REGIONAL MEMORANDUM
No. 714, s. 2020

TWG SUPPORT AND REITERATION OF JOINT MEMORANDUM DM-CI-2020-286 DATED OCTOBER 19, 2020

To: Schools Division Superintendents

1. Per Joint Memorandum OUCI-2020-312, the members of the Technical Working Group (TWG) are requested to prioritize the conduct of conformance review and other related task on SLMs to be finished at the earliest possible time.

2. The respective head of offices of TWG members are also advised to adopt and implement work adjustments.

3. In the event that TWG members need to work during weekends and holidays, the members shall be entitled to overtime credit or compensatory time off, at the discretion of their respective head of office, and subject to applicable laws, rules, and regulations.

3. For information and compliance.

TOLENTINO G. AQUINO
Director III
OIC, Office of the Regional Director

Encl.: As stated
Reference: Joint Memorandum OUCI-2020-312
To be indicated in the Perpetual Index
Under the following subjects:

SELF LEARNING MODULES REVIEW

CLMD/LRMS/gaa/rgcp/RMCLMD
November 19, 2020

DepEd Region 1: Built on character; empowered by competence.
Joint Memorandum  
OUCI-2020-312

To :  
CI STRAND BUREAU DIRECTORS  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
TWG MEMBERS- CONFORMANCE REVIEW  
ALL OTHERS CONCERNED

From :  
DIOSDADO M. SAN ANTONIO  
Undersecretary

ATTY. REVSEE A. ESCOBEDO  
Undersecretary for Field Operations

Subject :  
TWG Support and Reiteration of Joint Memorandum  
DM-CI-2020-286 dated October 19, 2020

Date :  
October 30, 2020

This Office together with the Office of the Undersecretary for Field Operations issued Joint Memorandum OUCI-2020-312 dated October 19, 2020, Creation of Task Working Group (TWG) to Conduct Conformance Review on submitted SLMs and which TWG is composed of Central Office, Regional Office and Schools Division Office personnel.

It is reiterated that in order to ensure that conformance review and all other related activities shall be finished at the earliest possible time, the respective head of offices of TWG members are advised to adopt and implement work adjustments in order for said TWG members to prioritize the conduct of conformance review and other related tasks until their SLMs shall have been submitted for final lay outing on or before November 6, 2020.

In the event that TWG members need to work during weekends and holidays, they should be entitled to overtime credit or compensatory time off, at the discretion of their respective head of office, and subject to applicable laws, rules, and regulations.

There arrangements shall likewise be applicable to selected field layouters.

For your compliance and immediate dissemination.
Guidelines on the Conformance Review of Quarter 2 Self-Learning Modules (SLMs)

Before the Conformance Review

1. The regional offices, the BLR, BCD, and BLD shall share full responsibility of ensuring the quality of the SLMs.

2. All Quarter 2 SLMs shall be provided by the BLR to the TWG Lead Person from BCD/BLD and BLR assigned in the conformance review. The Lead Person shall assign SLM to their regional reviewers. The conformance review shall start upon receipt of the SLMs by the concerned reviewers.

3. The BLR shall provide the contact details (cellphone numbers and emails) of the Regional LR Supervisors to the reviewers through the Lead Persons. The assigned reviewers may start communicating with the Regional LR Supervisors and/or their Development Team via email to discuss the current status or clarify concerns regarding the SLMs.

4. The Regional LR Supervisors and their QA Team must have rigorously evaluated their SLMs first before handing them over to the BLR for conformance review. They shall ensure that their SLMs have good layout, copyright permission, free from plagiarism, accurate and up-to-date content, aligned with the MELCs, and free from conceptual, grammatical, and/or computational errors.

5. BLR shall share the google drive of all Quarter 2 SLMs to the Lead Person and shall ensure that these are accessible to them. The SLMs intended for the first month of Quarter 2 shall be prioritized in this batch of conformance review.

