



Republic of the Philippines
Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

04 FEB 2021

Division MEMORANDUM

No. 042, s. 2021

DEVELOPMENT OF LEARNING ACTIVITY SHEETS FOR QUARTER 3

To : Chief of Curriculum Implementation Division
Education Program Supervisors
Division Program Coordinators
Public Schools District Supervisors & Districts In-Charge
Secondary and Elementary School Heads
Select Teacher-Writers
This Division

1. In view of the need to prepare learning materials to be used during distance learning, Surigao del Sur Division shall spearhead the **Development of Learning Activity Sheets for the Third Quarter**.
2. This endeavor envisions to design **Learning Activity Materials for the First Four Weeks** of the Third Quarter.
3. Participants to this activity are the select development teams in all subject areas across grade levels.
4. Due to massive participation of teachers in the development of Theme-based Authentic performance and Assessment, some adjustments were made from the selected writers.
5. Per agreement of the top management and consultants, only two (2) select teams from Theme-based Authentic Performance and Assessment shall continue with the different phases to design assessment learning packets as scheduled while the remaining four (4) groups shall become members of the development teams for the designing of learning activity sheets for the third quarter. *(Refer to enclosures for the list of management teams, team leaders, quality assurance teams and writers)*
6. Members of the management and development teams shall refer to the terms of reference, process flows, learning resource specifications and timeline of activities. *(Refer to enclosures)*
7. All learning areas from Kindergarten to Grade 12 shall craft LAS except for subject areas with available LAS or SLMs. *(Refer to enclosures for subjects with available SLMs or LAS).*
8. For subjects in the third quarter with available ADMs/SLMs, it is imperative to use the contextualized WHLP. In order to curtail the issue on printing logistics, WHLPs shall be carefully crafted in such a way that only those highly befitting SLM



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components or pages will be printed and distributed to learners. There are 3rd Quarter SLMs that will be made available by the Regional Office, treated as locally developed materials. Only subjects with unavailable SLMs will be included in the development and quality assurance.

9. Development of LAS based on DepEd-released textbooks, LMs, teaching guides and external resources shall strictly observe copyright ethics (*e.g. in-text citations and referencing*) for security and protection.

10. For more clarifications, you may refer to concerned learning area supervisors.

10. Immediate dissemination of this memorandum is desired.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: As stated
Reference:

DepEd Order No. 31, s. 2020

To be indicated in the Perpetual Index
under the following subjects:

LEARNING ACTIVITY SHEETS
CURRICULUM

LEARNING RESOURCES
CONTEXTUALIZATION

CTCCC//DM-MEMO DEVELOPMENT OF LEARNING ACTIVITY MATERIALS FOR QUARTER 3
_____/FEBRUARY 5, 2021



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Enclosure No. 1

PROGRAM MANAGEMENT TEAM

Over-all Chairperson : **Josita B. Carmen, CESO V**
Schools Division Superintendent

Vice Chairperson : **Jasmin R. Lacuna**
Asst. Schools Division Superintendent

Program Manager : **Celsa A. Casa, PhD.**
Chief – CID

Focal Person : **Bryan L. Arreo**
Education Program Supervisor – LRMDs

DEVELOPMENT TEAMS

Learning Area Managers/
QA Leaders : **All Education Program Supervisors**
Division Coordinators

Team Leaders : **Public Schools District Supervisors**
Public Schools District In-charge

Filipino : **Gemmalynda P. Montenegro**
Ernie Dapar

English : **Cynthia O. Acevedo**
Wilma O. Premarion

Mathematics : **Josephine Aroa**
Jay C. Dalman

Aral. Pan. : **Arlene Sumabat**
Aileen Abunda

EsP : **Lucena Estrada**
Famelito Umapas

MAPEH : **Annabelle Cubil**
Uldarico Luarez

EPP : **Hilario B. delos Reyes**
Edwin Espinola



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MTB-MLE : **Mariasol Yara
Myrna Lauron**

STEM : **Rosalinda E. Urbiztondo
Mirasol Taray**

HUMMS : **Loveleah Albarillo
Vergil Eder**

ABM : **Marilyn Bandola
Lina Cuares**

TVL : **Merco Loren
Jurissa Orquita**

Writers : **Select Teachers**



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Enclosure No. 2

TERMS OF REFERENCE

Program Manager

1. Oversee the over-all proceedings of LAS development
2. Monitor the activities of Learning Area Managers, QA Leaders and Team Leaders
3. Report to the chairpersons on the status and accomplishment of LAS development

