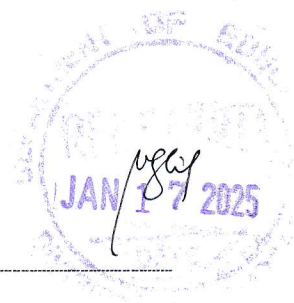




Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**



January 17, 2025

DIVISION MEMORANDUM

No. 01-010 s. 2025

**COMPOSITION OF DIV. LR DEVELOPMENT/QUALITY ASSURANCE MANAGEMENT TEAM  
AND SUBMISSION OF UPDATED ORGANIZATION OF LEARNING AREA/SCHOOL LR  
DEVELOPMENT/DISTRICT QUALITY ASSURANCE TEAMS**

OIC - Assistant Schools Division Superintendent  
CID Chief Education Supervisor  
Education Program Supervisors  
Public School District Supervisors/District In-Charge

**To:** Elementary Principals/School Heads  
Secondary Principals/School Heads  
Functional Divisions Sections/Units  
All Others Concerned  
This Division

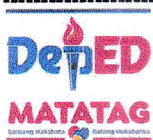
1. Recognizing its duty to provide public schools and learning centers, including teachers and learners, with varied, high-quality, accessible, affordable, and appropriate learning resources, the Department of Education (DepEd) establishes guidelines for managing and developing these resources, highlighting the significance of their creation and quality assurance.
2. To fully support this mandate and address the gap in providing Learning Resources, this office, through the Division Learning Resource Management Section (LRMS) under the guidance of the Curriculum Implementation Division (CID), has established the LR Development Management Teams and a Pool of LR Evaluators.
3. Thus, in response to the demands of the service, the following individuals are hereby designated as members of the Division, learning area, district, and school Learning Resource Development, Selection, and Quality Assurance Management Teams.

**A. Composition of Division LR Development/Quality Assurance Mgmt. Team**

Chairperson:	<b>GEMNA G. POBE, EdD, DPA</b> CID, Chief Education Supervisor
Co-Chairperson:	<b>NENIEL E. DUMANJOG, PhD</b> Education Program Supervisor LRMS Manager <b>RANDY A. RUDILA</b> Education Program Supervisor - Filipino Div. ADM Focal Person

**LR Development Members/Content Evaluators/PR Reviewers:**

**MARITES T. PENERA, PhD**



Brgy. Osmena, Dapa, Surigao del Norte, 8417  
Contact No.: 09190040217

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 DepEd Siargao



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Education Program Supervisor - English

**RELYN D. RAZA, PhD**

Education Program Supervisor - Science

**FLORANGEL S. ARCADIO, PhD**

Education Program Supervisor – Mathematics

**FERNANDO A. DONES JR., PhD**

Education Program Supervisor - Araling Panlipunan

**ELIAS G. BRINA, PhD**

Education Program Supervisor – MAPEH

Inclusive Education/Assessment

**ANIESOL C. LASALA**

Education Program Supervisor-TLE/EPP/ALS

**LUZ SANDRA R. FERNANDEZ**

Education Program Supervisor-MTB-MLE/Kindergarten

**Language Evaluators/Reviewers**

a. English

1. Marites T. Penera, PhD
2. Regemie A. Alburo, PhD
3. Fernando A. Dones Jr. PhD
4. Emilie C. Pomoy

b. Filipino

1. Randy A. Rudela
2. Kathleen M. Jornales
3. Julius P. Tesiorna
4. Alda G. Minorca
5. Joseph D. Solana

c. Sinurigaanon

1. Luz Sandra R. Fernandez
2. Florangel S. Arcadio
3. Ana Maria Tomasita Espejon
4. Leah G. Mones
5. Rolly S. Sapuras

d. Sinugbuanong Binisaya

1. Sarachen L. Sangco
- 2- Girlie Joie C. Sanico
3. Marites M. Petallo



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**4. Marissa L. Cuaresma**

**Book Design/Format/Layout Evaluator/Reviewer**

**CARLO BORRIS G. ORALIZA**

LR Project Development Officer II

4. Based on the above premise, this office mandates all Learning Area Supervisors, District Supervisors/In-Charge, and School Heads to submit an updated roster of the Learning Area/School LR Development and District/School LR Quality Assurance Teams, comprising the following:

**A. LR Development Teams:**

<b>Chairperson:</b>	Learning Area Supervisor/School Principal
<b>Co-chairperson:</b>	School ADM Coordinator
	School Learning Resource (LR) Coordinator (No Co-Chair for Learning Area LR Dev. Team)
<b>Members:</b>	Master Teachers (both Learning Area/School) Writers: 1 to 3 writers per learning area (Master Teacher/Subj. specialist)
<b>Illustrator:</b>	1 per Learning Area/School
<b>In-House Content Editor:</b>	1 per Learning Area/School
<b>In-House Language Editor:</b>	1 per Learning Area/School
<b>Layout Artist:</b>	1 per Learning Area/School
<b>Proofreader:</b>	1 per Learning Area/School

**B. LR Quality Assurance Teams - (District and Schools only)**

<b>Chairperson:</b>	District Supervisor/School Head
<b>Go-Chairperson:</b>	District/School LR/ADM Coordinators
<b>Content Evaluators/IPR Reviewers:</b>	3 per District/3 per school (School Head Learning Area Specialist, Subject Teachers/Master Teachers)
<b>Language Evaluators/Reviewers:</b>	3 per language
	a. English
	b. Filipino
	c. Sinurigaanon
	d. Sugbuanong Binisaya

**Book Design/format layout Evaluator/Reviewer: 1 per district/school**

5. As members of the Division/Learning Area/School LR Development, Division, district, and



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school LR Quality Assurance Management Teams, you are to manage/perform duties and functions in the development and quality assurance of learning resources with the highest degree of integrity as public servants.

6. It is understood that the aforementioned assignments come with no additional remuneration. Learning Area Supervisors, District Supervisors/In-Charge, and School Heads are encouraged to issue Certificates of Commendation to team members who perform their tasks efficiently and are duly recognized by the office.
7. Learning Area Supervisors, District Supervisors, and School Heads are required to submit a duly signed, scanned copy of their respective organizations/teams on or before **January 22, 2025**. The submitted data will serve as the basis for a Capability Building Proposal to be developed by the LR Section. Please upload the document using the following link: <https://tinyurl.com/QAteamsLR>.
8. Per the EEOP provision of this Office, no discrimination shall occur in the assignment or designation of officials and employees based on age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation, as outlined in the 2017 ORA-PHRA Rule IX, Section 83.
9. Immediate dissemination of/and compliance with this Memorandum is hereby enjoined

**MANUEL O. CABERTE**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: As stated.

References: ADM-LR Standards as of March 4, 20220

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

DESIGNATION	RESPONSIBILITIES	DEVELOPMENT TEAM
DUTIES	SCHOOL HEADS	LEARNING RESOURCES
LEARNERS	TEACHERS	QUALITY ASSURANCE TEAM

CID/rrms/hed  
01/17/2025



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