Curriculum and Learning Management Division

Operations Manual

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	1 of 64

TABLE OF CONTENTS

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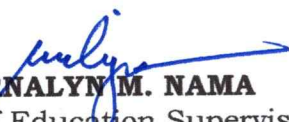| Doc. Ref. Code	OpsManuual	Rev	01
Effectivity	09.20.21	Page	2 of 64

INTRODUCTION

Effective as of: March 8, 2024

The Curriculum and Learning Management Division (CLMD) is the core functional division of the regional office that 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. 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.

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	3 of 64

ORGANIZATIONAL STRUCTURE, OFFICE FUNCTIONS, AND JOB SUMMARY

Effective as of: March 8, 2024

ORGANIZATIONAL STRUCTURE (Curriculum and Learning Management Division)

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                    ┌─────────────────────────────┐
                    │     Regional Director        │
                    │ Assistant Regional Director  │
                    └─────────────────────────────┘
                                 │
                    ┌─────────────────────────────┐
                    │  Chief Education Supervisor  │
                    └─────────────────────────────┘
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| Education Program Supervisor – English | Education Program Supervisor Filipino | Education Program Supervisor – Science | Education Program Supervisor – Mathematics | Education Program Supervisor – Araling Panlipunan | Education Program Supervisor – Music, Arts, Physical Education, Health | Education Program Supervisor – Edukasyong Pantahanan at Pangkabuhayan / Technology and Livelihood Education | Education Program Supervisor – Edukasyon sa Pagpapakatao | Education Program Supervisor – Mother Tongue – Based Multilingual Education / Alternative Learning System | Education Program Supervisor – Learning Resource Management System |

| Administrative Assistant I | Librarian | Teaching Aids Specialist | Administrative Assistant II |

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	4 of 64

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ISO 9001
Certificate No. PHP QMS 22 93 0085

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
• Schools Division Offices manage and supervise the effective and efficient implementation of the relevant curriculum in the schools and learning centers	• 100% of the SDOs manage and supervise the efficient and effective implementation of the curriculum
• Schools Division Offices can access and fully utilize various quality assured learning resources	• 100% of the SDOs accessed and utilized the various quality assured learning resources
• Schools Division Offices continuously improve the management of instruction for the attainment of desired learning outcomes	• Percentage of the SDOs that have attained the desired learning outcomes

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	5 of 64

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/ Curriculum 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 ● Approved TA Plan ● TA contract/agreement ● TA result and analysis ● TA Accomplishment report	● Number of SDOs provided with technical assistance on curriculum implementation innovation, and contextualization

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	6 of 64

	To review and provide policy recommendations on curriculum implementation, special curricular/ interest programs, and support activities	• Policy reviews and recommendations	• Number and quality of reviewed policy and recommendations
		• Evaluation Report	• Approved and submitted evaluation reports
	To develop and implement PPAs on SCP's Curriculum Implementation, Innovation, and Learning Outcomes Assessment	• Approved PPA design • Consolidated SDO Accomplishment Report involved in the PPAs	• 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	• Master list of Contextualized Learning Systems, Modalities, and Innovations	• 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	• Policy reviews and recommendations on learning delivery	• Number of Policy reviews recommended
		• Evaluation Report	• Number of evaluation reports submitted
	To conduct regular monitoring of contextualized curriculum delivery for sustainability	• Quarterly Monitoring Report	• Number of SDOs monitored

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Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	7 of 64

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Learning Resource Management	To assess learning resource needs per Learning Areas and Grade Levels	• Regional LR TA Plan	• Updated Regional LR TA Plan
	To manage, monitor, and supervise the contextualization of LRs	• Contextualized LRs per learning area and grade level including ALS	• 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	• Quality Assured LRs	• Number of quality assured LRs
	To upload / catalogue contextualized LRs in the Official LR Portal	• Uploaded contextualized LRs in the official LR Portal	• Number of uploaded contextualized LRs in the LR
	To upload / catalogue contextualized LRs in the Official LR Portal	• Published LRs in the DepEd LR Portal	• No. of LRs published
Learning Outcomes Assessment	To manage the development of a contextualized assessment mechanism	• Contextualized Assessment Mechanism	• Number of contextualized assessment mechanism
	To provide relevant, timely and appropriate technical assistance on analysis,	• Consolidated TA Needs Assessment Report • Approved TA Plan	• Number of approved TA plans implemented

