



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

February 3, 2025

DIVISION MEMORANDUM

No. 047 s. 2025

CONDUCT OF THE DISTRICT QUALITY ASSURANCE AND UPLOADING OF LEARNING RESOURCES TO THE DIVISION LRMS PORTAL

To: **OIC, Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Heads of Secondary and Integrated Schools Concerned
All Others Concerned

- This office, through the Curriculum Implementation Division (CID) - Learning Resources Management Section (LRMS) encourages the schools and districts in the production of contextualized and appropriate learning and teaching resources for the use of the learners and teachers of DepEd Aklan, as stipulated in the PPST Domain 4 of DepEd Order No. 42, s. 2017 titled "National Adoption and Implementation of the Philippine Professional Standards for Teachers."
- Anent this, the Learning Resource Management Teams in the districts are therefore mobilized. The following personnel are therefore given the corresponding tasks:

No.	Personnel	Tasks
1	District LR Coordinator	a. Coordinate with the establishment of a quality-assurance team (content, language, and format); b. Supervise the development and quality-assurance of learning resources activities in their respective district; and c. Ensure compliance to LRMS policies, guidelines, and standards in development and production of learning resources.
2	District Property Custodian	a. Manage the equitable distribution of learning resources in the district's schools; b. Prepare the annual inventory of learning resources (Textbooks, Self-Learning Modules, Learning Activity Sheets, Supplementary Learning Materials, Learning Tools and Equipment, Science and Math Equipment); and c. Monitor and analyze the use of learning resources.
3	District Librarian/In-charge	a. Coordinate the storage and distribution of district's learning resources; b. Source, clear copyright as requested for third party content, permissions, and conditions of use; and c. Upload the district's quality-assured learning resources to the Division LRMS Portal for division-wide adoption.

- The District LR Teams are encouraged to conduct the following activities to illustrate their active participation in the production of learning resources:
 - Invite teachers to submit their materials for QA at the districts;
 - Organize quarterly QA of learning resources;
 - Conduct online QA using designated cloud storage to upload materials, team assignments, and results;
 - Monthly uploading of quality-assured LRs to the Division Portal



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4. School and District Learning Resource Coordinators are authorized to release Certificates of Utilization in their respective schools and districts, as stipulated in Division Memorandum No. 217, s. 2024 titled "Requirements for the Release of the Certificate of Utilization".
5. Immediate and widest dissemination of and compliance with this Memorandum is desired.


Dr. FELICIANO C. BUENAFE, JR., CESO VI
Schools Division Superintendent

Enclosure: None

Reference: As stated

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

CURRICULUM

LEARNING RESOURCES

SCHOOLS

TEACHERS

/mqf



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