



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

September 30, 2021

**REGIONAL MEMORANDUM**

No. **001577**, s. 2021

**FORMAT TEMPLATE AND GUIDELINES ON THE SUBMISSION OF FINALIZED  
DIVISION CONTEXTUALIZED LEARNING RESOURCES (DCLRs)**

To: Schools Division Superintendents  
All Others Concerned

1. In order to ensure efficient and successful implementation of the curriculum contextualization, this Office, through the Curriculum and Learning Management Division (CLMD), provides the Format Template and Guidelines on the Submission of the Finalized Division Contextualized Learning Resources (DCLRs). Please see the attached Enclosure Nos. 1 and 2.
2. Each Division Education Program Supervisor in-charge of the learning area including ALS and the Division Learning Resource Supervisors shall ensure that the data submitted to this Office have been thoroughly reviewed with the corresponding Means of Verifications (MOVs) which shall also be checked by the Regional Education Supervisors in-charge of the learning area during the monitoring.
3. All Schools Division Superintendents shall ensure submission of this report on time.
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosures: As stated

References: CLMD AIP 2021,

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

CURRICULUM CONTEXTUALIZATION  
LEARNING RESOURCES  
SUBMISSION

CLMD-LRMS-JBB



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**ISO 9001:2015 Certified**

DepEd RO8 ATA-F22 (CY2018-v03-r00) Page 1 of 1



### GUIDELINES ON THE SUBMISSION OF THE SDO FINALIZED DCLRs

For the Schools Division Offices to be guided in the submission of the Division Contextualized Learning Resources, the following guidelines are to be followed:

1. All submitted DCLRs are thoroughly Quality Assured, validated through Field Testing, Revised, and Finalized with attachment of the actual type of LR and catalogued in the LR Portal with Metadata.
2. The Field Testing shall be done only once by at least three teachers and at least 5 learners for LRs to be used by Learners. Learning Resources (LRs) intended for teacher's use shall be validated by a teacher while for learner's use will be validated by the learner for a particular learning area and grade, respectively. Please see Enclosure No. 3.
3. The cut-off date of submission shall be on every last Friday of the last month in Quarters 1 to 3. Quarter 4 shall be intended for the Finalization and Publication in the LR Portal.
4. The minimum number of the required finalized DCLRs per Schools Division Office across learning area including ALS is specified below:

<b>One DCLR per Key Stage per Calendar Year</b>						
<b>Total DCLRs per SDO / CY</b>	<b>1. English, 2. Math, 3. AP, 4. EsP, 5. MAPEH, 6. SCIENCE, 7. FILIPINO</b>	<b>Key Stage 1 Grades 1-3</b>	<b>Key Stage 2 Grades 4-6</b>	<b>Key Stage 3 Grades 7-10</b>	<b>Key Stage 4 Grades 11-12</b>	<b>TOTAL</b>
28		1	1	1	1	<b>4</b>
4	<b>8. EPP/TLE/TVL</b>	Grades 4-6	JHS and SHS per Specializations			<b>TOTAL</b>
			HE	AFA	ICT/IA	
		1	1	1	1	<b>4</b>
4	<b>9. ALS</b>	Basic Literacy	Lower Elementary	Advanced Elementary	Junior High School/SHS	<b>TOTAL</b>
		1	1	1	1	<b>4</b>
2	<b>10. MT</b>	Kinder	Grades 1-3			<b>TOTAL</b>
		1	1			<b>2</b>
<b>38</b>	<b>In every Schools Division Office, there are 38 finalized Division Contextualized Learning Resources (DCLRs) per Calendar Year.</b>					

**Submission per Quarter:** Q1 = 1; Q2, = 1; and Q3 = 2; and Quarter 4 is intended for Finalization and Publication in the LR Portal.