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	8 of 64

	interpretation, and utilization of test/ assessment results (performance task assessment and summative assessment) to improve learning outcomes	• TA contract/agreement • TA result and analysis • TA Accomplishment report	• Number of SDOs provided with technical assistance on learning outcomes assessment
		• Assessment results analysis	• Number and quality of assessment result analysis
		• Report on the proficiency level per learning area across grade levels and exits	• 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
	To coordinate with, manage, and provide technical assistance to all testing coordinators across grade levels	• Test administration action/implementation plan • Technical Assistance Plan for Test Coordinators	• Approved test administration action/implementation plan • Approved Technical Assistance Plan for Test Coordinators
	To establish and maintain systems and processes geared	•Operations Manual and/or Citizens Charter	•treamlined Processes/Services and

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	9 of 64

Office Administration and Performance Management	towards administrative effectiveness and efficiency	• Document Tracking System • M&E tools	Procedures as declared in the Operations Manual and Citizen Charter • Operational document tracking system • Number of M&E tools developed
		• Administrative and Financial Reports	• 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	• 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)	• 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	• PCRF/OPCRF Accomplishments • Capacitated staff • Training Completion/Terminal Reports	• Percentage of achievement of IPCRF/OPCRF • Number of personnel who attended learning and development programs

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Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	10 of 64

		Report on performance coaching	• 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	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	• Management of Curriculum Implementation ☐ Curriculum Development,	Regional Director	Education Program Supervisor

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	11 of 64

Certificate No. PHP QMS 22 93 0085

		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	Enrichment, and Localization ☐ Learning Delivery ☐ Learning Resource ☐ Learning Outcomes Assessment ☐ Special Curricular Programs and Support Activities ☐ Technical Assistance ☐ Unit Performance		
	Education Program Supervisor (SG 22)	• 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; ☐ To provide technical assistance to the Schools Divisions in curriculum implementation, instructional	• Management of Curriculum Implementation ☐ Curriculum Development, Enrichment, and Localization ☐ Learning Delivery ☐ Learning Resource ☐ Learning Outcomes Assessment	Chief Education Supervisor	Administrative Assistant I

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	12 of 64

		supervision and learning materials development and quality assurance. ☐ When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator)	☐ Special Curricular Programs and Support Activities ☐ Technical Assistance		
	Education Program Supervisor (LRMDS Manager, QA Coord.) (SG22)	• 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) ☐ 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. ☐ To provide technical assistance to the Schools Divisions in the set up, management, operations and maintenance of their Learning Resource Centers.	• Learning Resource ☐ Capability to use the LRMDS ☐ Monitoring and Evaluation of LRMDS Implementation and Utilization ☐ Special Curricular Programs and Support Activities ☐ Utilization of LRMDS ☐ (TA on LR Management) ☐ Learning Resource	Chief Education Supervisor	Librarian II

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	13 of 64

	Librarian II (LRMDS Administrator) (SG14)	• 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	•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.)	• LR Teams ☐ LR Technical Competencies ☐ Technical Assistance	Librarian II	Administrative Assistant II
	Administrative Assistant II (LR) (LR Assistant/ Help Desk) (SG8)	• To respond to individual users' queries and difficulties with the Web-based LRMDS, provide instructions and training, and	• LRMDS User Support ☐ User Problems Solved ☐ LRMDS Training and Updates		

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Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	14 of 64

		diagnose and solve common problems. □ To encode metadata and support content development activities as directed	□ 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	● Plots/schedules CLMD activities □ Records Management □ Administrative Support □ Secretariat/Frontline		

