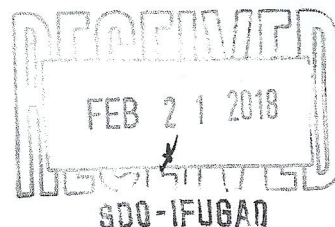




Republic of the Philippines  
Cordillera Administrative Region  
Department of Education  
**SCHOOLS DIVISION OFFICE-IFUGAO**  
Lagawe, Ifugao



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.