### **Important Terms and Definitions**

- **Learning Resources** are any of text-based (print) or non-text-based materials (devices, tools, equipment, and other media) aligned with the K to 12 curriculum used as primary bases or as supplements to teaching and learning processes.
- **Quality Assurance Team** refers to a group of Learning Resource Evaluators (LREs) formed based on their expertise who are tasked to evaluate, and review assigned learning resources using the appropriate evaluation tools.
- **Quality Assurance** is a sub-process where the LRs are evaluated by selected content experts or specialists who are not part of the development team to ensure compliance of LRs to DepEd standards and requirements.
- **Quality Assured LRs** are LRs thoroughly evaluated by selected content experts or specialists.
- **Learning Resource Evaluators (LREs)** refers to qualified teachers, school heads, supervisors, retirees or professionals, from both government and non-government organizations who are formed to QA teams to serve as evaluators and reviewers of DepEd-developed Learning Resources (DDLRs) and other materials.
- **Manuscript** refers to a draft of Learning Resource that is ready for evaluation.
- **Field Testing** refers to a process of validating the suitability and appropriateness of the LR to the target users (teacher / learner). Please refer to Enclosure No. 3.
- **Review** is the sub-process to verify compliance of the development team / writer to the suggested revision.

Enclosure No. 2: Format Template of the Finalized DCLRs - RM No. **001577**, s. 2021, Format Template and Guidelines on the Submission of the Finalized Division Contextualized Learning Resources (DCLRs)

## DIVISION HEADING

### Summary of Finalized Division Contextualized Learning Resources (DCLRs)

Calendar Year: \_\_\_\_\_ Quarter: \_\_\_\_\_ Date of Submission: \_\_\_\_\_

No.	Competencies	CODE	Kinder and MT, Key Stage, Grade Level	Types of Contextualized Learning Resources								Date Submitted / Uploaded	With and Hard Copy	Date Published
				(TG) / (LP)	Self-Learning Module (SLM)	Strategic Intervention Material (SIM)	Worksheets / Activity Sheets	TVBI	RBI	Video Lessons / Demo	Learning Activity Sheets (LAS)			
1														
2														
3														
4														
5														











No.	Competencies	CO DE	TLE, Key Stage, Grade Level	Types of Contextualized Learning Resources								Date Submitted / Uploaded	With and Hard Copy	Date Published
				Teachers Guide (TG) / Lesson Plan (LP)	Self-Learning Module (SLM)	Strategic Intervention Material (SIM)	Worksheets / Activity Sheets	TVBI	RBI	Video Lessons / Demo	Learning Activity Sheets (LAS)			
1														
2														
3														
4														

**NOTE:** All submitted DCLRs are Quality Assured, Field Tested, and Finalized with attachment of the actual type of LR and catalogued in the LR Portal / Regional Portal with Metadata.

## C E R T I F I C A T I O N

This Office certifies that due diligence was performed to ensure that the hereto attached Division Contextualized Learning Resources went through the required procedures and complied with the standards set forth under the “Guidelines on the Design and Development and Quality Assurance of the Bureau of Learning Resources - Department of Education”. The said Learning Resources are with complete accomplished documents/tools required under the processes and standards. Hence, the LRs are found to be free of content, language, layout errors, and IPR violations and suitable for use.