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Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	15 of 64

LEGAL BASES AND REFERENCES
Effective as of: March 8, 2024

Curriculum Management and Standards Development

a. Curriculum Management

1. DM 54, s. 2023 or the Pilot Implementation of the MATATAG Curriculum.
2. RO No. 4, s. 2021, Guidelines on the Curriculum Implementation in the New Normal
3. RM No. 56, s. 2017, 2017 Regional Academics and Co-Curricular Competitions for Children with Special Needs
4. DO No. 47, s.2016, Omnibus Policy on Kindergarten Education
5. DO No. 36, s. 2016, Policy Guidelines on Awards and Recognition for the K to12 Basic Education Program
6. RM No. 369, s. 2016, Activities on IPED and ALIVE Programs
7. DO 32, s. 2015, Adopting the Indigenous Peoples Education Curriculum Framework
8. 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)
9. DO 43, s. 2013 Implementing Rules and Regulations (IRR) of Republic Act No. 10533 Otherwise Known as the Enhanced Basic Education Act of 2013
10. DO 14, s. 2013 Strengthening the K to 12 Basic Education Program Delivery System for Elementary Education
11. RA No.10533 s. 2013, Enhanced Basic Education Act of 2013
12. DO 67, s. 2012 Guidelines on the Implementation of Strengthened Technical-Vocational Education Program (STVEP) and Technology and Livelihood Education (TLE) Curriculum
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. Republic Act No. 9155, The Governance of Basic Education Act of 2001
15. RA 7079, Campus Journalism Act of 1991
16. RA 10157, The Kindergarten Education Law
17. Senior High School Specialized Subjects
18. K to 12 Curriculum Guides

Learning Delivery Management and Development

a. Management / Contextualization of Teaching-Learning Delivery System

1. DO 1, s.2024 Implementation of Catch-Up Fridays
2. 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

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	16 of 64

3. DM-CI-2020-00162 - Suggested Strategies in Implementing Distance Learning Delivery Modalities (DLDM) for School Year 2020-2021.
4. 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
5. RM No. 68, s. 2017, Regional Enhancement Training on Developmentally Appropriate Practices in Early Language, Literacy and Numeracy
6. DO 3, s. 2017 Multi-Year Implementing Guidelines on the Allocation and Utilization of the Indigenous Peoples Education Program Support Fund
7. RM No. 233, s. 2016 Implementation of the Pedagogical Approaches Mandated by R.A. 10533
8. DM No. 220, s. 2016, Developmentally Appropriate Practices in the Early Language, Literacy and Numeracy Training Program
9. RM No.296, s. 2016, Search for Exemplary and Effective Daily Lesson Logs (SEED Lesson Logs)
10. DO No. 42. S. 2016, Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education Program
11. RM No. 11, s. 2015 The 2C-21-1R Pedagogical Approach
12. DO 32, s. 2015 Adopting the Indigenous Peoples Education Curriculum Framework
13. DO 28, s. 2015 Guidelines on the Utilization of Fund for Madrasah/Muslim Education Program (MEP)
14. DO No. 12, s. 2015, Guidelines on the Early Language, Literacy, and Numeracy Program: Professional Development Program
15. DO 32, s. 2014 Guidelines on the Utilization of Funds for Madrasah Education Program

16. 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
17. 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)
18. DO 9, s. 2005 Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith
19. DM No. 46, s. 2012, Policy Guidelines on the Implementation of the Special Related programs at the Secondary Level
20. DO 96, s. 1997 Policies and Guidelines in the Organization and Operation of Multi-grade (MG) Classes

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Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	17 of 64

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 Policy
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

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

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	18 of 64

DEFINITION OF TERMS AND ACRONYMS
Effective as of: March 8, 2024

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 LRMDS 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 LRMDS.

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 formal and informal sources of knowledge and skills.

