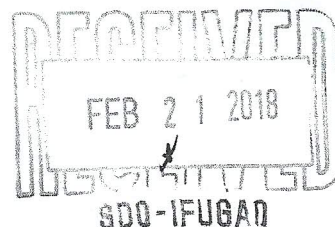




Republic of the Philippines
Cordillera Administrative Region
Department of Education
SCHOOLS DIVISION OFFICE-IFUGAO
Lagawe, Ifugao



Division Memorandum
No. 57 Series, 2018

TO : School Heads and Teachers(Public Elementary and Secondary)
This Division

FROM :  **FELIPE L. BALLITOC**
OIC-Schools Division Superintendent

DATE :  February 20, 2018

SUBJECT : LEARNING RESOURCES (LR) REQUEST AND PROPOSAL

1. One of the pre-requisites in the development of learning resources is the LR proposal for approval in the Division. It has been observed that this step alone takes time and delays the making of LRs. To address this concern, effective immediately, the LR proposal is hereby simplified. The LR proposal template is hereto attached for guidance.
2. School Heads are tasked to thoroughly check the LR request and the data in the LR proposal template before endorsing the documents to the Division to avoid delay.
3. The approval of LR request does not include the approval of the material or the LR to be developed because LR approval comes later when the material/ LR shall have passed the quality assurance process.
4. Wide dissemination of this Memorandum is enjoined.



Republic of the Philippines
Department of Education
Cordillera Administrative Region



(School and District)

LEARNING RESOURCE (LR) PROPOSAL

I. Identifying Information:	
a. LR Title	
b. LR Category (small/big book, SIM, module, work book, skillbook, activity sheet, CAIM, manipulatives)	
c. Proponent	
d. Subject Area	
e. Grade Level/Beneficiaries	
f. Competency/ies and Competency code/s	
g. School and District	
h. Total Budget	
i. Source of Fund	
II. Background and Rationale	No. of pupils in the class _____ No. of pupils who failed in the identified learning competency/ies: _____ Test/Assessment conducted that yielded the least learned competency/ies : _____ When was the test conducted? _____ Other basis/es: _____ _____ _____
III. Objectives (What you want to achieve after the LR is made and used)	1. _____ 2. _____ 3. _____
IV. Implementation Plan	
a. Expected date of submission of LR to the Sch. LR Committee:	_____
b. Expected date of submission to the Division QA Team:	_____

Prepared by:

Printed Name & Signature

Noted:

Printed Name & Signature of School Head