



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Curriculum and Learning Management Division

Operations Manual



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone Nos.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	1 of 70



Certificate No. PNP 0815
22 93 0085

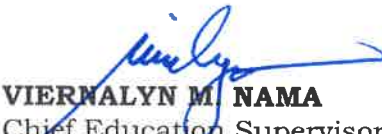


Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

TABLE OF CONTENTS

A. Title Page	i
B. Introduction	1
C. Organizational Structure, Office Functions, and Job Summary ...	4
D. Legal Bases And References	16
E. Definition Of Terms And Acronyms	20
F. Quality Control Plan	35
G. Forms And Templates	61

Prepared by:


VIERNALYN M. NAMA
Chief Education Supervisor
Curriculum and Learning Management
Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.dh

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	2 of 70





Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

INTRODUCTION

Effective as of: April 27, 2023

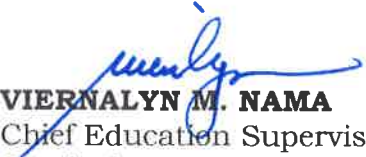
The Curriculum and Learning Management Division (CLMD) is the core functional division of the regional office that supervises the Schools Division Offices in the provision and implementation of the Basic Education Curriculum towards the improvement of learning outcomes by contextualizing the curriculum, enforcing standards, and increasing access to quality and varied learning resources. The CLMD team ensures performance improvement and translates the Education for All (EFA) mandate to action in progress. It innovatively champions educational reforms through feasible, relevant, and sustained efforts from the grassroots paving the way to the realization of the R. A. 9155 – Governance of Basic Education 2001 and RA 10533 – Enhanced Basic Education Act 2013.

The goal of the CLMD is to ensure the full implementation of the articulated basic education curriculum, its localization/indigenization and increases access to quality and varied learning resources towards improvement in the quality of learning outcomes.

Central to the present educational reforms are the curriculum/learning localization and the harmonization of curriculum-related programs. The former ensures that learning becomes culturally sensitive and relevant while the latter answers the need to unify and strengthen curriculum support programs and learning opportunities for diverse learners.

This manual provides comprehensive information about CLMD and describes the major core processes involved in the division.

Prepared by:


VIERNALYN M. NAMA
Chief Education Supervisor
Curriculum and Learning Management
Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone Nos.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	3 of 70



Certificate No. PHP CMS
22 93 0000

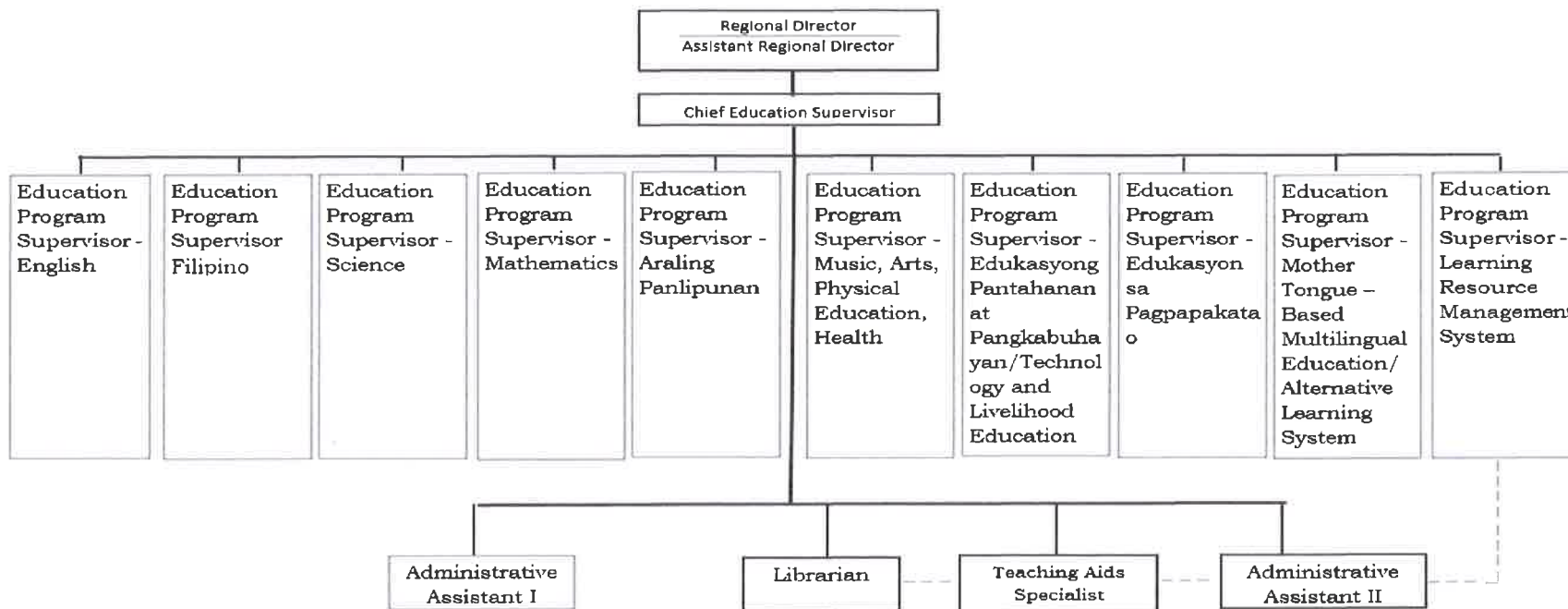


Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

ORGANIZATIONAL STRUCTURE, OFFICE FUNCTIONS, AND JOB SUMMARY

Effective as of: April 27, 2023

ORGANIZATIONAL STRUCTURE (Curriculum and Learning Management Division)



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	4 of 70



Certificate No. P-CP-OM-6
22 53 0688



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

OFFICE FUNCTIONS

Name of Office / Division:	Curriculum and Learning Management Division
Strand / Governance level:	Regional Office
Statement of Purpose	
The Curriculum and Learning Management Division (CLMD) collaborates with the Schools Division Offices in the provision and implementation of the Basic Education Curriculum towards the improvement of learning outcomes by contextualizing the curriculum, enforcing standards, and increasing access to quality and varied learning resources.	
Outcomes	Outcome Indicators
<ul style="list-style-type: none">• Schools Division Offices manage and supervise the effective and efficient implementation of the relevant curriculum in the schools and learning centers	<ul style="list-style-type: none">• 100% of the SDOs manage and supervise the efficient and effective implementation of the curriculum
<ul style="list-style-type: none">• Schools Division Offices can access and fully utilize various quality assured learning resources	<ul style="list-style-type: none">• 100% of the SDOs accessed and utilized the various quality assured learning resources
<ul style="list-style-type: none">• Schools Division Offices continuously improve the management of instruction for the attainment of desired learning outcomes	<ul style="list-style-type: none">• Percentage of the SDOs that have attained the desired learning outcomes



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	5 of 70



Certificate No. PNP-OM8
22 93 0045



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

Key Result/s Area	Objectives	Outputs	Output Indicators
Curriculum Management	To design, develop, and implement programs, projects, and activities (PPAs), on curriculum implementation, innovation, and contextualization	• Accomplishment Report	• Number of programs, activities, and projects approved and contextualized
		• Contextualized Curriculum Framework/ Learning Management System	• Updated contextualized curriculum framework / CLM System
	To design, develop, and implement a monitoring and evaluation system on the contextualized curriculum.	• Monitoring and Evaluation Tool	• Number of M&E tools developed and utilized
		• M & E reports and analysis	• Number of SDOs monitored and evaluated quarterly
	To provide technical assistance on curriculum implementation and innovation	Consolidated TA Needs Assessment Report	• Number of SDOs provided with technical assistance on curriculum implementation innovation, and contextualization
		<ul style="list-style-type: none"> • Approved TA Plan • TA contract/agreement • TA result and analysis • TA Accomplishment report 	



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20.21	Page	6 of 70





Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

	To review and provide policy recommendations on curriculum implementation, special curricular/ interest programs, and support activities	<ul style="list-style-type: none"> • Policy reviews and recommendations • Evaluation Report 	<ul style="list-style-type: none"> • Number and quality of reviewed policy and recommendations • Approved and submitted evaluation reports
	To develop and implement PPAs on SCP's Curriculum Implementation, Innovation, and Learning Outcomes Assessment	<ul style="list-style-type: none"> • Approved PPA design • Consolidated SDO Accomplishment Report involved in the PPAs 	<ul style="list-style-type: none"> • Number of approved and implemented PPAs • Number of Schools Division Offices involved in the PPAs
Learning Delivery	To manage contextualization of curriculum delivery with schools Division	<ul style="list-style-type: none"> • Master list of Contextualized Learning Systems, Modalities, and Innovations 	<ul style="list-style-type: none"> • Number of Contextualized Curriculum Delivery or Instructional Innovations
	To review and provide policy recommendations on learning delivery arising from evaluation, studies & research for wider adoption	<ul style="list-style-type: none"> • Policy reviews and recommendations on learning delivery • Evaluation Report 	<ul style="list-style-type: none"> • Number of Policy reviews recommended • Number of evaluation reports submitted