Assessment Operation. This refers to the procedure in the conduct of assessment.

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.

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Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	19 of 64

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.

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.

Catch-Up Fridays. This refers to the program intended to bridge the learning gap that aims to strengthen the basic education priorities in the MATATAG Agenda and accelerate the achievement of education targets outlined in the National Learning Recovery Program (NLRP).

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 LRMDS to access directly digitized versions of resources that are published and stored within the LRMDS 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

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	20 of 64

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).

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 the 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

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Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	21 of 64

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.

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.

Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	22 of 64

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 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.

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Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	23 of 64

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.

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

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Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	24 of 64

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.

MATATAG Agenda. MAke the curriculum relevant to produce competent and job-ready, active, and responsible citizens; **TA**ke steps to accelerate delivery of basic education facilities and services; **TA**ke good care of learners by promoting learner well-being, inclusive education, and a positive learning environment; and **G**ive support to teachers to teach better.

MATATAG Curriculum. This refers to the response of DepEd to address educational challenges that seeks to prioritize the mastery of literacy and numeracy skills among learners. The MATATAG Curriculum is also known as "Bansang Makabata, Batang Makabansa,".

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

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Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	25 of 64

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.

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.

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Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	26 of 64

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 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.

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Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	27 of 64

Special Needs Education (SNED). This is the term used in place of SPED beginning March 11, 2022 through RA11650.

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.

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.

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Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	28 of 64

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.

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.

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Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	29 of 64

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

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Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	30 of 64

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

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Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	31 of 64
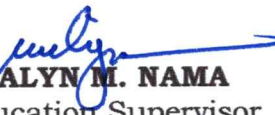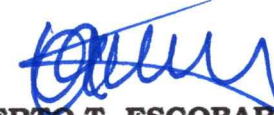
SPJ	Special Program in Journalism
SPS	Special Program in Sports
STEM	Science, Technology, Engineering and Mathematics
TVE	Technical Vocational Education
TVI	Technical Vocational Institution
TVL	Technical-Vocational-Livelihood
WHLP	Weekly Home Learning Plan

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	32 of 64

QUALITY CONTROL PLAN
Effective as of: March 8, 2024

Name of the Process:	Curriculum Management

SOURCE OF INPUTS (Position Title, Office Name providing the inputs)	INPUTS (Information, Documents, Materials, etc)	ACTIVITY (Main and Sub-activities, Process Steps)	RESPONSIBILITIES (Position Title/Office Name performing the activity)	OUTPUTS (Title of Documents, Service, Products)	CUSTOMER (Recipient of outputs)	CONTROLS (Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)
DepEd CO, BCD,ARD,OR D,CLMD Chief	Issuances Order/Memora ndum/Advisori es/Policy Guidelines	1. Design, develop, and implement programs, projects, and activities (PPAs), on curriculum implementation, innovation, and contextualization	Education Program Supervisors	*Accomplishm ent Report *Contextualize d Curriculum Framework	CLMD Chief/RO EPS/FTAD	*Accomplishment Report Template *Contextualized Curriculum Framework Design
CLMD Chief/RO		2. Design, develop, and	Education Program Supervisors	*Monitoring and	CLMD Chief/EPS	M&E Template

Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	33 of 64

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
EPS, FTAD	*Accomplishment Report *Contextualized Curriculum Framework	implement a monitoring and evaluation system on the contextualized curriculum		Evaluation Tool *M&E Reports and Analysis		
CLMD Chief/EPS	*Monitoring and Evaluation Tool *M&E Reports and Analysis	3. Provide technical assistance on curriculum implementation and innovation	Education Program Supervisors	Consolidated TA Needs Assessment Report -Approved TA Plan -TA Contract/Agreement -TA Result and Analysis -TA Accomplishment Report	CLMD/QAD/FTAD	*Accomplishment Report *Report Template TA Checklist Form
CLMD/QAD/FTAD	Consolidated TA Needs Assessment Report -Approved TA Plan -TA Contract/Agreement	4. Review and provide policy recommendations on curriculum implementation, special	Education Program Supervisors	*Reviewed Policy and Recommendation Report *Evaluation Report	CLMD/QAD/FTAD/HRDD	*Policy review and recommendation template *Evaluation Report Template

