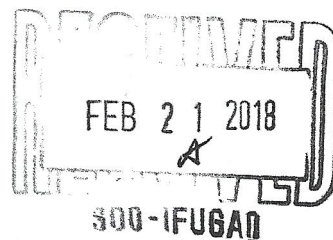




Republic of the Philippines  
Cordillera Administrative Region  
Department of Education  
**SCHOOLS DIVISION OFFICE-IFUGAO**  
Lagawe, Ifugao



Division Memorandum  
No. 52 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 : **SCHEDULE OF SUBMISSION AND EVALUATION OF LOCALLY  
DEVELOPED LEARNING RESOURCES**

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1. In line with the task of the LRMS of SDO-Ifugao to come up with quality assured developed learning resources (LR) following standards and guidelines, this Office schedules the quarterly evaluation of learning resources as follows:
    - 1<sup>st</sup> Quarter -----2<sup>nd</sup> week of March 2018
    - 2<sup>nd</sup> Quarter -----2<sup>nd</sup> week of June 2018
    - 3<sup>rd</sup> Quarter -----2<sup>nd</sup> week of September 2018
    - 4<sup>th</sup> Quarter -----2<sup>nd</sup> week of December 2018
  2. To determine the number of learning resources to be validated per subject area, all school-evaluated learning resources MUST be submitted to the division on or before March 7, 2018.
  3. School-evaluated LRs means they are, at least, reviewed and edited as to grammar, content and alignment of activities with the learning competencies before they are subjected for validation using the standard evaluation tools. The preliminaries (Copy right, preface, acknowledgement and table of contents) should be included in the packaging of the LR.
  4. School Heads are requested to check the following items before submission of developed LR to the Division:
    - a. Hard copy of the LR
    - b. Xerox copy of approved LR request attached to the LR cover page
    - b. Soft copy of the LR (CD-RW/DVD-RW)
    - c. Evaluation Sheets (Form 3-A, 3-B, 3-C) plus certification from the Council of Elders for contextualized LRs
3. Wide dissemination of this Memorandum is enjoined.