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	7 of 70



Certificate No. PHP-OM-8
22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

	To conduct regular monitoring of contextualized curriculum delivery for sustainability	<ul style="list-style-type: none"> Quarterly Monitoring Report 	<ul style="list-style-type: none"> Number of SDOs monitored
Learning Resource Management	To assess learning resource needs per Learning Areas and Grade Levels	<ul style="list-style-type: none"> Regional LR TA Plan 	<ul style="list-style-type: none"> Updated Regional LR TA Plan
	To manage, monitor, and supervise the contextualization of LRs	<ul style="list-style-type: none"> Contextualized LRs per learning area and grade level including ALS 	<ul style="list-style-type: none"> Number of contextualized LRs Developed per learning area and grade level including ALS
	To manage and supervise the quality assurance of varied learning resources in different formats	<ul style="list-style-type: none"> Quality Assured LRs 	<ul style="list-style-type: none"> Number of quality assured LRs
	To upload / catalogue contextualized LRs in the Official LR Portal	<ul style="list-style-type: none"> Uploaded contextualized LRs in the official LR Portal 	<ul style="list-style-type: none"> Number of uploaded contextualized LRs in the LR
	To upload / catalogue contextualized LRs in the Official LR Portal	<ul style="list-style-type: none"> Published LRs in the DepEd LR Portal 	<ul style="list-style-type: none"> No. of LRs published
Learning Outcomes Assessment	To manage the development of a contextualized assessment mechanism	<ul style="list-style-type: none"> Contextualized Assessment Mechanism 	<ul style="list-style-type: none"> Number of contextualized assessment mechanism



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	8 of 70



Certificate No. PHP QM18
 22 03 0003



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

	<p>To provide relevant, timely and appropriate technical assistance on analysis, interpretation, and utilization of test/ assessment results (performance task assessment and summative assessment) to improve learning outcomes</p>	<ul style="list-style-type: none"> • Consolidated TA Needs Assessment Report • Approved TA Plan • TA contract/agreement • TA result and analysis report • TA Accomplishment • Assessment results analysis • Report on the proficiency level per learning area across grade levels and exits 	<ul style="list-style-type: none"> • Number of approved TA plans implemented • Number of SDOs provided with technical assistance on learning outcomes assessment • Number and quality of assessment result analysis • Increase in the proficiency level per learning area across grade levels and exits. • Number of submitted reports on the proficiency level across grade levels and exits
	<p>To coordinate with, manage, and provide technical assistance to all testing coordinators across grade levels</p>	<ul style="list-style-type: none"> • Test administration action/implementation plan • Technical Assistance Plan for Test Coordinators 	<ul style="list-style-type: none"> • Approved test administration action/implementation plan • Approved Technical Assistance Plan for Test Coordinators
	<p>To establish and maintain systems and processes geared</p>	<ul style="list-style-type: none"> • Operations Manual and/or Citizens Charter 	<ul style="list-style-type: none"> • streamlined Processes/Services and



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	9 of 70



Certificate No. PHP-OM-8
22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

Office Administration and Performance Management	towards administrative effectiveness and efficiency	<ul style="list-style-type: none"> • Document Tracking System • M&E tools 	Procedures as declared in the Operations Manual and Citizen Charter <ul style="list-style-type: none"> • Operational document tracking system • Number of M&E tools developed
		<ul style="list-style-type: none"> • Administrative and Financial Reports 	<ul style="list-style-type: none"> • Number of pertinent forms and documents accomplished and submitted on time (e.g., WFP, PPMP, APP)
	To promote a culture of excellence, innovation, and collaboration	<ul style="list-style-type: none"> • List of employees given rewards and recognition • Citizen/Client Satisfaction Survey (CCSS) Results and Analysis • Report on Actions taken relative to the CCSS results (if there's any) 	<ul style="list-style-type: none"> • Number of recognition initiatives conducted • CCSS rating received • Number of satisfied clients/ customers based on feedback received
	To conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs	<ul style="list-style-type: none"> • PCRFB/OPCRFB Accomplishments • Capacitated staff • Training Completion/Terminal Reports 	<ul style="list-style-type: none"> • Percentage of achievement of IPCRF/OPCRFB • Number of personnel who attended learning and development programs



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	10 of 70



Certificate No. PMP-OM 8
22 83 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

		<ul style="list-style-type: none"> • Report on performance coaching 	<ul style="list-style-type: none"> • Number of performance coaching activity conducted • Number of Performance review conduct
--	--	--	---

JOB SUMMARY

Bureau / Service	Regional Office	Division / Unit	Curriculum and Learning Management Division
Office Key Result	<ol style="list-style-type: none"> 1. Curriculum Management 2. Learning Delivery 3. Learning Resources Management 4. Assessment of Learning Outcome 		

JD Number	Position	Job Summary	Key Result Area	Report to	Position Supervised
	Chief Education Supervisor (SG24)	To provide strategic and technical inputs towards effectively managing the full implementation of the articulated basic education curriculum, enforcing curriculum standards, localization and	<ul style="list-style-type: none"> • Management of Curriculum Implementation <input type="checkbox"/> Curriculum Development, 	Regional Director	Education Program Supervisor



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	11 of 70



Certificate No. PMP-OM-02 22 93 0065



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

		indigenization of the articulated curriculum to suit the conditions and context of the region, and ensuring access to quality and varied learning resources. To direct and manage the work of the CLMD team that will help manage curriculum implementation in the region and provide technical assistance to the divisions in line with the curriculum and learning management	<p>Enrichment, and Localization</p> <input type="checkbox"/> Learning Delivery <input type="checkbox"/> Learning Resource <input type="checkbox"/> Learning Outcomes Assessment <input type="checkbox"/> Special Curricular Programs and Support Activities <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Unit Performance		
	Education Program Supervisor (SG 22)	<ul style="list-style-type: none"> ● To provide technical support in managing the full implementation of the articulated basic education curriculum and the development of learning resource materials to suit the conditions and context of the region, to implement curriculum development, localization and enrichment related programs and projects; <input type="checkbox"/> To provide technical assistance to the Schools Divisions in curriculum implementation, instructional 	<ul style="list-style-type: none"> ● Management of Curriculum Implementation <input type="checkbox"/> Curriculum Development, Enrichment, and Localization <input type="checkbox"/> Learning Delivery <input type="checkbox"/> Learning Resource <input type="checkbox"/> Learning Outcomes Assessment 	Chief Education Supervisor	Administrative Assistant I



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	12 of 70





Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

		supervision and learning materials development and quality assurance. <input type="checkbox"/> When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator)	<input type="checkbox"/> Special Curricular Programs and Support Activities <input type="checkbox"/> Technical Assistance		
	Education Program Supervisor (LRMDS Manager, QA Coord.) (SG22)	<ul style="list-style-type: none"> ● region-wide adoption so as to increase access to and effectively utilize varied quality learning resources by intended users (i.e. teaching and learning resources and professional development materials) <input type="checkbox"/> To manage the central LRMDS ICT infrastructure in the region, ensuring that the system (application, database and communication facility) is secure, highly available and performing according to policies and standards set. <input type="checkbox"/> To provide technical assistance to the Schools Divisions in the set up, management, operations and maintenance of their Learning Resource Centers. 	<ul style="list-style-type: none"> ● Learning Resource <input type="checkbox"/> Capability to use the LRMDS <input type="checkbox"/> Monitoring and Evaluation of LRMDS Implementation and Utilization <input type="checkbox"/> Special Curricular Programs and Support Activities <input type="checkbox"/> Utilization of LRMDS <input type="checkbox"/> (TA on LR Management) <input type="checkbox"/> Learning Resource 	Chief Education Supervisor	Librarian II



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20.21	Page	13 of 70



Certificate No: PHP QM1
 22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

	Librarian II (LRMDS Administrator) (SG14)	<ul style="list-style-type: none"> ● To manage, maintain, and monitor uploaded and catalogue of materials in the LRMDS portal and maintain the regional library ☐ To provide technical assistance to the library hubs and Learning Resource Centers as well as monitor the effectiveness in the delivery of their services 	<ul style="list-style-type: none"> ● Access to Learning Resources ☐ Regional Library ☐ Library Hubs (Integrated with the LR Center and Regional Libraries) ☐ Technical Assistance 	Education Program Supervisor (LRMDS Manager)	Teaching Aids Specialist
	Teaching Aids Specialist (LR) (SG11)	To assist the LR supervisor in forming and supporting the various LR design and development teams, coordinating schedules content developers (writers, illustrators, editors, QA reviewers) and target outputs and sourcing out the necessary support for the teams including providers for the needed competencies (e.g. writer, editor, illustrator, creative and lay out artist etc.)	<ul style="list-style-type: none"> ● LR Teams ☐ LR Technical Competencies ☐ Technical Assistance 	Librarian II	Administrative Assistant II
	Administrative Assistant II (LR) (LR Assistant/ Help Desk) (SG8)	<ul style="list-style-type: none"> ● To respond to individual users' queries and difficulties with the Web-based LRMDS, provide instructions and training, and 	<ul style="list-style-type: none"> ● LRMDS User Support ☐ User Problems Solved ☐ LRMDS Training and Updates 		



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	14 of 70




Certificate No. PHP-OM-8
 22 93 0085




Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

		diagnose and solve common problems. <input type="checkbox"/> To encode metadata and support content development activities as directed	<input type="checkbox"/> System Maintenance and Tracking		
	Administrative Assistant I (SG7)	To assist the management and staff and provide administrative support in the effective and efficient operation of the CLM Division	<input checked="" type="checkbox"/> Plots/schedules CLMD activities <input type="checkbox"/> Records Management <input type="checkbox"/> Administrative Support <input type="checkbox"/> Secretariat/Frontline		

Prepared by:


VIERNALYN M. NAMA
 Chief Education Supervisor
 Curriculum and Learning Management Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	15 of 70





Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

LEGAL BASES AND REFERENCES

Effective as of: April 27, 2023

Curriculum Management and Standards Development

a. Curriculum Management

1. DO 20, s. 2014 Additional Information and Corrigendum to DO No. 31, s. 2012 (Policy Guidelines on the Implementation of Grades 1 to 10 of the K to 12 Basic Education Curriculum (BEC) Effective School Year 2012-2013)
2. DO 43, s. 2013 Implementing Rules and Regulations (IRR) of Republic Act No. 10533 Otherwise Known as the Enhanced Basic Education Act of 2013
3. DO 14, s. 2013 Strengthening the K to 12 Basic Education Program Delivery System for Elementary Education
4. DO 67, s. 2012 Guidelines on the Implementation of Strengthened Technical-Vocational Education Program (STVEP) and Technology and Livelihood Education (TLE) Curriculum
5. RA 10157, The Kindergarten Education Law
6. K to 12 Curriculum Guides
7. Senior High School Specialized Subjects
8. RO No. 4, s. 2021, Guidelines on the Curriculum Implementation in the New Normal
9. DO No. 36, s. 2016, Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program
10. DO No. 47, s. 2016, Omnibus Policy on Kindergarten Education
11. RM No. 369, s. 2016, Activities on IPED and ALIVE Programs
12. DO 32, s. 2015, Adopting the Indigenous Peoples Education Curriculum Framework
13. DO 22, s. 2010, Mainstreaming and Institutionalizing Madrasah Education Program by Transferring Its Developed Components to the Bureau of Elementary Education and Regional and Division Offices
14. RA 7079, Campus Journalism Act of 1991
15. RM No. 56, s. 2017, 2017 Regional Academics and Co-Curricular Competitions for Children with Special Needs
16. RA No. 10533 s. 2013, Enhanced Basic Education Act of 2013
17. Republic Act No. 9155, The Governance of Basic Education Act of 2001
18. Regional Order No. 4, s. 2021 - Guidelines on the Curriculum Implementation in the New Normal.

Learning Delivery Management and Development

a. Management / Contextualization of Teaching-Learning Delivery System



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone Nos.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	16 of 70



1st No. PNP QMS
22 83 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

1. RM No. 233, s. 2016 Implementation of the Pedagogical Approaches Mandated by R.A. 10533
2. RM No. 11, s. 2015 The 2C-21-1R Pedagogical Approach
3. DO 3, s. 2017 Multi-Year Implementing Guidelines on the Allocation and Utilization of the Indigenous Peoples Education Program Support Fund
4. DO 32, s. 2015 Adopting the Indigenous Peoples Education Curriculum Framework
5. DO 28, s. 2015 Guidelines on the Utilization of Fund for Madrasah/Muslim Education Program (MEP)

6. DO 32, s. 2014 Guidelines on the Utilization of Funds for Madrasah Education Program

7. DO 31, s. 2013 Clarifications on the Policy Guidelines on the Implementation of the Language Learning Areas and Their Time Allotment in Grades 1 and 2 of the K to 12 Basic Education Program
8. DO 28, s. 2013 Additional Guidelines to DO No. 16, s. 2012 (Guidelines on the Implementation of the Mother Tongue Based-Multilingual Education (MTB-MLE)
9. DO 9, s. 2005 Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith
10. DO 96, s. 1997 Policies and Guidelines in the Organization and Operation of Multi-grade (MG) Classe
11. RM No. 117, s. 2021, Submission of Exemplary Teaching-Learning Delivery Video Episodes for Selected Learning Areas in Key Stage 2-4 and PIVOT Dokyu Entries
12. DM-CI-2020-00162, Suggested Strategies in Implementing Distance Learning Delivery Modalities (DLDM) for School Year 2020-2021
13. DO No. 12, s. 2020, Adoption of the Basic Education Learning Continuity Plan for the School Year 2020-2021 in light of COVID-19 Public Health Emergency
14. DO No. 42, S. 2016, Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education Program
15. RM No.296, s. 2016, Search for Exemplary and Effective Daily Lesson Logs (SEED Lesson Logs)
16. DM No. 220, s. 2016, Developmentally Appropriate Practices in the Early Language, Literacy and Numeracy Training Program
17. DM No. 46, s. 2012, Policy Guidelines on the Implementation of the Special Related programs at the Secondary Level
18. DO No. 12, s. 2015, Guidelines on the Early Language, Literacy, and Numeracy Program: Professional Development Program

19. RM No. 68, s. 2017, Regional Enhancement Training on Developmentally Appropriate Practices in Early Language, Literacy and Numeracy
20. DM-CI-2020-00162 - Suggested Strategies in Implementing Distance Learning Delivery Modalities (DLDM) for School Year 2020-2021.



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone Nos.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	17 of 70



16 No. PMP CMS
22 83 0065



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Learning Resource Management and Development

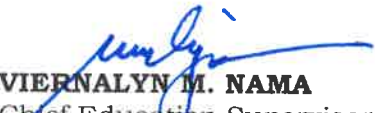
- a. Management of Quality Assurance of Learning Resources / Contextualized Learning Resources
 1. RM No. 167, s. 2021, Reorientation on the Quality Assurance of PIVOT LEAPs and PIVOT Gabay for Quarter 4.
 2. RM No. 296, s. 2020, Guidelines on the Preparation of PIVOT IDEA Exemplars
 3. DO No. 54 s. 2011, DepEd Central Office Library Collection Development Polic
 4. DO No. 75 s. 2011, Protocol on the Evaluation of Supplementary Reading Materials (SRMs) for the Library Hub Project
 5. DO No. 76 s. 2011, National Adoption and Implementation of the Learning Resources Management and Development System (LRMDS)
 6. DO No. 35 s. 2010, Uploading of Sample Learning Resource Materials through the Learning Resources Management and Development System (LRMDS)
 7. DO No. 64 s. 2009, Institutionalization of DepEd Library Hub Project in all Regions and Schools Divisions Nationwide
 8. DO No. 75 s, 2008, Institutionalization of the Maintenance and Operation of Library Hubs
 9. Regional Memorandum No. 296, s. 2020 - Guidelines on the Preparation of PIVOT IDEA Exemplars.

Education Assessment and Research

- a. Management of assessment mechanism contextualization
 - b. Assessment Operation
 - c. Data Analysis and Interpretation
 - d. Development of Education Research Framework, Design, Procedure, and Instruments
 - e. Conduct of Research
 - f. Utilization of research data and information
1. DO 55, s. 2016, Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program
 2. DO No. 8, s. 2015, Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program

Prepared by:

Approved by:


VIERNALYN M. NAMA
Chief Education Supervisor
Curriculum and Learning Management
Division


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	18 of 70



18 No. PFP CM 1
22 11 2016



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

DEFINITION OF TERMS AND ACRONYMS

Effective as of: April 27, 2023

The following terminologies are defined based on the Legal Bases used in the Department of Education and arranged alphabetically.

Access. It refers to the requirement) of the Department of Education that all learning resources (LR), teaching resources (TR) and professional development materials (PDM) catalogued and or accessed via LRMS are demonstrating best pedagogic and andragogic practice, relevant to the needs and expectations of users, founded on Filipino values, accessible to the range of technology available to users, usable and functional across highly varied educational settings, supportive of alternative modes of delivery, and supportive of learners at risk.

Access Number. It refers to a number assigned to a particular print or non-print learning resource based on its date of arrival in the LRMS.

Accession Record. It refers to the complete record of print and non-print learning resources acquired.

Alternative Learning System. This refers to a parallel learning system in the Philippines that provides a practical option to the existing formal instruction. It is an alternative substitute when one does not have or cannot access formal education in schools. It reflects the sets of knowledge, skills and competencies that learners should develop to meet the minimum requirements of basic education. The ALS curriculum includes both the formal and informal sources of knowledge and skills.

Blended Learning. This refers to a learning delivery that combines face-to-face with any or a mix of online distance learning, modular distance learning, and TV/Radio-based Instruction. Blended learning will enable the schools to limit face-to-face learning, ensure social distancing, and decrease the volume of people outside the home at any given time.

Blended Distance Learning. It refers to any combination of the Distance Learning Delivery Modality Sub-Categories, for example: ODL + Printed/Modular DL, ODL + SLM-based TV/Video, etc.



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone Nos.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	19 of 70



Certificate No. PVP OMS
22 83 0065



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Call number. It refers to the location symbol, class number, author number, copyright year, copy number and accession number. It is usually labelled at the spine and written at the copyright page of the learning resources.

Catalogue. It refers to registration of learning resources that may also contain information relating to persons that may be accessed to support teaching and learning of local culture through oral traditions, storytelling and with indigenous language expertise.

Classroom Assessment. It is an ongoing process of identifying, gathering, organizing, and interpreting quantitative and qualitative information about what learner knows and can do.

Clearinghouse. It provides information about the location of resources (hardcopy and softcopy) and allows users of the LRMS to access directly digitized versions of resources that are published and stored within the LRMS repository.

Competition. This refers to academic and non-academic competitions organized by the CLMD to showcase and assess students' knowledge, skills and attitudes within and across disciplines. These Regional Competitions which are conducted annually include the following: Regional Festival of Talents (RFT), Regional Schools Press Conference (RSPC), Regional Science and Technology Fair (RSTF), and CALABARZON Heroes Games.

Content Standard. Identify and set the essential knowledge and understanding that should be learned. They cover specific scope of sequential topics within each learning strand, domain, theme, or component. Content standard answers the question, "What should the learners Know?"

Curriculum. This refers to the Basic Education Curriculum mandated by RA 10533 - Enhanced Basic Education Act of 2013.

Curriculum Implementers. They are the Professional Teachers who are teaching in the Basic Education Curriculum (public or private).



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone Nos.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	20 of 70



Certificate No. PHP/OMS
22 93 0065



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Curriculum Managers. They are the Education Program Supervisors under the Curriculum and Learning Management Division (CLMD) or Curriculum Implementation Division (CID) who manage the relevant Curriculum area within the Region and/or Division ensuring a high quality, cost effective, efficient and legally compliant curriculum is provided or commissioned in a culture in which innovation is encouraged, high performance is recognized and success is celebrated while also contributing to the overall achievement and outcomes/success of the Division and the Region.

