



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang., Malaybalay City
Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net

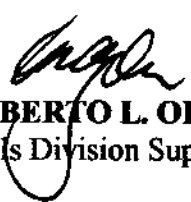


DIVISION MEMORANDUM

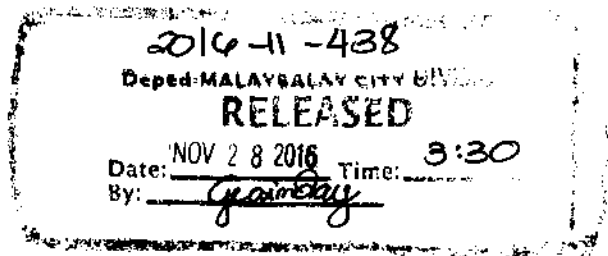
No. 643 s. 2016



**TO: Chief Education Supervisors and Staff, CID and SGOD
School Heads (Elementary and Secondary)
All Others Concerned**


FROM: EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

DATE: November 28, 2016



RE: Submission of Quality Assured Teacher-Developed Digital Interactive Instructional Materials (IMs) (Deliverable 3 of the ReP)

1. The field is hereby informed about the recently conducted Development of Digital Interactive Instructional Materials (IMs) Seminar-Workshop (*Deliverable 3 of the Re-Entry Project (ReP) ICT4Ed: The High Tech Teachers in Malaybalay City*) on Nov. 15-17, 2016 at Loiza's, Pavilion, Casisang, Malaybalay City. The training has capacitated the school participants in developing interactive IMs. Although their initial outputs were submitted during the last day of the seminar-workshop, the ICT4Ed Project Team has instructed them to have their interactive IMs undergo the quality assurance process. This was elaborated by the Curriculum Implementation Division-Learning Resource Management Development System (CID-LRMDS).

2. To ensure quality Interactive IMs, this Office hereby directs all school heads to inform their school participant to have their digital interactive IMs undergo the quality assurance process using the LRMDS Assessment and Evaluation Tools, such as:

- a. Guidelines and Checklist to Support Intellectual Property Rights Management;
- b. LRMDS Educational Soundness Evaluation Checklist;
- c. Evaluation Rating Sheet for non-print materials; and,
- d. Technical Evaluation Guidelines and Checklist.

3. Further, it is required that the following activities will be conducted to ensure quality assurance of interactive IMs, such as:

- a. Validation
- b. Pilot/pre-testing
- c. Modification
- d. Evaluation
- e. Revision (if necessary)
- f. Post-testing



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4. School heads are advised to direct the School Learning Resource Evaluation Team to evaluate the digital interactive IMs of their school participant to ensure that his/her IMs passes the quality assurance process. This Office informs the field that the quality assurance process is required prior to uploading the digital interactive IMs into the ICT4Ed Digital Library Portal which is currently being developed by the ICTS.

5. All school participants are required to submit the following documentary evidences:

Activities	Documentary Evidences	No. of Copies
Validation	a. Validation results signed by validators b. Certification from the School Head	2 copies
Pilot/pre-testing	- Attendance of the learners - Pictures	2 copies
Modification	N/A	
Evaluation using four (4) A and E Tools (c/o School LR Evaluation Team)	Four (4) LRMDs A and E Tools (as mentioned)	2 copies each
Revision	-	
Post-testing	- Attendance of learners - Pictures	2 copies

6. Further, all school participants are hereby directed to submit their quality assured interactive IMs in DVD and the afore-stated documentary evidences with transmittal signed by the school head on or before December 5, 2016 to this Office Attention: Jutchel L. Nayra, Project Manager.

7. Should there be queries on this requirement, the school heads or concerned participants are advised to refer it to Purisima J. Yap, Project Lead Supervisor (09364882591) and Jutchel L. Nayra, Project Manager (09352852051).

8. For compliance.

Copy furnished:

Records Unit

AO File - J.L. Nayra

TO BE POSTED IN THE WEBSITE