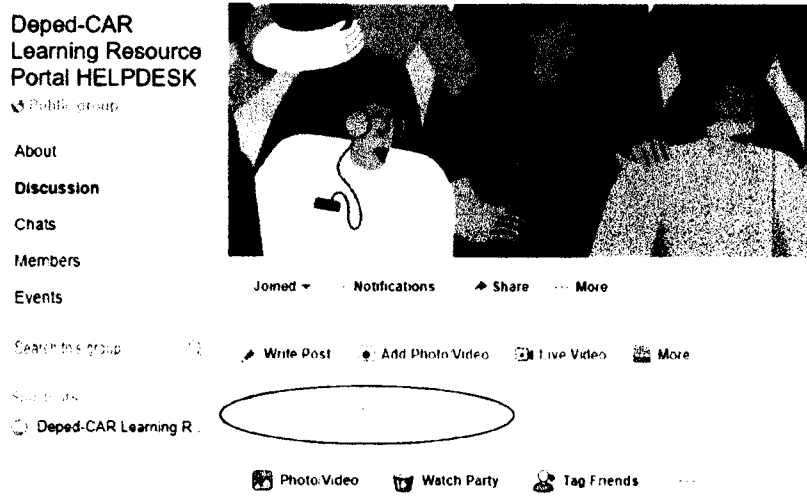
2. Click "Join Group"
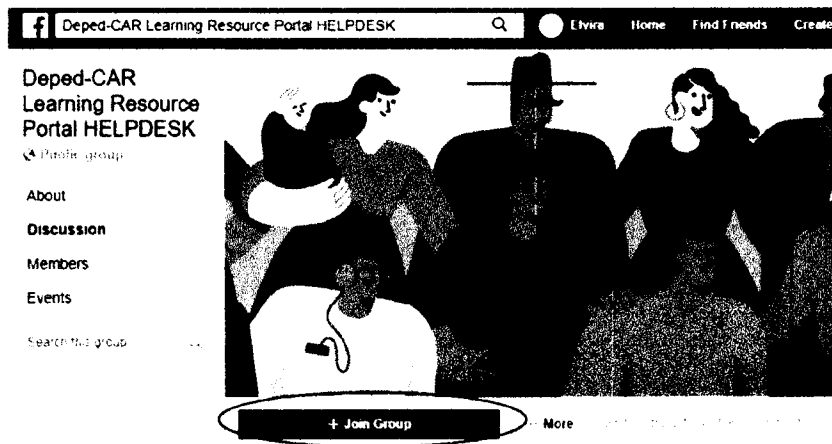
3. Answer the three (3) questions and click "Submit" button. An automatic notification shall appear.

4. Once a group admin will approve or decline your request, a new notification will appear.
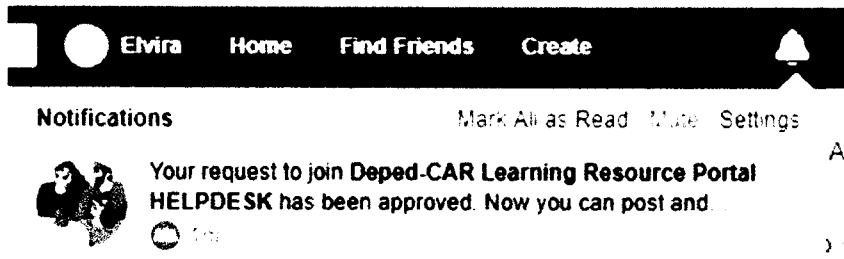
5. Click on the "Write something" to start discussion or post question. Photos, videos, documents and other files can be shared.

6. To view the members and admins/moderators, click "members" on the left side menu.