Cutter Number. It refers to the unique alphanumeric code used as a part of Dewey decimal classification scheme for creating a call number for a publication. It is also known as author number.

Dewey Decimal Classification (DDC). It refers to the system used in the subject classification of learning materials. It consists of 10 main classes with corresponding numbers namely: 000-099 (Computer science, information & general works), 200-299 (Religion), 300-399 (Social Sciences), 400-499 (Languages), 500-599 (Pure Sciences), 600-699 (Technology), 700-799 (Arts and Recreation), 800-899 (Literature) and 900-999 (History and Geography).

Digital. It refers to the resource format such as lesson plan guides (e.g., BEAM online), worksheet activity, manipulative & interactive learning resource, training modules, CD's, videos, DVD and referenced, quality assured websites.

Distance Learning Delivery Modalities. It refers to a learning delivery modality where a learner is given materials or access to resources and he/she undertakes self-directed study at home or in another venue. These refers to various instructional approaches, such as Modular Distance Learning (MDL), Online Distance Learning (ODL), Blended Distance Learning (BDL), TV/Radio-Based Instruction.

Document. This refers to a piece of written, printed or electronic matter that provides information or evidence from the requesting party.

Evaluation. This refers to one of the LR sub-processes that ensures the quality of DepEd learning resources.



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone Nos.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	21 of 70



Certificate No. P1P 0865
22 03 0065



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Face-to-Face Learning. This refers to a learning delivery modality where the students and the teacher are both physically present in the classroom, and there are opportunities for active engagement, immediate feedback, and socioemotional development of learners.

Format. This refers to the physical form or composition of the learning resource. It includes print and non-print learning resources.

Formative assessment. This may be seen as assessment for learning so teachers can make adjustments in their instruction. It is also assessment as learning wherein students reflect on their own progress. Formative assessment may be given at any time during the teaching and learning process. It is also a way to check the effectiveness of instruction.

Implementation. This refers to a specified set of activities designed to put into practice an activity or program of known dimensions. According to this definition, implementation processes are purposeful and are described in sufficient detail such that independent observers can detect the presence and strength of the "specific set of activities" related to implementation. In addition, the activity or program being implemented is described in sufficient detail so that independent observers can detect its presence and strength.

Individual Learning Monitoring Plan. This is a tool which shall be used by teachers and learning facilitators for learners who lag behind as shown by the results of their formative and summative assessments. By providing intervention strategies for certain period, the Individual Learning Monitoring Plan serves as the document that will show if the learner has shown either mastery of the learning competencies, significant progress, or insignificant progress.

Indorsement. This refers to the official statement of giving support, recommendation, or approval to the request.

Indigenous Peoples Education. This refers to the program that supports education initiatives undertaken through formal, non-formal and informal modalities with emphasis on any of, but not limited to the key areas of: Indigenous Knowledge Systems and Practices and community history; indigenous languages; Indigenous



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone Nos.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	22 of 70



Certificate No. PHP QMS
22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Learning System (ILS) and community life cycle-based curriculum and assessment; educational goals, aspirations and competencies specific to the Indigenous Cultural Community (ICC); engagement of elders and other community members in the teaching – learning process, assessment, and management of the initiative, recognition and continuing practice of the community’s ILS; and the rights and responsibilities of ICCs.

JDVP-TVL. It is a tuition fee assistance to Grade 12 students in DepEd public SHSs, which have been identified as having inadequate facilities, equipment, tools and teachers relevant to the implementation of TVL specialization. The tuition fee assistance shall be in the form of JDVP-TVL voucher given to learner-beneficiary to enable them to cross-enroll for the completion of TVL specialization in eligible SHSs, non-DepEd public SHSs, or private TVIs (JDVP-TVL Partners)

Kindergarten. This refers to a Republic Act 10157, or "The Kindergarten Education Law" made Kindergarten the compulsory and mandatory entry stage to basic education. Section 2 of this Act provides that all five (5)-year old children shall be given equal opportunities for Kindergarten Education to effectively promote their physical, social, emotional and intellectual development, including values formation so they will be ready for school.

Learning Areas. This refers to Grade 1-12 subjects which include the following: Mother Tongue, Filipino, English, Mathematics, Science, Araling Panlipunan, Edukasyon sa Pagpapakatao (EsP), Music, Arts, Physical Education, Health (MAPEH), Edukasyong Pantahanan at Pangkabuhayan (EPP), Technology and Livelihood Education (TLE) – Agri-fishery Arts, Home Economics, Information and Communications Technology (ICT), Industrial Arts and SHS Core, Applied, and Specialized subjects.

Learning Competencies. It refers to the knowledge, understanding, skills and attitude that students need to demonstrate in every lesson and/or learning activity.

Learning Delivery. This refers to the different learning delivery modalities being employed in curriculum implementation.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20 21	Page	23 of 70



Certificate No. PnP QM6
22 93 0095



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Learner's Packet. It is an enhanced version of Daily Lesson Plan (DLP) and Daily Lesson Log (DLP). It also pertains to contextualized learning materials developed by DepEd CALABARZON as primary learning resources during education in emergencies.

Learning Resources (LRs). This refers to any digital or non-digital educational resource with a learning purpose. These resources are designed to be used directly by the learners and or integrated into teacher developed lesson plans.

Learning Resources Management and Development System (LRMDS). This refers to a web-based catalogue and repository of learning, teaching and professional development resources.

Learning Resource Management Section (LRMS). This refers to a section of CLMD in charge of LRMDS.

Library Hub. This refers to the warehouse of reading materials for public elementary and secondary schools that shall be open throughout the day, Monday to Fridays, except on holidays.

Localization. This refers to the process of adapting and relating the content of the curriculum and the process of teaching and learning to local condition, environment, and resources.

Location symbol. This refers to the code by which the LR is shelved. It is found in the upper portion of the call number.

MADRASAH. This refers to the program that responds to the needs of the Muslim Filipino to become a learned and intellectual Muslim imbued with Islamic values and understanding of Christian culture thus being spiritually prepared to serve the people and the country as a whole. The program specifically aims to improve access basic education for disadvantaged school-aged children by organizing classes of different grade levels due to low enrolment, especially in remote and less accessible areas of the country.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	24 of 70



Certificate No. PFP-QMS
22 03 0962



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Modular Distance Learning. This pertains to a learning delivery that is in the form of individualized instruction where learners use self-learning modules in print or digital format, whichever is applicable in the context of the learner, with the guidance of any member of the family or other stakeholder in the community trained to serve as para-teachers or learning facilitators.

Multigrade Program. This refers to the program in the Philippine Education that supports the strategic direction of the Department of Education to expand access to and improve the quality of basic education.

Non-digital (print based). It refers to the resource format such as training and teaching manuals, workbooks, lesson plan guides (e.g., PROBE, SEDIP materials, BEAM printed Learning Guides), visual aids or reference books.

Online Distance Learning. It is a learning delivery modality where the teacher facilitates learning and engages learners' active participation using various technologies connected to the Internet while they are geographically remote from each other. The internet is used to facilitate learner-teacher, learner-content, and peer-to-peer interaction. Online learning may be through a synchronous or asynchronous platform; it requires both teacher and learners to have good and stable internet connection. This is practiced effectively by using a learning management system or related technologies. The use of DepEd Commons and LR Portal falls in this category as both require internet connectivity to have access.

Performance Standard. It describes the abilities and skills that learners are expected to demonstrate in relation to the content standards and integration of 21st century skills. The integration of knowledge, understanding, and skills is expressed through creation, innovation, and adding value to products/performance during independent work or in collaboration with others.

Performance Task Component. It allows learners to show what they know and are able to do in diverse ways. They may create or innovate products or do performance-based tasks. Performance-based tasks may include skills, demonstration, group presentation, oral work, multimedia presentations, and research projects.



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone Nos.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	25 of 70



Certificate No. PnP OMS
22 83 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

PIVOT Gabay. It is a weekly TVI-format program for Grades 4-12, showing a two-part episode content. It is an offshoot of Learner's Packet (LeaP) that intends to orient learners of what is up on the week's lesson through a walkthrough of contents and learning activities contained in the Introduction, Development, Engagement, and Assimilation phases of LeaP. This also showcases learner's best outputs or performances.

Printed Modular Distance Learning. This is a type of Modular Distance Learning (MDL) that features individualized instruction that allows learners to use self-learning modules (SLMs) and other learning resources in printed format.

Professional Development Materials (PDMs). It refers to any digital or non-digital education training and development resource or program designed with a training and development purpose. Such programs may contain or reference LRs and TRs.

Program. This refers to DepEd curricular and co-curricular programs comprised of multiple projects that are managed and coordinated as one unit with the objective of achieving (often intangible) outcomes and benefits for the organization.

Quarterly Assessment. This measures student learning at the end of the quarter. This may be in the form of objective test, performance-based assessment or a combination of thereof.

Review. This refers to the process of evaluating and approving the supporting documents and other supporting papers to validate the request.

Senior High School. It refers to Grade 11 and 12, the last two years of K to 12 Basic Education Program. In SHS, students are required to go through a core curriculum and subjects under a track on their choice.

Special Interest Programs. This refers to the five (5) Career Pathways: Business/Entrepreneurship; Technical-Vocational; Humanities and Social Sciences: Arts, Languages and Journalism Science, Technology and Engineering and Sports.