Focal Person

1. Assist in overseeing the over-all proceedings of LAS development
2. Assist in monitoring the activities of Learning Area Managers, QA Leaders and Team Leaders
3. Lead the updating/tracking of accomplished/quality assured LAS for posting to LRlinked and District LR Microsites
4. Provide technical expertise to Learning Area Managers, QA Leaders, Team Leaders and QA Teams
5. Report to the program manager on the status and accomplishment of LAS development

Learning Area Managers and QA Leaders

1. Finalize the list of writers and QA teams in the respective learning area across grade levels.
2. Attend meetings set by team leaders.
3. Provide capacity building to teacher-writers in designing learning activity sheets.
4. Monitor the status/progress of crafted learning activity sheets ready for quality assurance.
5. Lead in the quality assurance of crafted learning activity sheets.
6. Monitor the progress of quality assurance teams.
7. Monitor the over-all activities reflected on the timelines and targets.

Team Leaders

1. Set schedules of meetings for writers.
2. Lead in the meeting of teams for the presentation, updating and accomplishment of LAS.
3. Monitor the status/progress of the crafted LAS ready for quality assurance.
4. Provide technical assistance to writers in crafting the LAS.
5. Report to the learning area managers on the overall status of LAS development.



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Writers

1. Develop learning activity sheets for the competencies assigned
2. Report to the team leaders during the scheduled meetings and presentation
3. Submit crafted LAS to quality assurance teams for evaluation
4. Revise LAS based on suggestions and recommendations of quality assurance team
5. Refer to learning area manager and team leaders for assistance, if there are concerns
6. Adhere to the timeline of activities and process flows provided

Quality Assurance Teams

1. Evaluate thoroughly learning activity sheets for the competencies assigned
2. Report to the learning area managers during the scheduled meetings and presentation
3. Review assigned LAS, give suggestions and recommendations for improvement.
4. Refer to learning area managers for assistance, if there are concerns.
5. Report to learning area managers on the progress of LAS accomplishment of quality assurance activities.
6. Adhere to the timeline of activities and process flows provided.



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Enclosure No. 3

TIMELINE OF ACTIVITIES

ACTIVITIES	DATE OF IMPLEMENTATION	PERSONS RESPONSIBLE
1. Organization of Development Teams	February 3, 2021	CID Chief, LRMDs Manager and All Learning Area Supervisors
2. Planning of Activities	February 4, 2021	CID Chief, LRMDs Manager and All Learning Area Supervisors
3. Orientation of Management Teams, Learning Area Managers and Team Leaders	February 5, 2021	CID Chief, LRMDs Manager and All Learning Area Supervisors, Team Leaders
4. Onboarding and Capacity Building for LAS Writers and Quality Assurance Teams	February 10–11, 2021	CID Chief, LRMDs Manager and All Learning Area Supervisors, Team Leaders, Writers
5. Writing of LAS	February 11–14, 2021	Learning Area Managers, Team Leaders, Writers
6. Quality Assuring of LAS (Version 1 - Internal)	February 15, 2021	Learning Area Managers, Team Leaders, Writers
7. Revision of LAS (Version 1)	February 16, 2021	Learning Area Managers, Team Leaders, Writers
8. Quality Assuring of LAS (Version 2 - External)	February 17– 18, 2021	Learning Area Managers, Team Leaders, QA Teams
9. Revision of LAS (Version 2)	February 19, 2021	Learning Area Managers, Team Leaders, Writers
10. Quality Assuring of LAS (Version 3)	February 20–21, 2021	Learning Area Managers, Team Leaders, QA Teams
11. Finalization and Packaging of LAS	February 22, 2020	Learning Area Managers, Team Leaders, Writers
12. Submission of quality assured LAS	February 23, 2021	LRMDs Manager, Learning Area Managers, Team Leaders
13. Dissemination of quality assured LAS	February 23, 2021	LRMDs Manager

Note: The timeline of activities can be adjusted depending on the pacing of the writers and the quality assurance teams. For example, if LAS is already good enough for version 2, then it will go directly to finalization of LAS.

Internal QA – The quality assurance will be done by the writers themselves. The writers will exchange their own developed LAS and evaluate each other's output.

External QA – The quality assurance will be done by a separate quality assurance team who are not part of the writer's team.



