

#1674



DEPARTMENT OF EDUCATION  
SCHOOLS DIVISION OF

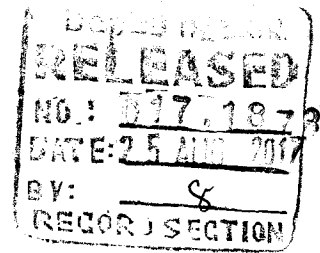
**NEGROS ORIENTAL**

*Flourishing the Paths to Educational Excellence*



**TRAVEL ORDER**  
August 25, 2017

To : Mrs. Esther M. Villarin  
Teacher In-Charge  
San Jose Provincial High School



Please be informed of your attendance to the REVIEW WORKSHOP OF DEPED DEVELOPED INSTRUCTIONAL MATERIALS (DDIM) on Accreditation and Equivalency (A & E) Modules on August 26-September 1, 2017 at the Tanza Oasis Hotel, Tanza Cavite per communications addressed to Dr. Gilbert T. Sadsad, OIC-Regional Director, DepEd, NIR from EDEL B. CARAG, Director III of the Bureau of Learning Resources dated August 23, 2017.

All travelling and other allowable expenses will be reimbursed during the workshop subject to the usual government accounting and auditing rules and regulations upon submission of required documents.



**SALUSTIANO T. JIMENEZ, CESO VI**  
**OIC-Asst. Regional Director**  
**Concurrent Schools Division Superintendent**  
8/25/17



**AUTHORITY TO TRAVEL**  
**August 24, 2017**

<b>TO:</b>	1.) Esther M. Villarin, Master Teacher I - Negros Oriental Division 2.) Mae C. Pavilario, Head Teacher III – Bacolod City Division 3.) Agustin Lood Jr., SEPS – San Carlos City Division 4.) Ma. Lumina V. Rumbines, Master Teacher I – La Carlota City Division
<b>Office/Station:</b>	DEPED - NIR
<b>Nature of Travel</b>	<b>Official Business</b>
<b>Fund Source</b>	<b>BLR FUNDS</b>
<b>Inclusive Date of Travel</b>	<b>August 26 - September 1, 2017</b>
<b>Destination</b>	<b>Tanza Oasis Hotel, Tanza Cavite</b>
<b>Purpose</b>	<b>To attend the Review Workshop of DepEd Developed Instructional Materials (DDIM) on Accreditation and Equivalency (A and E) Modules.</b>

CLMD/jgl

  
GILBERT A. SADSAD, CESO V  
Director III  
OIC – Regional Director 



*Office of the Director*

August 23, 2017

**GILBERT T. SADSAD**  
OIC - Regional Director  
DepEd Region NIR  
West City ES, Dumaguete City

Attention: Schools Division Superintendent

Dear Dir. Sadsad:

The Department of Education (DepEd) through the Bureau of Learning Resources – Quality Assurance Division (BLR-QAD) will conduct a Review Workshop of DepEd Developed Instructional Materials (DDIM), specifically Accreditation and Equivalency (A and E) Modules on **August 27 to September 1, 2017** at the Tanza Oasis Hotel, Tanza Cavite (inclusive of travel time). In this connection, the following personnel have been selected to serve as learning resource evaluators (LREs) of the said materials:

1. Esther M. Villarin, Master Teacher I of Negros Oriental Division
2. Mae C. Pavilaro, Head Teacher III of Bacolod City Division
3. Agustin Lood Jr. SEPS of San Carlos City Division
4. Ma. Lumina V. Rumbines, Master Teacher I of La Carlota City Division

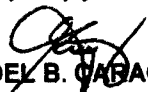
The Terms of Reference (ToR) of LREs are attached for your reference. During the workshop, evaluators are requested to bring their own laptop and useful reference materials.

May we also ask for a confirmation of the attendance of the identified learning resource evaluator from your region/division as soon as possible.

All travelling and other allowable expenses will be reimbursed during the workshop subject to the usual government accounting and auditing rules and regulations upon submission of required documents. For confirmation of attendance and any query or clarification, the requested participant may contact the BLR-QAD (Attention: Mr. Eric Labre) at telephone numbers (02) 634-1054, 631-9294, or cell phone number 0943-3956760.

Thank you very much for your cooperation.

Very truly yours,

  
**EDEL B. CARAG**  
Director III  
OIC – Director IV

Attach.: as stated

**Review of DepEd-developed Instructional Materials (Accreditation and Equivalency Modules-Alternative Learning Systems)  
Oasis Hotel, Tanza, Cavite- August 27 to September 1, 2017  
Program of Activities**

**Objectives:**

1. To ensure that all content of the DDIMs are accurate and within the standards by the Department of Education.
2. To write specific comments and findings on the margins of pages of the DDIMs where inadequacies in content and/or errors are found.
3. To prepare individual and team Evaluation Rating Sheets (ERS) for each assigned DDIMs.