The Program implements a curriculum, which is designed to develop the learners in all disciplines. Learners experience a core curriculum based on the K to 12 Basic



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone Nos.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	26 of 70



Certificate No. PHP QMS
22 83 0065



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Education Curriculum (BEC) from Grades 7 to 10. In addition, learners shall go through an enriched and specialized curriculum that allows them to maximize their potential and pursue their interest.

Special Program in the Arts (SPA). This is a program for learners with potentials or talents in the arts namely: Music, Visual Arts, Media Arts, Theater Arts, Creative Writing and Dance. The program offers a comprehensive secondary education centered in the arts, covering a range of art forms and disciplines. Arts education is an integral component of a balanced educational program which aims to prepare graduates for the world of work or for higher education.

Special Education (SPED). This is anchored on the core curriculum of the modified regular classroom setting. The school adopts a Special Education Program for learners with special needs who are provided with appropriate educational program supports and placements, if possible, in an inclusive environment to make them self-reliant to meet their goals for a successful transition to adult living and community participation.

Special Program in Foreign Language (SPFL). This designed to prepare graduates of secondary education for meaningful interaction in a linguistically and culturally diverse global workplace. It prepares learners for a career, thus, schools are encouraged to provide opportunities for them through the implementation of this program.

Special Program in Journalism (SPJ). This refers to the program that covers a four-year journalism course at the secondary level. It is designed to develop the learners' skills in mass communication, print, online and broadcast media. Its main focus is primarily on the mastery of competencies required to land a prolific career in journalism.

This program supports R.A. 7079, otherwise known as the Campus Journalism Act of 1991, which mandates the Department of Education “to conduct and implement programs in various aspects of journalism.”

The Special Program in Journalism (SPJ) provides Journalism subjects supported by Advanced English subjects, in addition to the core curriculum.



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone Nos.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	27 of 70



Certificate No. PHP OMS
22 53 0065



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Special Program in Sports (SPS). This was originally conceived to address the needs of talented learners in the different sports disciplines, hence, identify and create a pool of athletes who will be trained to compete in national and international sports competitions.

However, in the course of the progress of the program, there is a shift to paradigm, elevating it to a higher degree of social relevance. The program now is envisioned to make the SPS graduates' job ready in the field of sports and related areas.

Science, Technology and Engineering (STE), Special Science Elementary Schools (SSES) and Regional Science High School (RSHS). This program aims to provide students with an enriched science-oriented curriculum integrated with technology that will prepare them in pursuit of higher education and/or world of work.

Summative assessment. On the other hand, may be seen as assessment of learning, which occurs at the end of a particular unit. This form of assessment usually occurs toward the end of a period of learning in order to describe the standard reached by the learner. Often, this takes place in order for appropriate decision about future learning or job suitability to be made

Training. This refers to a systematic and planned process of providing capability building activities on curriculum implementation in order to improve performance on the present job in such a way that regional objectives are achieved.

TV/RBI – Television/Radio-based Instruction. It refers to the use of television or radio programs on channels or stations dedicated to providing learning content to learners as a form of distance education. This may not be considered as a sole learning delivery modality as it is usually combined with F2F learning or other forms of distance learning such as Modular Distance Learning or Online Distance Learning.

Weekly Home Learning Plan. This refers to the instructional guide of learners and learning facilitators prepared by teacher as per DM-CI-2020-00162.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	28 of 70



Certificate No. PNP QMS
22 83 0065



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Written Work Component. This ensures that the students are able to express skills and concept in written form. Written work, which may include long quizzes, and unit or long test, tests, helps strengthen test-taking skills among the learners. It is strongly recommended that items in long quizzes/test be distributed across the cognitive process dimensions so that all are adequately covered.



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone Nos.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.dh

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	29 of 70



Certificate No. PVF OMS
22 81 0065



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Acronyms

ADM	Alternative Delivery Mode
AFA	Agri-Fishery Arts
ALS	Alternative Learning System
ALIVE	Arabic Language and Islamic Values Education
BDL	Blended Distance Learning
BESRA	Basic Education Sector Reform Agenda
BLR	Bureau of Learning Resources
CID	Curriculum Implementation Division
CL	Curriculum Localization
CLMD	Curriculum and Learning Management Division
DDC	Dewey Decimal Cataloging
DLDM	Distance Modular Distance Learning
ELLN	Early Language Literacy and Numeracy
HE	Home Economics
IA	Industrial Arts
ICT	Information Communication Technology
ILMP	Individual Learning Monitoring Plan
IRR	Implementing Rules and Regulations
ISBN	International Standard Book Number
IPEd	Indigenous Peoples Education
IRR	Implementing Rules and Regulations



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone Nos.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	30 of 70



Certificate No. PHP OME6
22 13 0065



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

JDVP	Joint Delivery Voucher Program
LAMP	Learning Assurance for Monitoring and Progress
LM	Learning Materials
LR	Learning Resources
LRE	Learning Resource Evaluator
LRMDS	Learning Resource Management and Development System
LRMS	Learning Resource Management Section
MDL	Modular Distance Learning
MELC	Most Essential Learning Competency
MTAP	Mathematics Teachers Association of the Philippines
MTB-MLE	Mother-Tongue Based- Multilingual Education
ODL	Online Distance Learning
PMDL	Printed Modular Distance Learning
PPRD	Policy, Planning and Research Division
RBI	Radio-based Instruction
RFT	Regional Festival of Talents
RSPC	Regional Schools Press Conference
RSSC	Regional Screening and Selection Committee
SLM	Self-Learning Module
SPA	Special Program in the Arts
SPED	Special Education
SPFL	Special Program in Foreign Language



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone Nos.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	31 of 70



Certificate No. PNP QMS
22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

SPJ	Special Program in Journalism
SPS	Special Program in Sports
STEM	Science, Technology, Engineering and Mathematics
TVE	Technical Vocational Education
TVI	Technical Vocational Institution
TVL	Technical-Vocational-Livelihood
WHLP	Weekly Home Learning Plan

Prepared by:

VIERNALYN M. NAMA
Chief Education Supervisor
Curriculum and Learning Management
Division

Approved by:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	32 of 70



Certificate No. PNP 0615
22 13 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of: April 27, 2023

Name of the Process: Curriculum Management						
SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
CLMD Chief	Curriculum Issuances	1. Design and develop: 1.1 Programs, Projects, and Activities (PPAs) on curriculum implementation, and contextualization 1.2 Monitoring and evaluation system on the contextualized curriculum	Education Program Supervisors (in all learning areas) CLMD	Contextualized PPAs on Curriculum Implementation Monitoring and Evaluation Tool	RO EPS	Program Profile Form A M&E Template



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	33 of 70



Certificate No. PHF 0M1
22 93 0045



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
		1.3 PPAs on Special Curricular Programs (SCPs) implementation		Accomplishment Report on SCPs implementation		Accomplishment Report
		2. Review recommendations on curriculum implementation, special curricular/interest programs and support activities		Policy Review and recommendation report		Report Template
		3. Provide Technical assistance on curriculum implementation and innovation		TA Accomplishment Report		TA Checklist Form

Prepared by:

Approved by:

VIERNALYN M. NAMA
 Chief Education Supervisor
 Curriculum and Learning Management Division

ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	34 of 70



Certificate No. PHP OMB
22 93 0065



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of: April 27, 2023

Name of the Process:	Management of Contextualized Teaching-Learning Delivery System (Quarterly Monitoring Report)
----------------------	---

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
CO-BLD	DepEd Order/Memorandum	Conduct of CID & CLMD EPSs Meeting	CID & CLMD EPSs Meeting (Focal Person)	Minutes of the Meeting	CLMD Chief & EPS (Focal Person)	Approved Letter for the Meeting from the Chief
CLMD EPS (Focal Person)	Minutes of the Meeting	Design of Program/Activity	CLMD EPS (Focal Person)	Program/Workshop Planning Documents	CLMD Chief, EPS (Focal Person) & EPS (Focal Person on Document Management)	Authority to Implement Checklist, TeaHub & Logsheets
CLMD EPS (Focal Person)	Program	Process of Program/Workshop Planning Documents	CLMD EPS (Focal Person)	Signed & Approved Program	CLMD EPS (Focal Person)	TeaHub & Logsheets



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	35 of 70



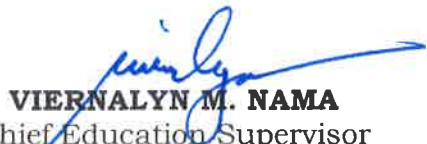
Certificate No. PHP QMS
22 93 0065



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
CLMD EPS (Focal Person)	Signed & Approved Program/ Workshop Planning Documents	Briefing of CLMD EPSs & TWG	CLMD EPSs, Focal Person & TWG	Minutes of the Meeting / TOR	CLMD EPS (Focal Person) & TWG	Minutes of the Meeting Form
CLMD EPS (Focal Person) & TWG	Minutes of the Meeting / TOR	Conduct of Program/ Activity (Submission and presentation of SDO Contextualized Learning Systems, Modalities, and Innovations)	CID, CLMD EPSs (Focal Person) & TWG	Master list of SDO Contextualized Learning Systems, Modalities, and Innovations	BLD, CLMD and CID Offices	Regional Memorandum

Prepared by:


VIERNALYN M. NAMA
 Chief Education Supervisor
 Curriculum and Learning Management Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	36 of 70





Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of: April 27, 2023

Name of the Process: **Management/ Contextualization of Teaching-Learning Delivery Systems (CLMD-CID Policy Review and Recommendation on Learning Delivery)**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/ Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
CO-BLD	DepEd Order/ Memorandum	Conduct of CID & CLMD EPSS Meeting	CID & CLMD EPSS Meeting (Focal Person)	Minutes of the Meeting	CLMD Chief & EPS (Focal Person)	Approved Letter for the Meeting from the Chief
CLMD EPS (Focal Person)	Minutes of the Meeting	Design of Program/ Activity	CLMD EPS (Focal Person)	Program/ Workshop Planning Documents https://docs.google.com/document/d/1w39D7SSEuOmwMzVJ1WN3qjPRU9AGzEu1/edit?usp=share_link	CLMD Chief, EPS (Focal Person) & EPS (Focal Person on Document Management)	Authority to Implement Checklist, TeaDoc & Logsheets



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone Nos.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	37 of 70



Certificate No. PHP OMS 22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
				&ouid=101221465776492601265&rtpof=true&sd=true		
CLMD EPS (Focal Person)	Program/ Workshop Planning Documents	Process of Program/Workshop Planning Documents	CLMD EPS (Focal Person)	Signed & Approved Program/Workshop Planning Documents	CLMD EPS (Focal Person), TWG & SDO Participants	TeaHub & Logsheets
CLMD EPS (Focal Person)	Signed & Approved Program/Workshop Planning Documents	Briefing of CLMD EPSs & TWG	CLMD EPSs, Focal Person & TWG	Minutes of the Meeting / TOR	CLMD EPS (Focal Person) & TWG	Minutes of the Meeting Form & TWG
CLMD EPS (Focal Person) & TWG	Minutes of the Meeting / TOR	Conduct of Program/ Activity following the Basic Steps in Policy Analysis DO 13, s. 2015- Annex 2	CID, CLMD EPSs (Focal Person), TWG and participants	CLMD-CID Policy review and recommendation on Learning Delivery https://drive.google.com/file/d/1bD7zWdi9VgYFOOh80HrRagFfQAqepTK/view?usp=share link	BLD and CLMD Offices	Regional Memorandum



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	38 of 70





Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
CID EPSs, CLMD EPS (Focal Person) & TWG	CLMD-CID Policy review and recommendation on Learning Delivery	Conduct of Participants Feedback/Evaluation	CLMD EPSs (Focal Person) & TWG	Evaluation Summary/Result https://docs.google.com/document/d/1LvnyrrawmXj7qcvW5HptI9HfPtM2ukJK/edit?usp=share_link&ouid=101221465776492601265&rtpof=true&sd=true	QAD & CLMD Office	Evaluation Form
CID EPSs, CLMD EPS (Focal Person) & TWG	Evaluation Summary/Result	Conduct of Team Debriefing	CLMD EPSs (Focal Person) & TWG	Activity Completion Result https://drive.google.com/file/d/1Cc6CCmC7GhSBfuC7bsoq5c52kXUt2cH9/view?usp=share_link	CLMD Office	Activity Completion Report



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	39 of 70



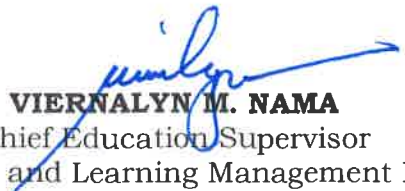
Certificate No. P14F CM8
22 93 0045



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
CLMD EPSs (Focal Person) & TWG	Activity Completion Result	Process of Post Activity Documents (e.g. payment of venue)	CLMD EPSs (Focal Person)	Budget Utility Report https://drive.google.com/drive/folders/1pLiJY0yuTb14oPaPQklVnoG3em4eBDol?usp=share_link	Finance Division & CLMD Office	QMS Guidelines and Policies
CLMD EPSs (Focal Person) & TWG	Budget Utility Report	Present BUR & Activity Completion Report to Quarterly Division Process Review	CLMD EPSs (Focal Person)	Policy evaluation and recommendations to Management Review	CLMD Office and Office of the Regional Director	

Prepared by:


VIERNALYN M. NAMA
 Chief Education Supervisor
 Curriculum and Learning Management Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	40 of 70



Certificate No. PHP QM8
22 92 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of: April 27, 2023

Name of the Process: **Management/ Contextualization of Teaching-Learning Delivery System (Quarterly Monitoring Report)**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/ Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
CO-BLD	DepEd Order/Memorandum	Conduct of CID & CLMD EPSs Meeting	CID & CLMD EPSs Meeting (Focal Person)	Minutes of the Meeting	CLMD Chief & EPS (Focal Person)	Approved Letter for the Meeting from the Chief
CLMD EPS (Focal Person)	Minutes of the Meeting through DPR	Design of Program/Activity	CLMD EPS (Focal Person)	Program/Workshop Planning Documents	CLMD Chief, EPS (Focal Person) & EPS (Focal Person on Document Management)	Authority to Implement Checklist, TeaHub & Logsheets
CLMD EPS (Focal Person)	Program/Workshop Planning Documents	Process of Program/Workshop Planning Documents	CLMD EPS (Focal Person)	Signed & Approved Program/	CLMD EPS (Focal Person), TWG & SDO Participants	TeaHub & Logsheets



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	41 of 70






Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
				Workshop Planning Documents		
CLMD EPS (Focal Person)	Signed & Approved Program/ Workshop Planning Documents	Conduct of Program/ Activity (Submission and presentation of SDO Contextualized Learning Systems, Modalities, and Innovations)	CID, CLMD EPSs (Focal Person) & TWG	Monitoring report of SDOs contextualized curriculum delivery for sustainability	BLD, CLMD and CID Offices	Regional Memorandum

Prepared by:


VIERNALYN M. NAMA
 Chief Education Supervisor
 Curriculum and Learning Management Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	42 of 70



Certificate No. P1P/OM1
 22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of: April 27, 2023

Name of the Process:	Management of Quality Assurance of Learning resources / Contextualized Learning Resources
----------------------	--

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
CLMD-LRMS	Needs Analysis	Assess learning resources needs per Learning Areas and Grade Levels	CLMD-LRMS	Regional LR TA Plan	CLMD-LRMS	Memorandum
CLMD-LRMS	Regional LR TA Plan	Manage, monitor, and supervise the contextualization of LRs	CLMD-LRMS	Contextualized LRs per learning area and grade level including ALS	CLMD-LRMS	Memorandum
CLMD-LRMS	Contextualized LRs per learning area and grade level	Manage and supervise the quality assurance of varied learning resources in different formats	CLMD-LRMS	Quality Assured LRs	CLMD-LRMS	Memorandum (Terms of Reference for Evaluators) LRMS Manual



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	43 of 70



Certificate No. PMP-OM18
22.93.0045



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
	including ALS					Evaluation Tools for LRs
CLMD-LRMS	Quality Assured LRs	Upload/ catalogue contextualized LRs in the Official LR Portal	Regional Librarian Administrative Assistant II	Uploaded contextualized LRs in the official LR Portal Published LRs in the DepEd LR Portal	Office of the Regional Director	DepEd LR Portal

Prepared by:


VIERNALYN M. NAMA
 Chief Education Supervisor
 Curriculum and Learning Management Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	44 of 70





Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of: April 27, 2023

Name of the Process:		Education Assessment and Research: (Development of a contextualized assessment mechanism. Development of Education Research Framework, Design, Procedures and Instruments and Conduct of Research)				
SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/ Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
BEA	Issuances (DepEd Orders/Memorandum)	Proposal and Approval of Development of Regional Contextualized Assessment mechanism	CLMD EPS Focal Person & Member	Program Profile/ Proposal	CLMD Chief	Proposal Template Authority to Implement Checklist
CLMD Chief	Program Profile/ Proposal	Team Briefing	CLMD EPS Focal Person, and Members	Regional Memorandum Training Matrix	CLMD EPS	Minutes of the Meeting
CLMD EPS	Minutes of the Meeting	Policy review and data-analysis of curriculum with available learning	CLMD EPS Focal Person & Members	Contextualized assessment design.	SDO CID EPS	Inventory of Available Contextualized



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	45 of 70



Certificate No. PHP OMS
22 93 0065



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

		resources and learning outcomes.				Learning Resources
SDO CID EPS	Inventory of Available Contextualized Learning Resources	Contextualization of the design and assessment frameworks and processes.	CLMD EPS Focal Person & Members and CID EPSs	Designed and Framework of Contextualized Assessment Mechanism	School Heads Teachers	Memo to conduct the activity
School Head/Teachers	Memo to conduct the activity	Crafting, presentation and review of assessment tool and test items and administration processes	CLMD EPS Focal Person & Members and CID EPSs	Assessment tool, items and administration processes of Contextualized Assessment Mechanism	CLMD EPS	Memo to conduct the activity
CLMD EPS	Memo to conduct the activity	Pilot testing, simulation, and refinement of administration processes	CLMD EPS Focal Person & Members and CID EPSs	Test Results	CLMD EPS	Memo to conduct the activity
CLMD EPS	Memo to conduct the activity	Analysis, interpretation and validation of test results	CLMD EPS Focal Person & Members and CID EPSs	Technical Report	CID EPS	Memo to conduct the activity
CID EPS	Memo to conduct the	Finalization of contextualized	CLMD EPS Focal Person & Members and CID EPSs	Contextualized Assessment Mechanism	CLMD EPS	Memo to conduct the activity



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20.21	Page	46 of 70




Certificate No. PHP OMB
22 03 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

	activity	assessment mechanism.				
CLMD EPS	Memo to conduct the activity	Presentation of the contextualized assessment mechanism and consultation and pilot testing	CLMD EPS Focal Person & Member and CID EPSs	Evaluation Summary/Analysis Result	CLMD / CID EPS	Evaluation Report with Interpretation
CLMD / CID EPS	Evaluation Report with Interpretation	Team Debriefing	CLMD EPS Focal Person & Member	Activity Completion Result	RD ARD CLMD Chief CID	Regional Order

Prepared by:


