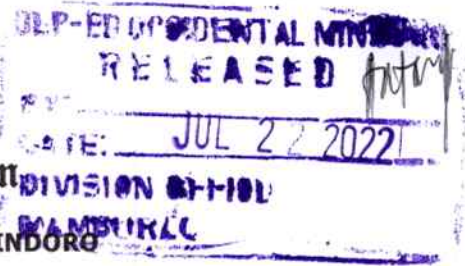




Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF OCCIDENTAL MINDORO



Office of the Schools Division Superintendent

July 21, 2022

**DIVISION MEMORANDUM**  
No. 000284 s. 2022

**QUALITY ASSURANCE OF LOCALLY-DEVELOPED MULTIMEDIA LEARNING RESOURCES (MLRs) USING KOTOBEE SOFTWARE FOR GRADES 1 TO 10 (Q1 & Q2) CUM HYBRID LAUNCHING OF MULTIMEDIA LEARNING RESOURCES**

To : OIC – Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. As indicated in the Basic Education – Learning Continuity Plan (BE-LCP) of this Division for SY 2022 – 2023 and under the Project Bridging Resources for Intended Driven-Goal Education (BRIDGE) and Project Development, Evaluation, and Access of Learning Resources (DEAL), this Office shall conduct the **Quality Assurance of Locally-Developed Multimedia Learning Resources Using Kotobee Software for Grades 1 to 10 (Q1 & Q2) cum Hybrid Launching of Multimedia Learning Resources** on August 1-3, 2022 at Mindoreños Hotel, Mamburao, Occidental Mindoro.

2. This activity aims to:

- a. finalize the Locally-Developed Multimedia Learning Resources in all learning areas from grades 1 to 10 for quarters 1 & 2 using the BLR Quality Assurance Process and Standards;
- b. conduct hybrid launching of Multimedia Learning Resources for everyone to know the available learner's materials; and
- c. provide the schools with Quality-Assured Multimedia Learning Resources to all teachers and learners this SY 2022-2023 and beyond.

3. Participants to this activity are advised to bring laptop with installed Kotobee reader, soft copies of MELC, and other computer paraphernalia.

4. A Medical staff from this Office shall look over the conduct of this activity, to ensure safety of all the participants. Moreover, participants are advised to wear face mask and strictly observe health standard protocols at all time.

5. This is a **LIVE-IN** activity. Food and hotel accommodation of the participants shall be charged to SDO Fund. Check-in time will be at 2pm and first meal to be served is dinner of day 0 (July 31) while last meal will be PM snack of day 3 (August 3). Travel and other incidental expenses shall be charged against School MOOE or local funds subjects to the usual accounting, budgeting, and auditing rules and regulations.

6. All teacher-participants shall be entitled to Service Credits for attendance/participation in the activities held during vacation in accordance with the provisions stated in DepEd Order No. 53, s. 2003, entitled "Updated Guidelines on Grant of Vacation Service Credits to Teachers". While the non-teaching personnel shall be provided with Compensatory Time-Off (CTO) per CSC and DBM Joint Circular No. 2, s. 2004. The number of credited days will be from August 1 to 8, 2022 which shall cover the workshop on the finalization of outputs.

7. For your guidance, please refer to the following attachments:

Enclosure 1 - Activity Matrix

Enclosure 2 - List of Multimedia LR Evaluators & Technical Editors

Enclosure 3 - Facilitators and members of the PMT

Enclosure 4 -Template for the Finalized Outputs (for reporting of evaluators/editors)

8. Immediate dissemination of and compliance to this Memorandum are desired.

**LYNN G. MENDOZA**

Assistant Schools Division Superintendent

Officer In-Charge

Office of the Schools Division Superintendent

For the OIC-SDS:

*Raquel P. Girao*

**RAQUEL P. GIRAO, PhD**

Chief Education Supervisor, CID

cid-lrms



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📘 DepEd Tayo Occidental Mindoro

