



Republic of the Philippines
Department of Education
 Region VI – Western Visayas
SCHOOLS DIVISION OF AKLAN

May 20, 2024

DIVISION MEMORANDUM

No. 217, s. 2024

REQUIREMENTS FOR THE RELEASE OF THE CERTIFICATE OF UTILIZATION

To: **OIC, Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge of the Districts/Head Teachers
In-Charge of the Districts
Heads of Public Elementary, Secondary and Integrated Schools Concerned
All Others Concerned

1. This office, through the Curriculum Implementation Division (CID) - Learning Resources Management Section (LRMS) will no longer release Certificates of Authorship as proof of work on the development and quality assurance of learning resources. In its stead, the LRMS shall release Certificates of Utilization to corroborate the development team's application of learning and development.
2. Anent this, concerned personnel like writers, editors, illustrators, layout artists, etc. are required to submit their developed learning resources for quality-assurance to their respective School or District LR Coordinators. The following documents shall be attached to secure the release of their Certificate of Utilization:
 - a. Certificate of Participation from relevant training
 - b. Job-Embedded Learning Plan (JEL) – Annex A
 - c. Accomplishment Report – Annex B
3. School and District Learning Resource Coordinators are authorized to release Certificates of Utilization (Annex C) in their respective schools and districts.
4. In the school level, the School Head shall certify the utilization upon the recommendation of the School LR Coordinator, while the PSDS/PID/HTID shall issue the Certificate of Utilization as adopted by the schools within the district.
5. Immediate and widest dissemination of and compliance with this Memorandum is desired.


FELICIANO C. BUENAFE, Jr., CESO VI
 Schools Division Superintendent *F. Buenafe*

Enclosure: As stated
 Reference: None
 To be indicated in the Perpetual Index
 under the following subjects:

CURRICULUM EDUCATION SCHOOLS TEACHERS

/mqf



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 Website: <http://www.depedaklan.online>
 Email Address: aklan.1958@deped.gov.ph

JOB-EMBEDDED LEARNING PLAN

Name of Learner:		Office and Position:	
Title of Training Program Attended:		Date of Training:	
Name of Supervisor:		Implementing Office (Service Provider):	

Background and Rationale of the Planned JEL:
Briefly describe why the JEL intervention will be implemented. Identify the competency gaps that will be addressed and current performance level on key result area(s)

Expected Performance Improvement:

Competencies for Development	Key Result Area (s)	Expected Improvement on Performance and Indicator	Means of Verification

Terminal Objective:
State what learners will be able to do at the end of the JEL intervention

JEL Activity Implementation Plan

Learning Objectives <i>(What learners will be able to do by the end of the learning session/activity)</i>	Activities <i>(Activities that the learner will engage in to meet each learning objective)</i>	Timeline <i>(Start-end of each activity)</i>	Learning Facilitator <i>(Supervisor or peer assigned to guide learner)</i>	Support/Resources

Prepared by: (Name and Position)

Reviewed by: (Immediate Supervisor)

**ACCOMPLISHMENT REPORT
IN THE DEVELOPMENT OF**

(Title of LR)

FOR UTILIZATION OF THE LEARNERS OF

School/District

- I. **RATIONALE**
(KPI and DEDP Targets)
- ii. **DEVELOPMENT**
 - a. **Pre-Development Stage**
(Forming of Team and Identification of Needs)
 - b. **Development Stage**
(Stages of development and timeline)
 - c. **Quality-Assurance Stage**
(Submission timeline, findings, recommendations and actions)
 - d. **Deployment**
(Describe the deployment procedures of the LR – how was it reproduced/disseminated to learners)
 - e. **Monitoring**
(Identify the monitoring and evaluation methods used to observe the LR’s effects to learners)
- III. **MOVs**
(Pictures during the 5 stages of development)



Republic of the Philippines
Department of Education
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SCHOOLS DIVISION OF AKLAN
District of _____ (District)

CERTIFICATE OF UTILIZATION

To whom it may concern:

THIS IS TO CERTIFY that Juan de la Cruz (Rizal ES) developed and quality-assured the learning resource titled _____ **(Title of LR)** _____, thereby contributing immensely to learning and development by introducing the said instructional material to the learners of the District of _____ **(District)** _____.

The instructional material was utilized in the district and was found very relevant, useful and effective in the conduct of teaching _____ **(Subject Area/s)** _____ among the subject area teachers.

This certification was given to the development team for whatever purpose it may serve.

Given this ____ day of _____ 2024 at the District of _____ **(District)** _____.

Recommended by:

District LR Coordinator

(Elementary/Secondary – depends on the level of LR that was quality-assured)

Approved by:

**Public Schools District Supervisor/
Principal In-Charge of the District/
Head Teacher In-Charge of the District**



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SCHOOLS DIVISION OF AKLAN

District of _____ (District)

(School Name)

CERTIFICATE OF UTILIZATION

To whom it may concern:

THIS IS TO CERTIFY that Juan de la Cruz, Teacher I developed and quality-assured the learning resource titled _____ **(Title of LR)**, thereby contributing immensely to learning and development by introducing the said instructional material to the learners of _____ **(School)**.

The instructional material was utilized in the school and was found very relevant, useful and effective in the conduct of teaching _____ **(Subject Area/s)** among the subject area teachers.

This certification was given to the development team for whatever purpose it may serve.

Given this ____ day of _____ 2024 at _____ **(School)**.

Recommended by:

School LR Coordinator

(Elementary/Secondary – depends on the level of LR that was quality-assured)

Approved by:

School Head