VIERNALYN M. NAMA
 Chief Education Supervisor
 Curriculum and Learning Management Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	47 of 70



Certificate No. P1P/OM1
 22 93 0065



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of: April 27, 2023

Name of Process:	Provision on the relevant, timely and appropriate technical assistance on analysis, interpretation, and utilization of test/assessment results: (performance task assessment and summative assessment) to improve learning outcomes. Assessment Operation)
------------------	---

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Schools Division Office	Consolidation of TA Needs	Submission and Presentation of TA Needs	CLMD EPS Focal Person & Member and CID EPSs	Consolidated TA Needs	CID EPSs	Consolidated TA Needs Form Assessment Report,
CID EPS	Consolidated TA Needs Assessment Report	TA Program/ Activity Designing and Team Briefing	CLMD EPS Focal Person & Member	TA Plans & Program Profile/ Proposal	CLMD Chief	TA Plan/ Proposal
CLMD Chief	Approved TA plans	Conduct of TA Program/ Activity	CLMD EPS Focal Person & Member, CLMD and CID EPSs	Agreement between Regional	CID EPS	TA Contract or agreement,



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	48 of 70



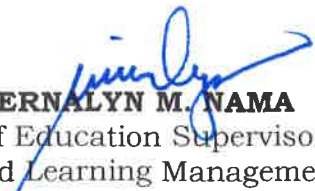
Certificate No. PHF 0M1
22 93 0065



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
				and SDO EPS's		TA Results and analysis, and TA Accomplishm ent report
CID EPS	TA Contract or agreement, TA Results and analysis, and TA Accomplishmen t report	Results and Analysis of TA	CLMD EPS Focal Person & Members	Evaluation Summary/ Result	CLMD Chief	TA Accomplishm ent Report

Prepared by:


VIERNALYN M. NAMA
Chief Education Supervisor
Curriculum and Learning Management Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	49 of 70



Certificate No. PHP CM 8
22 83 0065



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of: April 27, 2023

Name of Process: **Data Analysis and Interpretation. And Utilization of Research Data and Information**

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Schools Division Office	Submission and presentation of assessment results analysis	Consolidation of assessment results	CLMD EPS Focal Person & Member and CID EPSs	Consolidated assessment results from SDOs	CO and SDO	Database of consolidated assessment results from the SDO
Schools Division Office	Database of consolidated assessment results from the SDO	Analysis of assessment results	CLMD EPS Focal Person & Members	Analysis and discussion of assessment results from SDOs	CLMD / CID EPS	Slide deck of the analysis results report from the SDO
CLMD / CID EPS	Slide deck of the analysis results report from the SDO	Presentation of Results	CLMD EPS Focal Person & Member, CLMD and CID EPSs	Number and quality of assessment	CLMD / CID EPS	Memo to conduct the activity



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	50 of 70



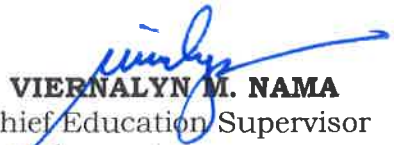
Certificate No. PHP-OMI
22 93 0065



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
				result analysis		
CLMD / CID EPS	Memo to conduct the activity	Participants Feedback/Evaluation	CLMD EPS Focal Person & Members	Evaluation Summary/Result	CLMD / CID EPS	Evaluation Form
CLMD / CID EPS	Evaluation Form	Team Debriefing	CLMD EPS Focal Person & Member	Activity Completion Result	CLMD / CID EPS	Activity Completion Report

Prepared by:


VIERNALYN M. NAMA
 Chief Education Supervisor
 Curriculum and Learning Management Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	51 of 70





Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of: April 27, 2023

Name of Process:	Provision of the relevant, timely and appropriate technical assistance on analysis, interpretation, and utilization of test/ assessment results: (performance task assessment and summative assessment) to improve learning outcomes. Assessment Operation)
------------------	--

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/ Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
School Division Office	Consolidated of TA Needs	Submission and Presentation of TA Needs	CLMD EPS Focal Person & Member	Consolidated TA Needs	CID EPS	Consolidated TA Needs Assessment Report
CIP EPS	Consolidated TA Needs Assessment Report	TA Program/ Activity Designing and Team Briefing	CLMD EPS Focal Person & Member	TA Plans & Program Profile/ Proposal	CLMD Chief	TA Plan/ Proposal
CLMD Chief		Conduct of TA Program/ Activity	CLMD EPS Focal Person & Member, CLMD	Agreement between Regional	CID EPS	TA Contract or agreement,



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	52 of 70



Certificate No. PHP OMS 22 03 0045



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
				and SDO EPS's		TA Results and analysis, and TA Accomplishm ent report
CID EPS	TA Contract or agreement, TA Results and analysis TA Accomplishmen t report	Results and Analysis of TA	CLMD EPS Focal Person & Members	Evaluation Summary/ Results	CLMD Chief	TA Accomplishm ent Report

Prepared by:


VIERNALYN M. NAMA
Chief Education Supervisor
Curriculum and Learning Management Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	53 of 70



Certificate No. PHP QM 3
22 92 0063



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of: April 27, 2023

Name of Process: **Data Analysis and Interpretation. And Utilization of Research Data and Information**

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Schools Division Office	Submission and presentation of assessment result analysis	Consolidated of assessment results	CLMD EPS Focal Person & Member	Consolidated assessment results from SDOs	CO and SDO	Database of consolidated assessment results from the SDO
Schools Division Office	Database of consolidated assessment results from the SDO	Analysis of assessment results	CLMD EPS Focal Person & Member	Analysis and discussion of assessment results from SDOs	CLMD/ CID EPS	Slide deck of the analysis results report from the SDO
CLMD/ CID EPS	Slide deck of the analysis results report from the SDO	Presentation of Results	CLMD, EPS Focal Person & Member, CLMD	Number and quality of assessment	CLMD/ CID EPS	Memo to conduct the activity



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	54 of 70



Certificate No. PHF-OM8
22 93 0065



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
				result analysis		
CLMD/ CID EPS	Memo to conduct the activity	Participants Feedback/ Evaluation	CLMD EPS Focal Person & Members	Evaluation Summary/ Result	CLMD/ CID EPS	Evaluation Form
CLMD/ CID EPS	Evaluation Form	Team Debriefing	CLMD EPS Focal Person & Member	Activity Completion Result	CLMD/ CID EPS	Activity Completion R

Prepared by:


VIERNALYN M. NAMA

Chief Education Supervisor
Curriculum and Learning Management Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	55 of 70



Certificate No. PMP QM II
22 93 0065



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of: April 27, 2023

Name of Process: **Data Analysis and Interpretation. And Utilization of Research Data and Information**

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
DepEd Central Office Policy Planning and Research Division SARO	DepEd Order/ Memorandum/ Issuance Approved Work and Financial Plan	Preparation of all required program implementation documents	Education Program Supervisor/ Regional Coordinator	Printed program implementation documents	Administrative Assistant	All applicable forms and templates indicated in the authority to implement checklist.
Administrative Assistant	Printed program implementation documents	Signing/ Approval of program implementation documents	Administrative Assistant, Education Program Supervisor, Chief Education Supervisor, Supervisor, Finance Division, BAC, Assistant Regional Director, Regional Director	Signed applicable program implementation documents	Education Program Supervisor	All applicable forms and templates indicated in the authority to implement checklist.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	56 of 70




Certificate No. PMP 0M1
22 03 0083



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
Education Program Supervisor	Signed applicable program implementation documents	Implementation of CO or RO funded Programs, Activities and Projects.	Education Program Supervisor, Chief Education Supervisor	Accomplishment Report	CLMD EPS	Memorandum
CLMD EPS	Accomplishment Report	Submission of completion report and payment	Education Program Supervisor and CLMD Chief	Reported Quarterly PIR	Finance division, PPRD and Regional Director	Accomplishment Reports, payment forms

Prepared by:


VIERNALYN M. NAMA
 Chief Education Supervisor
 Curriculum and Learning Management Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20.21	Page	57 of 70





Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of: April 27, 2023

Name of Process: **Implementation of CO/ RO funded Programs, Activities, and Projects.**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
DepEd Central Office Policy Planning and Research Division SARO	Deped Order / Memorandum / Issuance Approved Work and Financial Plan	Preparation of all required program implementation documents	Education Program Supervisor / Regional Coordinator	Printed program implementation documents	Administrative Assistant	All applicable forms and templates indicated in the authority to implement checklist.
Administrative Assistant	Printed program implementation documents	Signing / Approval of program implementation documents	Administrative Assistant, Education Program Supervisor, Chief Education Supervisor, Finance Division, BAC, Assistant	Signed applicable program implementation documents	Education Program Supervisor	All applicable forms and templates indicated in the authority to implement checklist.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	58 of 70



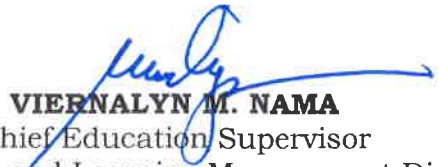
Certificate No. PIP/DMB
22 93 0065



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
			Regional Director, Regional Director.			
Education Program Supervisor	Signed applicable program implementation documents	Implementation of CO or RO funded Programs, Activities and Projects.	Education Program Supervisor, Chief Education Supervisor	Accomplishment Report	CLMD EPS	Memorandum
CLMD EPS	Accomplishment Report	Submission of completion report and payments.	Education Program Supervisor and CLMD Chief	Reported in Quarterly PIR.	Finance division, PPRD and Regional Director.	Accomplishment Reports, payment forms

Prepared by:


VIERNALYN M. NAMA
 Chief Education Supervisor
 Curriculum and Learning Management Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	59 of 70