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	34 of 64
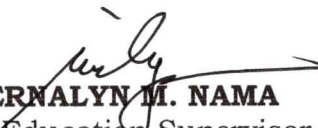
SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
	-TA Result and Analysis -TA Accomplishment Report	curricular/interest programs and support activities				
CLMD/QAD/FTAD/HRDD	*Reviewed Policy and Recommendation Report *Evaluation Report	5. Develop and implement PPAs on SCPs Curriculum Implementation, Innovation, and Learning Outcome Assessment	Education Program Supervisors	*Approved PPA design *Accomplishment Report	CLMD	*PPA Template *Accomplishment Report Template

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	35 of 64

QUALITY CONTROL PLAN

Effective as of: March 8, 2024

Name of the Process:	Management/ Contextualization of Teaching-Learning Delivery System

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	*(Information, Documents, Materials, etc)*	*(Main and Sub-activities, Process Steps)*	*(Position Title/Office Name performing the activity)*	*(Title of Documents, Service, Products)*	*(Recipient of outputs)*	*(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)*
DepEd CO, BLD, ORD, OARD, CLMD Chief	Laws, Issuances (Orders/Memoranda), Policy Guidelines, Advisories, Letters	Conduct of CO-RO PAPs re: monitoring and evaluation of implementation of curricular and special curricular programs, initiatives and projects on contextualized delivery systems, modalities and innovations	Education Program Supervisors	Quarterly Monitoring Report	CLMD Chief	Authority to Implement Checklist, Regional Memorandum, Activity Completion Report

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Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	36 of 64
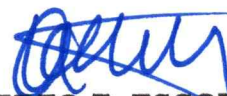
CLMD Chief	Quarterly Monitoring Report	Consolidation of Quarterly Monitoring Report	Education Program Supervisors	Master list of Contextualized Learning Systems, Modalities, and Innovations	CLMD Chief	Database of consolidated quarterly monitoring report
CLMD Chief	Master list of Contextualized Learning Systems, Modalities, and Innovations	Review of existing policies and guidelines vis-a-vis Master list of Contextualized Learning Systems, Modalities, and Innovations	Education Program Supervisors	Policy reviews and recommendations on learning delivery	ORD, OARD	Policy Review Template *(by the PPRD)*
ORD, OARD	Policy reviews and recommendations on learning delivery	Adoption and implementation of policy recommendations on learning delivery	RO-ORD CLMD	Evaluation Report	CLMD/QAD/ ESSD/FTAD/ PPRD/HRDD	Monitoring and Evaluation Form

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	37 of 64

Curriculum and Learning Management Division

QUALITY CONTROL PLAN

Effective as of: March 8, 2024

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

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	*(Information, Documents, Materials, etc)*	*(Main and Sub-activities, Process Steps)*	*(Position Title/Office Name performing the activity)*	*(Title of Documents, Service, Products)*	*(Recipient of outputs)*	*(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)*
CLMD-LRMS	Needs Analysis	Assess learning resources needs per Learning Areas and Grade Levels	CLMD-LRMS	Regional LR TA Plan	CLMD-LRMS	Regional LR Plan 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

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Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	38 of 64

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 Regional LR One Drive/Google Drive

