




Division Memorandum

No. 192 s. 2019

TO: **IMS Education Program Supervisors**
LRMS Personnel
Select Elem. & Sec. School Heads
Select Division Personnel
This Division

From:  **MARILOU B. DEDUMO, Ph.D., CESO V**
Schools Division Superintendent

Subject: **TRAINING/ WORKSHOP FOR DIVISION AND SELECT SCHOOL PERSONNEL ON THE QUALITY ASSURANCE (QA) OF DEVELOPED OR CONTEXTUALIZED LEARNING RESOURCES PER SUBJECT AREA**

Date: June 26, 2019

1. Quality Assurance (QA) is necessary to assess the suitability of the developed, redeveloped or contextualized LRs. QA involves evaluation of LRs if it pass the minimum criterion rating as to content, format, presentation and organization, accuracy and up-to-datedness, intellectual property rights (IPR), and adherence to the social content guidelines. Thus, there is a need to conduct this training/workshop to enhance the skills of the Division QA Team in order to ensure that all LRs developed/redeveloped/contextualized observe the LRMDS standards and specifications.
2. The terminal objective of the training-workshop is to capacitate the Division Quality Assurance team on the Learning Resource Quality Assurance Process to ensure adherence of developed/redeveloped/contextualized LRs to the LRMDS standards and specifications. Specifically, the training-workshop shall have:
 - Oriented the participants on the LR QA Process Workflow, QA Tools, IPR and social content guidelines
 - Capacitated the Division QA Team on how to go about the QA Process and utilize the various QA tools
 - Instilled among the participants the need to adhere to LRMDS standards and specifications geared towards ensuring quality LRs for the learners.
3. The Training/ Workshop will be held on July 10, 2019 at a **venue (to be announced later)**.
4. Refer to **Enclosure 1** for the list of participants. Furthermore, participants are requested to bring laptop, extension wire, and other necessary materials to be used during the workshop.
5. Travel expenses and per diem of the participants are chargeable against division/ school MOOE subject to the usual COA rules and regulations.
6. Wide and immediate dissemination of this memorandum is directed.