Certificate No. PHP OMS 22 01 0065



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of: April 27, 2023

Name of Process: **Incoming and Outgoing of Documents**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
<i>(Position Title, Office Name providing the inputs)</i>	<i>(Information, Documents, Materials, etc)</i>	<i>(Main and Sub-activities, Process Steps)</i>	<i>(Position Title/Office Name performing the activity)</i>	<i>(Title of Documents, Service, Products)</i>	<i>(Recipient of outputs)</i>	<i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Administrative Assistant (ORD / OARD / FD)	Incoming Documents (Letter / Issuance)	Appraisal and Encoding of Incoming Documents	Administrative Assistant (CLMD)	Encoded document/s	CLMD Chief	ORD / OARD / FD Referral Slip Logbook, TeaHUB Routine Slip
CLMD Chief	Encoded document/s	Review and referral of documents	CLMD Chief	Reviewed and referred documents	Administrative Assistant (CLMD)	Referral Slip Routine Slip Database
Administrative Assistant (CLMD)	Reviewed and referred documents	Updating of database	Administrative Assistant (CLMD)	Updated database	Administrative Assistant (CLMD)	Database Logbook



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	60 of 70



Certificate No. PHP QMS 22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Administrative Assistant (CLMD)	Reviewed document	Route the document to concerned CLMD personnel	Administrative Assistant (CLMD)	Document with routine slip	CLMD Personnel	Routine Slip Database Logbook
CLMD Personnel (CLMD)	Document with routine slip	Encoded document/s	Administrative Assistant (CLMD)	Encoded document/s	CLMD Personnel	Database and Log book
CLMD Personnel	Encoded document/s	Preparation of required documents	CLMD Personnel	Prepared draft document (Issuance / Report / Letters)	Administrative Assistant (CLMD)	Authority to Implement Checklist, Forms and Templates
Administrative Assistant (CLMD)	Prepared document (Issuance / Report / Letters)	Appraisal and Encoding prepared documents	Administrative Assistant (CLMD)	Encoded document	CLMD Chief	Database and transmittal
CLMD Chief	Encoded document	Review and approval of documents	CLMD Chief	Reviewed and signed document	Administrative Assistant	Issuance, SARO, Forms and Templates
Administrative Assistant	Reviewed and signed document	Review of documents and update the database	Administrative Assistant	Updated database	CLMD Personnel	Database, Issuances, Forms and Templates
CLMD Personnel	Updated database	Uploading to TeaHUB	CLMD Personnel	Signed document with	Administrative Assistant	TeaHUB



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	61 of 70




Certificate No. PNP/OM8
22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

				TeaHUB codes		
Administrative Assistant	Signed document with TeaHUB codes	Encoding of documents in the database and outgoing document	Administrative Assistant	Encoded and released signed documents with TeaHUB Codes	Administrative Assistant of other Functional Division	Log book / Email / TeaHUB
Administrative Assistant of other Functional Division	Encoded signed documents with TeaHUB Codes	Receiving of signed documents with TeaHUB codes	Administrative Assistant CLMD and Administrative assistant of other Functional Division	Received copy of signed documents with TeaHUB codes.	Administrative Assistant of CLMD	Log book / Email / TeaHUB

Prepared by:


VIERNALYN M. NAMA
 Chief Education Supervisor
 Curriculum and Learning Management Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	62 of 70





Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

QUALITY CONTROL PLAN

Effective as of: April 27, 2023

Name of Process: **Recording of Special Allotment Release Order (SARO) for Utilization.**

SOURCE OF INPUTS <i>(Position Title, Office Name providing the inputs)</i>	INPUTS <i>(Information, Documents, Materials, etc)</i>	ACTIVITY <i>(Main and Sub-activities, Process Steps)</i>	RESPONSIBILITIES <i>(Position Title/Office Name performing the activity)</i>	OUTPUTS <i>(Title of Documents, Service, Products)</i>	CUSTOMER <i>(Recipient of outputs)</i>	CONTROLS <i>(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)</i>
Finance Division	Special Allotment Release Order (SARO) and its Guidelines	Encoding of Incoming SARO	Administrative Assistant (CLMD)	Encoded SARO	CLMD Chief	Referral Slip Electronic Log Sheet
CLMD Chief	Encoded SARO	Refer to concerned EPS and KRA 5 focal	CLMD Chief	SARO with referral to KRA 5 and concerned CLMD Personnel	Administrative Assistant	Referral Slip Electronic Log Sheet
Administrative Assistant	SARO with referral to KRA 5 and concerned CLMD Personnel	Recording and filing of SARO	Administrative Assistant (CLMD) and KRA 5 focal	Encoded SARO (details)	CLMD Chief	Electronic Template



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09 20 21	Page	63 of 70



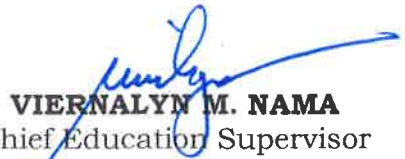
Certificate No. PHP-OM-1
22 93 0085



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
CLMD Chief	Encoded SARO (details)	Reporting of Budget Utilization (During DPR / PIR)	PIR Focal / Finance	Updated Budget Utilization Report	CLMD Chief, and personnel	PIR Template

Prepared by:


VIERNALYN M. NAMA
Chief Education Supervisor
Curriculum and Learning Management Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

FORMS AND TEMPLATES

Effective as of: April 27, 2023

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A – Active O- Obsolete
RO-CLMD-F001	Facilitators Report	CLMD	Focal Person per activity	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F002	Form A – Program Profile	CLMD	EPS/Coordinator of KRA 1	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F003	Monitoring and Evaluation on the Contextualized Curriculum	CLMD	EPS/Coordinator of KRA 1	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F004	Monitoring Tool for Budget Utilization Fund	CLMD	EPS/Coordinator of KRA 2	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F005	Form D1 – Application for Assessment Flexibility	CLMD	EPS of KRA 4	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F006	Form D2 – Application for Changing and Creating New-unique Strand for Senior High School	CLMD	EPS of KRA 4	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone Nos.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	65 of 70



Certificate No. PMP 0213
22 92 0065



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A – Active O- Obsolete
RO-CLMD-F007	CLMD Routine Slip	CLMD	Administrative Staff/Chief	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F008	CLMD Referral Slip	CLMD	Administrative Staff/Chief	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F009	CLMD Return Slip	CLMD	Administrative Staff/Chief	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F010	Authority to Implement Checklist	CLMD	Focal Person per Activity	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F011	CLMD Program Management Plan for EPS	CLMD	Education Program Supervisor	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F012	Writer's Assignment Agreement	CLMD-LRMS	Writer/Developer	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F013	Artwork's Assignment Agreement	CLMD-LRMS	Artist/Developer	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F014	Copyright Originality Form	CLMD-LRMS	EPS LR	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F015	Transmittal Form	CLMD-LRMS	EPS LR/LRMS Staff	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F016	Summary of LR for Evaluation by the Quality Assurer	CLMD-LRMS	EPS LR/LRMS Staff	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone Nos.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	66 of 70



Certificate No. PMP QMS
 22 83 0065



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A – Active O- Obsolete
RO-CLMD-F017	Summary of Evaluation Results of Contextualized Learning Resources	CLMD-LRMS	EPS LR/LRMS Staff	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F018	Specialty Clearance	CLMD-LRMS	EPSs/Writer/Illustrator/Editor	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F019	Proforma Communication Seeking Permission to Copy	CLMD-LRMS	Writer/Developer	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F020	Photo Waiver	CLMD-LRMS	Model or Owner of the subject/Parent Guardian	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F021	DepEd CALABARZON Learning Resource Development and Review Form	CLMD-LRMS	EPSs/LRE/Editor	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F022	Inventory of Third-Party Contents	CLMD-LRMS	EPS-LR	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F023	Inventory of Available Contextualized Learning Resources	CLMD-LRMS	EPS-LR/LIBRARIAN/ ADAS	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F024	Contextualized Learning Resources Checklist	CLMD-LRMS	EPS-LR/TAS/ ADAS	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	67 of 70



Certificate No. PMP-OM-5
22 93 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A – Active O- Obsolete
RO-CLMD-F025	Declaration of Anti-Plagiarism	CLMD-LRMS	Writer/Developer	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F026	CLMD Incident Report	CLMD	CLMD Personnel	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F027	Checklist for Monitoring Program Management Plan (PMP)	CLMD	KRA 5 Focal Person	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F028	CLMD Office Tasks	CLMD	Non-EPSs	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F029	Checklist for Monitoring Performance Appraisal Form (PAF)	CLMD	KRA 5 Focal Person	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F030	Performance Appraisal Form	CLMD	CLMD Personnel	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F031	Checklist for Monitoring IPCRF and OPCRf Submission	CLMD	KRA 5 Focal Person	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone Nos.: 02-8682-2114
 Email Address: region4a@deped.gov.ph
 Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	68 of 70




Certificate No. PMP OMS
22 83 0085



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

DOCUMENT REFERENCE CODE	DOCUMENT TITLE/DESCRIPTION	ORIGINATING OFFICE	PERSON RESPONSIBLE	REVISION NUMBER	EFFECTIVITY DATE	LOCATION OF CONTROLLED DOCUMENT	DOCUMENT STATUS A - Active O - Obsolete
RO-CLMD-F032	Form A1-Application for Curriculum Evaluation/Review	CLMD	EPS/Coordinator of KRA 1	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A

Prepared by:


VIERNALYN M. NAMA
 Chief Education Supervisor
 Curriculum and Learning Management Division

Approved by:


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	00
Effectivity	09.20.21	Page	69 of 70



Certificate No. PMP QMS
22 93 0065