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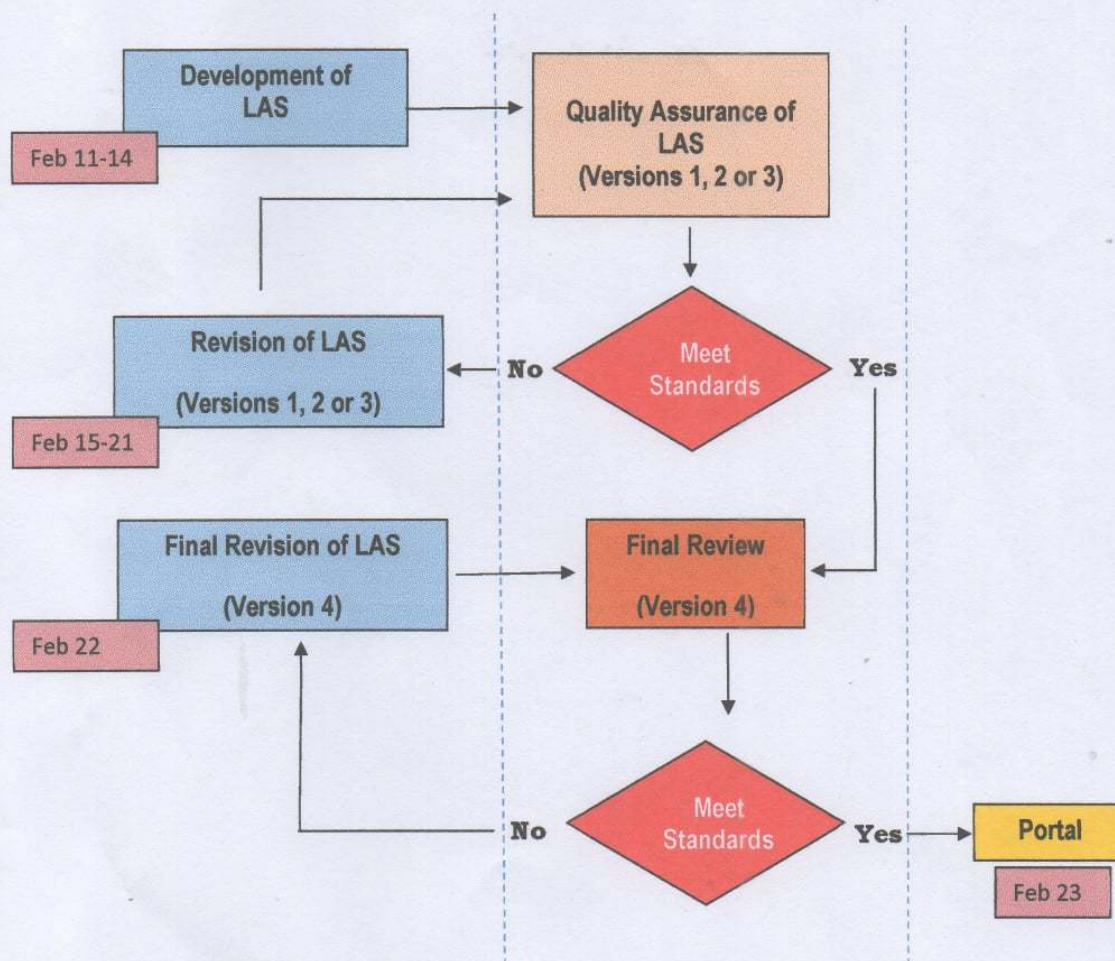
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Enclosure No. 4

PROCESS FLOW OF ACTIVITIES



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Enclosure No. 6

LEARNING AREAS WITH AVAILABLE SLMS/LAS

Learning Area	Grade Level
Science	Grades 1 to 12
All Learning Areas except TLE	Grade 8
English	1, 2, 3, and 8

THEME-BASED TEAMS MIGRATED TO LAS DEVELOPMENT

Grade Level	Groups
Grade 1	2, 3, 4 and 5
Grade 2	2, 3, 4 and 6
Grade 3	2, 3, 4 and 6
Grade 4	1, 2, 4 and 6
Grade 5	2, 3, 4 and 5
Grade 6	1, 4, 5 and 6
Grade 7	2, 3, 4 and 6
Grade 8	All are retained in TBAPA
Grade 9	2, 3, 4 and 6
Grade 10	2, 3, 4 and 6
Grade 11	2, 3, 4 and 6
Grade 12	2, 3, 4 and 6



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