**Prepared by:**

\_\_\_\_\_  
EPS, English

\_\_\_\_\_  
EPS, Aral Pan

\_\_\_\_\_  
EPS, Filipino

\_\_\_\_\_  
EPS, MAPEH

\_\_\_\_\_  
EPS, EsP

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EPS, ALS

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EPS, Math

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EPS, Science

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EPS, TLE/TVL

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EPS, MT

**Consolidated and Validated by:**

**Noted by:**

**Approved by:**

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EPS, LRMS

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Chief, CID

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SDS / Asst. SDS

**Field Testing Validation Instrument  
(Contextualized Learning Resources)  
(LRs for Teacher: TG / LP)**

Name of the Teacher: \_\_\_\_\_

Name of School: \_\_\_\_\_ Division: \_\_\_\_\_

Grade and Learning Area: \_\_\_\_\_

**Directions:** Please tick the appropriate column for your honest answer to each criterion.

Criteria		Yes	No	Remarks	
				Page No.	Comments
<b><i>Learning Competencies</i></b>					
1	Are the teaching methods, learning activities, and evaluation measures congruent with the learning objectives?				
2	Is the content age and developmentally appropriate to target users?				
<b><i>Content</i></b>					
1	Are the activities appropriately contextualized with the content/topic?				
2	Is the content properly and comprehensively developed?				
3	Are there conceptual, factual errors and computational errors?				
4	Are there grammatical and spelling errors?				
5	Are the copyrighted text and visual images properly cited?				
6	Are there obsolete information?				
7	Are there violations of social contents?				
8	Are the visuals, photos, illustrations, etc. relevant and not misleading to the concepts presented?				
9	Was the contextualization in the LR/lesson able to facilitate learning?				
<b><i>Coherence and Clarity of Thought</i></b>					
1	Do the statements/phrases make sense?				
2	Are the thoughts/ideas logically sequenced?				
3	Are conjunctions and transitional phrases used to link sentences or paragraphs?				
4	Is the choice of words/expressions appropriate?				
6	Are the sentences too long or complex?				

<b><i>Layout and Design (Attached Activity Sheets)</i></b>					
1	Does the last page occupy at least half of the text area to fully utilize the paper?				
2	Do the pages contain awkward spacing and/or lines that are too loose or too tight?				
3	Do the paragraph endings have one word or half a word on the last line of a paragraph?				
4	Do the page endings end with a hyphenated word or an awkward page turn?				
5	Do the pages contain bad breaks which affect readability?				
6	Are the labels placed only on the left and right margins?				
<b>Criteria</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>	
				<b>Page No.</b>	<b>Comments</b>
<b><i>Readability of the Material (Attached Activity Sheets)</i></b>					
1	Are the sentence and paragraph structures appropriate, varied, and interesting?				
2	Are the lessons, instructions, exercises, questions, and activities clear to the target users?				
3	Does the LR facilitate understanding and comprehension for the target users?				
4	Is the language appropriate for the target users?				
5	Are the headings or titles appropriate to the contents?				
6	Are words, whether local or foreign, correctly spelled?				

\_\_\_\_\_  
Signature of Validator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Learning Area EPS

\_\_\_\_\_  
Date

**Field Testing Validation Instrument**  
 (Contextualized Learning Resources)  
**(LRs for Learner: SLM, SIM, Worksheet/Activity Sheet)**

Name of Learner: \_\_\_\_\_ Grade and Section: \_\_\_\_\_  
 Name of School: \_\_\_\_\_ Division: \_\_\_\_\_

**Directions:** Please tick the appropriate column for your honest answer to each question.

Particulars	Yes	No	Remarks	
			Page No.	Comments
1. Are the lessons and instructions clear?				
2. Is the language easily understood?				
3. Are the situation of activities and exercises easy to follow and familiar to you?				
4. Can the activities and exercises be done within the allotted time?				
5. Are the illustrations / pictures interesting, appropriate, accurate, and familiar to you?				
6. Are the illustrations / pictures helpful in understanding the lessons and activities?				
7. Are the illustrations / pictures clear (color, text, etc.?)				
<b>Suggestions / Recommendations?</b>				

\_\_\_\_\_  
 Signature of Validator

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Learning Area EPS

\_\_\_\_\_  
 Date

## Field Testing Validation Instrument (TVBI, RBI, and Video Lessons/Demo)

Name of the Teacher: \_\_\_\_\_

Name of School: \_\_\_\_\_ Division: \_\_\_\_\_

Grade and Learning Area: \_\_\_\_\_

**Directions:** Please tick the appropriate column for your honest answer to each criterion.

Criteria	Yes	No	Remarks	
			Time	Comments
<b>Content</b>				
1				
2				
3				
4				
5				
6				
<b>Format / Technical Design</b>				
1				
2				
3				
<b>Presentation and Organization</b>				
1				
2				

3	Vocabulary level is adapted to target reader's experience and understanding.				
4	Length of the video/audio recording is appropriate to the attention span of the target learner.				
<b><i>Accuracy and Up-to-dateness of Information</i></b>					
1	No conceptual errors				
2	No factual errors				
3	No grammatical errors				
4	No computational errors				
5	No obsolete information				
6	No typographical and other minor errors (e.g., inappropriate or unclear illustrations, missing labels, wrong captions, etc.)				

\_\_\_\_\_  
Signature of Validator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Learning Area EPS

\_\_\_\_\_  
Date