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	39 of 64

QUALITY CONTROL PLAN
Effective as of: March 8, 2024

Name of the Process:			Management of Assessment Mechanism Contextualization			
SOURCE OF INPUTS *(Position Title, Office Name providing the inputs)*	**INPUTS** *(Information, Documents, Materials, etc)*	**ACTIVITY** *(Main and Sub-activities, Process Steps)*	**RESPONSIBILITIES** *(Position Title/Office Name performing the activity)*	**OUTPUTS** *(Title of Documents, Service, Products)*	**CUSTOMER** *(Recipient of outputs)*	**CONTROLS** *(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)*
CLMD Chief ES	Designed and Developed Assessment Framework, Programs and Tools/ Instrument	Crafting of assessment tool	CLMD EPS Focal Person & other personnel	Assessment tool	RD	RM
RD	Assessment tool	Conduct of Pilot testing	CLMD EPS Focal Person	Finalized assessment tool	CLMD Chief ES	Memo on the finalization
RD	Assessment	Conduct of Pilot testing	CLMD EPS Focal Person	Finalized assessment tool	CLMD Chief	Memo on the finalization

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Telephone No.: 02-8682-2114
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Website: depedcalabarzon.ph

Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	40 of 64
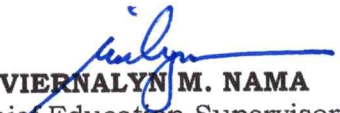
	tool				ES	
CLMD Chief ES	Finalized assessment tool	Administration of the assessment tool	CLMD EPS Focal Person	Test result	CLMD EPS	Memo to conduct the activity
CLMD EPS	Test Results	Data Analysis, interpretation of test results	CLMD EPS Focal Person	Technical Report	BEA, RD, CLMD Chief ES	Issuances (DepEd Orders/Memorandum)
BEA, RD, CLMD Chief ES	Technical Report	Finalization of the contextualized assessment mechanism	CLMD EPS Focal Person & Members	Contextualized assessment mechanism	CLMD EPS	Issuances (DepEd Orders/Memorandum)

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QUALITY CONTROL PLAN
Effective as of: March 8, 2024

Name of Process:	**Assessment Operation**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	*(Information, Documents, Materials, etc)*	*(Main and Sub-activities, Process Steps)*	*(Position Title/Office Name performing the activity)*	*(Title of Documents, Service, Products)*	*(Recipient of outputs)*	*(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)*
BEA	Issuances (DepEd Orders/Memorandum)	Conduct of CLMD EPSs Meeting	CLMD EPS Focal Person & Other Members	Minutes of the Meeting	Chief ES	Approved Letter for the Meeting from the Chief
CLMD EPS Focal Person	Minutes of the Meeting	Issuances (DepEd Orders/Memorandum)	CLMD EPS Focal Person	Assessment Result	Chief ES	Assessment Report Template, Issuances (DepEd Orders/ Memorandum)

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	42 of 64
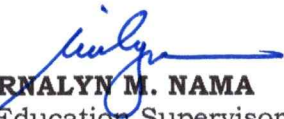
SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
CLMD EPS Focal Person	Assessment Result	Data Analysis, interpretation of test results	CLMD EPS Focal Person	Technical Report	BEA, RD, CLMD Chief ES	Issuances (DepEd Orders/Memoran dum)

Prepared by:

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Chief Education Supervisor
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ATTY. ALBERTO T. ESCOBARTE, CESO II
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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	43 of 64

QUALITY CONTROL PLAN
Effective as of: March 8, 2024

Name of Process:	Data Analysis and Interpretation					
SOURCE OF INPUTS	**INPUTS**	**ACTIVITY**	**RESPONSIBILITIES**	**OUTPUTS**	**CUSTOMER**	**CONTROLS**
(Position Title, Office Name providing the inputs)	*(Information, Documents, Materials, etc)*	*(Main and Sub-activities, Process Steps)*	*(Position Title/ Office Name performing the activity)*	*(Title of Documents, Service, Products)*	*(Recipient of outputs)*	*(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)*
BEA	Submission and presentation of assessment results analysis	Consolidation of assessment results	CLMD EPS Focal Person & Member	Consolidated Assessment Report	FTAD/Chief ES/RD	Database of consolidated assessment results
CLMD	Consolidated Assessment Report	Analysis of assessment results	CLMD EPS Focal Person & Members	Technical Report	CLMD	Issuances (DepEd Orders/Memorandum)
CLMD	Technical Report	Presentation of Results	CLMD EPS Focal Person & Member, CLMD	Policy Recommendation	CLMD / PPRD	Issuances (DepEd Orders/Memorandum)