Time	(Day 1) August 27	(Day 2) Mon. August 28	(Day 3) Tue. August 29	(Day 4) Wed. August 30	(Day 5) Thurs. August 31	(Day 6) Friday September 1
8:00 – 8:15 a.m.			Management of Learning (MOL)			
8:15 – 8:30 a.m.		<ul style="list-style-type: none"> <li>• Opening Program</li> <li>• Philippine National Anthem</li> <li>• Prayer</li> <li>• Introduction of Participants</li> <li>• Welcome Remarks</li> <li>• Statement of Purpose and Workshop Mechanics</li> <li>• House Rules</li> <li>• Picture taking</li> </ul>	Continuation of Workshop 1	Continuation of Workshop 1	Continuation of Workshops 1 and 2	Continuation of Workshops 1, 2, and 3
8:30 – 9:00 a.m.		<ul style="list-style-type: none"> <li>• Plenary Session 1: Orientation on the Individual Review of DDIMs (Content)</li> </ul>				
9:00 – 10:00 a.m.	Travel Time					
10:00- 10:30			B R E A K T I M E			
10:30 – 1:00 p.m.		Plenary Session 1: Orientation on the Individual Review of DDIMs (Language)	Continuation of Workshop 1	Continuation of Workshop 1	Continuation of Workshops 1 and 2	Final submission of remaining reviewed DDIMs and workshop documents
11:00 – 1:200 p.m.			L U N C H B R E A K			
12:00 – 1:00						
1:00 – 2:00 p.m.		Workshop 1: Start of Individual Review (Release of Assigned DDIMs)	Continuation of Workshop 1	Workshop 2: Start of Team Review	Workshop 3: Mechanical checking of submitted DDIMs by facilitators	HOMIE SWEET HOME
2:00 – 3:00 p.m.	Registration / Settling in					
3:00 – 3:30 p.m.			B R E A K T I M E			
3:30 – 5:00 p.m.	Registration / Settling	Continuation of Workshop 1	Continuation of Workshop 1	Continuation of Workshop 2	Continuation of Workshops 1, 2 and 3	
6:00 – 7:00 p.m.			D I N N E R T I M E			
Expected Outputs		Participants are oriented on the mechanics of the review	Participants checked DDIMs for content and language error	Content and Language Reviewer consult findings and make a final recommendations	Participants are able to resubmit returned DDIMs checked by the facilitator and implement corrections	

**Review Workshop of DepEd-Developed Instructional Materials(DDIMs)  
(A & E Modules-Alternative Learning System)**

**Terms of Reference**

**Learning Resource Reviewer**

1. Attend a 6-day review workshop of DDIMs
2. Evaluate the content of the DDIMs assigned to you (on your own time) to check whether the assigned titles are:
  - a. useful in the identified learning area(s) either for reinforcement, enrichment, or mastery of specific concepts, skills, and values; and
  - b. suitable and appropriate for use in public elementary or high schools.
3. Write specific comments and findings on the margins of pages in the DDIMs where inadequacies in content and/or errors are found.
4. Accomplish an individual *Evaluation Rating Sheet* form for the DDIMs evaluated.
5. Discuss and agree with your teammate (through consensus) on the contents of the Team Evaluation Rating Sheet (TERS) for the DDIMs evaluated, if applicable.
6. Write (in red/blue ink) all validated marginal notes on the team copy of the DDIMs reviewed.
7. Prepare and submit to BLR the TERS, team copy of the DDIMs with validated marginal notes, and other required documents as deemed necessary.
8. Actively participate and provide inputs and recommendations.
9. Prepare and submit to BLR workshop outputs and liquidation documents.

**BLR Facilitators**

1. Serve as resource persons during the consultative workshop
2. Facilitate in the workshop discussion and open-forums
3. Serve as secretariat during the workshop.

Prepared by:

  
**ERIC U. LABRE**  
Senior Education Program Specialist

FROM: I/OCS

FXN NO. 6341072

23 AUG. 2017 12:05PM P1



Republic of the Philippines  
 Department of Education  
**BUREAU OF LEARNING RESOURCES**  
 Ground Floor, Bonifacio Bldg., DepEd Complex, Meralco Ave, Pasig City  
 \* blr.lrqaad@deped.gov.ph \* blr.lrpd@deped.gov.ph \* blr.od@deped.gov.ph  
 634-1054 \* 634-1072 \* 634-0901



Office of the Director

August 23, 2017

**URGENT**

**JULIET A. JERUTA**  
 OIC - Regional Director  
 DepEd Region VII  
 Sudlon, Lahug Cebu City

Attention: Schools Division Superintendent

Dear Dir. Jeruta:

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The Terms of Reference (ToR) of LREs are attached for your reference. During the workshop, evaluators are requested to bring their own laptop and useful reference materials.

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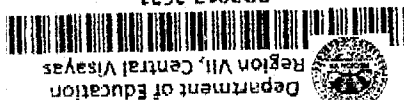
Thank you very much for your cooperation.

Very truly yours,

  
**EDEL B. CARAG**  
 Director III  
 OIC - Director IV

Attach: as stated

RD2017-2621  
23-Aug-17



Department of Education  
Region VII, Central Visayas

**Review Workshop of DepEd-Developed Instructional Materials(DDIMs)  
(A & E Modules-Alternative Learning System)**

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9. Prepare and submit to BLR workshop outputs and liquidation documents.

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1. Serve as resource persons during the consultative workshop
2. Facilitate in the workshop discussion and open-forums
3. Serve as secretariat during the workshop.

Prepared by:

  
**ERIC U. LABRE**  
Senior Education Program Specialist

**Review of DepEd-developed Instructional Materials (Accreditation and Equivalency Modules-Alternative Learning Systems)  
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9:00 - 10:00 a.m.	Travel Time					
10:00 - 10:30						
10:30 - 11:00 p.m.		Plenary Session 1: Orientation on the Individual Review of DDIMs (Language)				
11:00 - 12:00 p.m.						
12:00 - 1:00						
1:00 - 2:00 p.m.						
2:00 - 3:00 p.m.	Registration / Settling in	Workshop 1: Start of Individual Review (Release of Assigned DDIMs)			Workshop 3: Mechanical checking of submitted DDIMs by facilitators	HOME SWEET HOME
3:00 - 3:30 p.m.						
3:30 - 5:00 p.m.	Registration / Settling	Continuation of Workshop 1	Continuation of Workshop 1	Continuation of Workshop 2	Continuation of Workshops 1, 2 and 3	
5:00 - 7:00 p.m.						
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