During the Conformance Review

1. Upon receipt of the SLMs:
   a. For conformance review of SLMs:
      ✓ The reviewers shall start checking on their alignment to the MELCs, sufficiency of lessons to cover the duration of each MELC in Quarter 2, appropriateness to the learners and to home-based learning set-up, conformance to conceptual and/or computational accuracy, and if possible, the proper citation/source noting of third party content.
      ✓ The reviewers may provide comments directly on the margins of the SLMs in Word or PDF format (not mandatory). They shall accomplish the Conformance Review Report to provide their findings and recommendations on the SLMs (mandatory).
      ✓ The reviewers are advised to finish the conformance review of one module in a day.
      ✓ Conformance Review of SLMs shall be done one after the other and findings and recommendations shall be submitted to the TWG Lead Person who shall communicate the findings to the concerned Development Teams for revision.
b. For review of revised SLMs:
✓ The reviewer shall start reviewing the revised SLMs to ensure that
the comments and recommendations provided by the previous
reviewer as indicated in the Conformance Review Report are
correctly and sufficiently implemented.
✓ The reviewer shall add additional column (after the Writer’s Action
Taken Column) to the Conformance Review Report to indicate
remarks whether the comments and recommendations are
implemented or not or the writer/development team provided
justification for not implementing the comments and
recommendations.
✓ The reviewer shall fill out the overall comments portion found at the
last part of the Conformance Review Report.
✓ The reviewer shall submit the accomplished Conformance Review
Report to the TWG Lead Person.
✓ The reviewer is advised to finish the review of one revised SLM in a
day.

2. To facilitate the smooth and efficient flow of the SLM revision process, the
TWG Lead Person, in consultation with and upon approval of the Regional
LR Supervisors, may directly communicate with the writers, their observed
findings and recommendations to improve the quality of the SLMs.

3. Within TWG per learning area, the conformance review of Quarter 2 SLMs
is a shared responsibility of all members, not just the ones assigned to do
it. Hence, the evaluated SLMs and the Conformance Review Report done
by the reviewer shall also be reviewed and approved by the TWG Lead
Person.

4. It is understood that the development and revision of the SLMs shall be
done by the concerned writers, with the assistance from the Regional LR
Supervisors. If the found errors are minor errors (e.g. spelling,
punctuation, typographical error, grammatical error), the reviewers shall
implement the corrections. If the found errors are major errors, these shall
be implemented by the Development Team.

5. The TWG members and the Lead Person shall convene on a set date and
time to discuss and resolve issues and challenges that may arise during
the conformance review period.

6. All reviewers are strictly advised to accomplish and submit all conformance
review deliverables on or before the set deadline.

After the Conformance Review

1. Once conformance review has been done, the reviewer, shall forward the
reviewed SLMs together with the Conformance Review Report via email to
the Lead Person on or before the set deadline.

2. The recommended format for the file name of the Conformance Reviewed
SLMs accomplished by the reviewer shall be: (ConfR SLM_Version
3. The recommended format for the file name of the Conformance Review Report accomplished by the reviewer shall be: (ConfReport_Version No._Subject & Grade Level_Quarter No._Module Nos.). For example, ConfReport_Ver 1_Eng8_Q2_Mod1-5.

4. The Lead Person and their regional counterparts (Regional LR Supervisors and writers) may continue communicating with each other either thru phone calls, text messages, messenger, email or any online video conference platform to discuss the status and other updates on the SLMs.

5. After revisions have been made by the writers, the Regional LR Supervisors shall submit thru email revised SLMs to the concerned Lead Person. There shall be another round of conformance review if there are still errors found in the SLMs.

6. If the writers, the Regional LR Supervisors, and Development Team shall decide not to incorporate the suggested recommendations for the improvement of the SLMs, they shall prepare and submit to the concerned Lead Person a report that contains their justification for doing so.

7. The Regional LR Supervisors shall recommend to the BLR, the final layout, printing and/or distribution of the SLMs once all the complete process and areas of conformance review have been fully met.

Thank you for your cooperation!

Approved by:


ATTY. ARIZ DELSON ACAY D. CAWILAN
Attorney IV and OIC, Office of the Director IV, BLR
JOINT MEMORANDUM
DM-CI-2020-286

TO : ALL REGIONAL DIRECTORS

FROM : DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Field Operations

SUBJECT : CREATION OF TECHNICAL WORKING GROUP TO CONDUCT CONFORMANCE REVIEW ON SUBMITTED SLMs

DATE : October 19, 2020

Relative to the distance learning as response to current pandemic that the country is experiencing, the DepEd Central Office has an ongoing quality assurance of the Quarter 2 self-learning modules (SLMs).

To expedite the conduct of conformance review on submitted SLMs, a Technical Working Group, composed of subject area experts/specialists from the Central Office, Regional Offices and Schools Division Offices, is hereby created. The personnel named in the attached list (please see list), are hereby designated as members of the Technical Working Group.

In order to ensure that the conformance review shall be finished at the earliest possible time, they are hereby tasked to prioritize the aforementioned activity. Their respective head of offices are advised to implement work adjustments in view of the delicate nature of their present task.

In this regard, the members of the Task Working Group from the Regional and Division Offices shall coordinate with their counterparts in the Central Office for guidance and further instruction.

For your compliance and immediate dissemination.

Attach.: as stated