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	44 of 64

QUALITY CONTROL PLAN

Effective as of: March 8, 2024

Name of Process:	**Development of Education Research Framework, Design, Procedures and Instruments**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	*(Information, Documents, Materials, etc)*	*(Main and Sub-activities, Process Steps)*	*(Position Title/Office Name performing the activity)*	*(Title of Documents, Service, Products)*	*(Recipient of outputs)*	*(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)*
RO Monitoring Report	Issuances (DepEd Orders/Memorandum)	Design and Development of Research Framework	CLMD EPS Focal Person & other personnel	Designed and Developed Research Framework	CLMD Chief ES	Proposal Template Authority to Implement Checklist Research framework
CLMD Chief ES	Designed and Developed Research Framework	Crafting of Research Design Procedure and instrument	CLMD EPS Focal Person & other personnel	Research Design and Instrument	RD	Issuances (DepEd Orders/Memorandum) Validation Tool

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	45 of 64
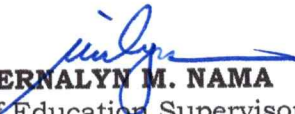
SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
RD	Research Design and Instrument	Crafting of Research Proposal	CLMD EPS Focal Person	Approved Research Proposal	CLMD Chief ES	Issuances (DepEd Orders/Memorandum)

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	46 of 64

QUALITY CONTROL PLAN

Effective as of: March 8, 2024

Name of Process:	**Conduct of Research**

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	*(Information, Documents, Materials, etc)*	*(Main and Sub-activities, Process Steps)*	*(Position Title/Office Name performing the activity)*	*(Title of Documents, Service, Products)*	*(Recipient of outputs)*	*(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)*
RO Monitoring Report	Issuances (DepEd Orders/Memorandum)	Crafting of Research Proposal	CLMD EPS Focal Person	Approved Research Proposal	CLMD Chief ES	Issuances (DepEd Orders/Memorandum)
CLMD Chief ES	Approved Research Proposal	Conducting of Research	CLMD EPS Focal Person & Member	Full Paper	CLMD/RO	Issuances (DepEd Orders/Memorandum)
CLMD	Full Paper	Presentation of Results	CLMD, EPS Focal Person & Member, CLMD	Innovation /Policy Review	CLMD/ RO	Issuances (DepEd Orders/Memorandum)

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	47 of 64
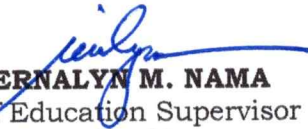
SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
CLMD	Innovation /Policy Review	Issuances of DepEd Orders/Memorandum)	RD	DepEd Orders/Memorandum)	RO	Issuances Template

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	48 of 64

QUALITY CONTROL PLAN

Effective as of: March 8, 2024

Name of Process:	Utilization of Research Data and Information

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	*(Information, Documents, Materials, etc)*	*(Main and Sub-activities, Process Steps)*	*(Position Title/Office Name performing the activity)*	*(Title of Documents, Service, Products)*	*(Recipient of outputs)*	*(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)*
DepEd Order/ Memorandum/ Issuance	Full Paper Research Report	Crafting of Policy Review/ Conceptualization of Innovation	CLMD EPS Focal Person & Member	Policy Review/ Innovation	CLMD, RD	DepEd Order/ Memorandum/ Issuance
Full Paper Research Report	Policy Review/ Innovation	Presentation of Policy Review/ Innovation	CLMD EPS Focal Person & Member	Minutes of the meeting/Narrative Report	Education Program Supervisor	All applicable forms and templates
CLMD	Innovation /Policy Review	Issuances of DepEd Orders/Memorandum)	RD	DepEd Orders/Memorandum)	RO	Issuances Template