**Finalization of Interactive Online/Offline Learning Resources using Kotobee Software**  
**August 1 - 3, 2022**

Time	July 31 Sunday	August 1 Monday	August 2 Tuesday	August 3 Wednesday
6:30 – 7:45 AM	Travel time	Breakfast	Breakfast	Breakfast
7:45 – 8:00 AM		Registration	MOL	MOL
8:00 – 9:00 AM		Opening Program	Addressing the Concerns of the LR Evaluators & Technical Reviewers/Editors F1: Florentino S. Banite	Addressing the Concerns of the LR Evaluators & Technical Reviewers/Editors F1: Ma.Rubynita T. Del Rosario
9:00 – 11:00 AM		Updates on the Submission of Outputs by the LR Evaluators & Technical Reviewers/Editors <b>(Reporting of Content Evaluators per subject on the Finalized Outputs)</b> F1: Elizabeth T. Delas Alas	Con't QA of the LR Evaluators and <b>Revision</b> of Interactive LRs by the Technical Reviewers/Editors	Demonstration Teaching on the Utilization of Interactive Learning Resources using Kotobee Software  Demo Teacher: Mark Roger A. Dacayanan Rm Torreliza
11:00 – 12:00NN		Kotobee's Instructional Design Orientation to Technical Reviewers/Editors) F1: Ma.Rubynita T. Del Rosario & Florentino S. Banite		Con't QA of the LR Evaluators and <b>MAPPING</b> of Interactive LRs by the Technical Reviewers/Editors
12:00 – 1:00 PM		LUNCH BREAK		
1:00 – 1:30 PM	Check-in Settling-in	QA of the LR Evaluators and <b>Revision</b> of Interactive LRs by the Technical Reviewers/Editors	Con't QA of the LR Evaluators and <b>Revision</b> of Interactive LRs by the Technical Reviewers/Editors	Progress Reporting (LR Evaluators & Technical Reviewers/Editors) F1: Florentino S. Banite
1:30 – 2:00 PM				Ways Forward
2:00 – 2:30 PM				Closing Program
2:30 – 3:30 PM				
3:30 – 4:00 PM	Registration	Progress Reporting (LR Evaluators & Technical Reviewers/Editors) F1: Raizza Marie R. Buñag	Progress Reporting (LR Evaluators & Technical Reviewers/Editors) F1: Viena P. Villanueva	Home Sweet Home
4:00 – 5:00 PM				
6:00-7:00 PM	WORKSHOP / DINNER			
Officer of the Day		Viena P. Villanueva	Florentino S. Banite	Raizza Marie R. Buñag

**LIST OF MULTIMEDIA LR EVALUATORS**

August 1-3, 2022

<b>SUBJECT</b>	<b>NAME</b>	<b>Gr Level Assigned</b>	<b>Station/School</b>	<b>LEVEL</b>
<b>MTB- MLE</b>	Amelia Maderazo	ALL MTB	Monteclaro ES	Elementary
<b>FILIPINO</b>	Eduardo D. Ellarma	All Elem/Sec	SDO	
	Realyn Rubio	9-10	OMNHS	Secondary
	Jomel Salceda	4-6	Talapa ES	Elementary
	Samuel Dela Cruz	1-3	Tagumpay ES	Elementary
	Mary Karylle Villaflores	7-8	OMNHS	Secondary
<b>ENGLISH</b>	Adelardo I. Malaluan, PhD	All Elem/Sec	SDO	
	Benster Andrew Alcaide	7-8	Santa Cruz NHS	Secondary
	John Kenneth C. Almacen	1-3	Mamburao CS	Elementary
	Lailanie D. Mejias	4-6	Mamburao CS	Elementary
	Hazel Portia Austria	9	Sablayan NCHS	Secondary
	Chelo Pauline Isidro	10	Calintaan NHS	Secondary
<b>MATH</b>	Johnna I. Tajonera, EdD	All Elem/Sec	SDO	
	Romark Tañedo	1-3	Agdilao ES	Elementary
	Sandra Katrina Glase	4-6	Mamburao CS	Elementary
	John Rey Inmenzo	8-9	Sablayan NCHS	Secondary
	Jay Ronnie Pranada	7	Sta.Cruz NHS	Secondary
	Jessica Jell De Veas	10	OMNHS	Secondary
<b>SCIENCE</b>	Herbert Oril Jr	ALL Elem	Pawican ES	Elementary
	Amia De Jesus	ALL Sec	Cabacao NHS	Secondary
<b>ARALING PANLIPUNAN</b>	Cecilia Dela Cruz	ALL Elem	Natandol ES	Elementary
	Marife Paredes, PhD	ALL Sec	Calintaan NHS	Secondary
<b>EPP/TLE</b>	Mary Queen T. Bernardo, EdD	All Elem/Sec	SDO	
	Brigitte Candido	Gr.4	Siete Central ES	Elementary
	Joash Sandino Alcaide	Gr.6	Payompon ES	Elementary
	Julie Ann B. Cueto	Yellow	Sablayan NCHS	Secondary
	April Globio	Blue	OMNHS	Secondary
<b>EsP</b>	Myla R. Suguitan	All Elem/Sec	SDO	
	Marie Rose Villeza	ALL Elem	Adela Proper ES	Elementary
	Judee May de Lara	ALL Sec	Sablayan NCHS	Secondary
<b>MUSIC AND ARTS</b>	Ma. Rubynita T. Del Rosario	All Elem/Sec	SDO	
	Jocelyn Grace Mago	ALL Elem	Magsikap ES	Elementary
	Zouie Barretto	ALL	Sablayan NCHS	Secondary
<b>P.E AND HEALTH</b>	Mark Jayson L. Riego, PhD	ALL	Ansiray ES	Elementary
	Joanna Rose C. Canta	Q1-Q2	OMNHS	Secondary

