

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

August 25, 2016

**DIVISION MEMORANDUM**

No. 156 s.2016

**GUIDELINES ON THE DEVELOPMENT AND EVALUATION OF LEARNING RESOURCES**

To: School Heads, Elementary and Secondary  
Public School District Supervisors  
Education Program Supervisors  
All Others Concerned:

1. The Department of Education-Schools Division of Ifugao-Learning Resource Management and Development System (LRMDS) is trying its best to come up with contextualized learning resources in support of a culture-based education.
2. The development and production of learning resources are based on **needs** that have been **identified** in the SIP/AIP and in the School Learning Resource Development Plan. To ensure alignment of plans, the request letter to prepare Learning Resource (LR) with proposal, addressed to the Schools Division Superintendent and endorsed by the School Head is required for LR request approval.
3. The proposal should be simple and should contain the parts described in the attached format.
4. The evaluation of LR is to be done in the following level using the prescribed evaluation tools which are available in the SDO-LRMDC:
  - a. School level- After the LR (in e-copy) is made by the developer, it shall be submitted to the School LR Committee for evaluation. Contextualized LRs are to be evaluated first by the Council of Elders in the school level.
  - b. Division level- The Division LR Committee will receive and evaluate the LR (in e-copy) forwarded by the School LR Committee Chairperson with the evaluation reports via the LRMDS Supervisor.
  - c. Regional level- The Regional LRMDC will receive and further evaluate the LR with evaluation reports submitted by the SDO-LRMDS. If the LR passes the evaluation, then the LR can be uploaded in the LR portal for access of users.
5. The LR may be returned to the developer at any level in the evaluation process depending on the corrections/revisions.
4. Immediate dissemination and strict compliance with this memo is directed.

  
**SALLY B. ULLALIM, CESO V**  
Schools Division Superintendent 