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	49 of 64

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
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.
Education Program Supervisor	Signed applicable program implementation documents	Implementation of CO or RO funded Programs, Activities and Projects.	Education Program Supervisor, Chief Education Supervisor	Accomplish ment Report	CLMD EPS	Memorandum

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	50 of 64

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
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

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	51 of 64

QUALITY CONTROL PLAN
Effective as of: March 8, 2024

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

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	*(Information, Documents, Materials, etc)*	*(Main and Sub-activities, Process Steps)*	*(Position Title/ Office Name performing the activity)*	*(Title of Documents, Service, Products)*	*(Recipient of outputs)*	*(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)*
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 Regional Director, Regional Director.	Signed applicable program implementation documents	Education Program Supervisor	All applicable forms and templates indicated in the authority to implement checklist.

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	52 of 64

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 payments.	Education Program Supervisor and CLMD Chief	Reported in Quarterly PIR.	Finance division, PPRD and Regional Director.	Accomplishment Reports, payment forms

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	53 of 64

QUALITY CONTROL PLAN
Effective as of: March 8, 2024

Name of Process:	Incoming and Outgoing of Documents

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	*(Information, Documents, Materials, etc)*	*(Main and Sub-activities, Process Steps)*	*(Position Title/Office Name performing the activity)*	*(Title of Documents, Service, Products)*	*(Recipient of outputs)*	*(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)*
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
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

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	54 of 64

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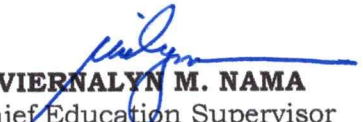
Administrative Assistant	Signed document with TeaHUB codes	Encoding of documents in the database and outgoing document	Administrative Assistant	Encoded and released signed documents with TeaHUB Codes	Administrative Assistant of other Functional Division	Log book / Email / TeaHUB
Administrative Assistant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

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	56 of 64

QUALITY CONTROL PLAN
Effective as of: March 8, 2024

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

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
(Position Title, Office Name providing the inputs)	*(Information, Documents, Materials, etc)*	*(Main and Sub-activities, Process Steps)*	*(Position Title/Office Name performing the activity)*	*(Title of Documents, Service, Products)*	*(Recipient of outputs)*	*(Input, Process and Output Controls; Activity, Forms and Templates, References, Monitoring Tools)*
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
CLMD Chief	Encoded SARO (details)	Reporting of Budget	PIR Focal / Finance	Updated Budget	CLMD Chief, and	PIR Template

SOURCE OF INPUTS	INPUTS	ACTIVITY	RESPONSIBILITIES	OUTPUTS	CUSTOMER	CONTROLS
		Utilization (During DPR / PIR)		Utilization Report	personnel	

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	58 of 64

FORMS AND TEMPLATES
Effective as of: March 8, 2024

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
RO-CLMD-F007	CLMD Routine Slip	CLMD	Administrative Staff/Chief	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	59 of 64

Certificate No. PHP QMS 22 93 0085

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-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
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

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	60 of 64

Certificate No. PHP QMS 22 93 0065

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-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
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 Risk Log Form	CLMD	CLMD Personnel	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	61 of 64

Certificate No. PHP QMS 22 93 0086

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-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
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
RO-CLMD-F033	LRE Form	CLMD-LRMS	EP/RO/Division Learning Evaluator	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	62 of 64

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-F034	Request for the Participation of CLMD Personnel In RO-FD Activities	CLMD	CLMD/ Requesting FD	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F035	CLMD Exit Form	CLMD	CLMD	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F036	CLMD Follow-up Form	CLMD	CLMD	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A
RO-CLMD-F037	Review Form for Interfacing Office	CLMD	CLMD	00	September 20, 2021	one4a.edu.ph/deped-portal/forms	A

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Doc. Ref. Code	OpsManual	Rev	01
Effectivity	09.20.21	Page	63 of 64