**LIST OF MULTIMEDIA TECHNICAL REVIEWERS/ EDITORS**  
(August 1-3, 2022)

<b>SUBJECT</b>	<b>NAME</b>	<b>Gr Level Assigned</b>	<b>School</b>	<b>LEVEL</b>
<b>FILIPINO</b>	Ronald Villena	ALL Elem	Himamara ES	Elementary
	Jethro Polinar	Elem	Kalinisan ES	Elementary
	Junex Gaspar	ALL Sec	Sablayan NCHS	Secondary
<b>ENGLISH</b>	Alexander Abeleda	ALL Elem	Tibago ES	Elementary
	RM Z. Torreliza	ALL Sec	Santa Cruz NHS	Secondary
<b>MATH</b>	Florence Neil Garcia	All Elem	Malpalon ES	Elementary
	Michael Mamitag	All Sec	Sablayan NCHS	Secondary
<b>MTB-MLE</b>	Joedel Parilla	All MTB	Taganop ES	Elementary
<b>EsP SCIENCE</b>	Eric Dumo	All Elem EsP & Science	Panlabayan ES	Elementary
	Mark Angelo A. Dacayanan	All Sec EsP & Science	Paulino Legaspi Sr MNHS	Secondary
<b>ARALING PANLIPUNAN</b>	Franz Aram Villasis	All Elem	Murtha ES	Elementary
	Norman Solar	All Sec	OMNHS	Secondary
<b>EPP/TLE</b>	Mac Alvin Garcia	Grade 5	Ipil ES	Elementary
	Maria Teresa M. Capiral	Pink	OMNHS	Secondary
<b>MAPEH</b>	Mark Roger A. Dacayanan	All Elem	Tuban ES	Elementary
	Giedon Quiros	Music & Arts	Calintaan NHS	Secondary
	Joanne Isla	P.E & Health	Calintaan NHS	Secondary

**FACILITATORS AND MEMBERS OF THE PROGRAM MANAGEMENT TEAM**

<b>Name</b>	<b>Office/Station</b>	<b>Task</b>
Geraldine M. De Joya	Abra de Ilog NHS	Documenter
Florentino S. Banite	Sta. Cruz NHS	Facilitator/PMT
Maria Salvacion P. Villanueva	SDO	PDOII/Facilitator/PMT
Raizza Marie R. Buñag	SDO	Librarian II/Facilitator/PMT
Jovita D. Paquibot	SDO	EPS/Facilitator/PMT
Ma. Rubynita T. Del Rosario	SDO	EPS/Facilitator/PMT
Elizabeth T. Delas Alas, PhD	SDO	EPS/Facilitator/PMT
Raquel P. Girao, PhD	SDO	Chief, CID
Rodel S. Magnaye, CESE	SDO	ASDS
Lynn G. Mendoza	SDO	SDS

(Subject & Grade Level)

Names of LR Developers	No. of Submitted Outputs by the LR Developers	No. of Evaluated Outputs (1 <sup>st</sup> Draft)	No. of Evaluated Outputs (2 <sup>nd</sup> Draft)	No. of Finalized Outputs (Ready for Sharing to the field)	REMARKS (Issues & Concerns)

*\*Template will be used by the evaluator/editor for presentation during plenary*

Prepared by:

\_\_\_\_\_  
Content Evaluator

\_\_\_\_\_  
Technical Editor