

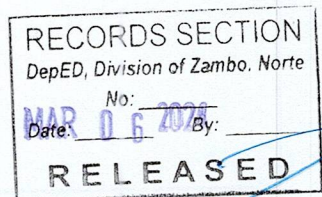


Republic of the Philippines
Department of Education

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



March 05, 2024

Division Memorandum
No. 157, s. 2024

**DIVISION QUALITY ASSURANCE AND FINALIZATION WRITESHOP OF ZN
INSTRUCTIONAL PORTABLE ACADEMIC DIGEST (IPAD)**

To: All PSDSs/PICDs
EPSs
Elementary and Secondary School Principals/Heads
Identified Writers and QA Team
Other Concerned Personnel

1. Pursuant to Division Memorandum no. 56 s. 2024 re: Division Roll Out on the Development and Quality Assurance of ZN IPAD conducted in the 35 districts last January 29-31, 2024, this office will conduct the **Division Quality Assurance and Finalization Writeshop of ZN Instructional Portable Academic Digest (IPAD)** simultaneously in the 35 Districts on **March 11-15, 2024** as outlined in the attached schedule per district.
2. This activity seeks to streamline the development processes, ensuring that the IPADs created adhere to QA standards and guidelines before obtaining specialty clearance.
3. The participants in this activity include the writers and QA team per district and learning area, as assigned by the PSDSs. They are instructed to adhere to the prescribed tools, following QA standards and processes. Further details can be found in the enclosures and accessed through <https://tinyurl.com/yc5d8x34>.
4. All EPSs and PSDSs/PICDs are responsible for overseeing and monitoring the execution of the mentioned activity, offering Technical Assistance (TA) as deemed necessary.
5. The travel expenses for PSDSs and EPSs will be covered by the division MOOE/Local funds, while those for writers and the QA team will be chargeable against the School MOOE/Local funds. Participants will be provided with one lunch and two snacks per day for the duration of 3 days, with costs covered by the Division HRTD funds, subject to usual accounting, auditing rules, and procedures.
6. For strict compliance and immediate dissemination.

For the Schools Division Superintendent:

RAYMOND M. SALVADOR CESO VI
Assistant Schools Division Superintendent
Officer In-Charge

CIDLRMS/DM- DIV. QA & FINALIZATION WRITESHOP OF ZN IPAD
DM No. 05/ March 05, 2024




Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net

District Schedule for Division Quality Assurance and Finalization Writeshop of ZN
Instructional Portable Academic Digest (IPAD)

Subject	EPS	Surrogate Districts	Schedule (March 11-15, 2024)
EsP	Janet N. Recamara	Mutia	Monday-Wednesday (March 11-13, 2024)
		Polanco I	Monday-Wednesday (March 11-13, 2024)
		Piñan	Wednesday-Friday (March 13-15, 2024)
MAPEH	Arthuro J. Lamdag	Rizal	Monday-Wednesday (March 11-13, 2024)
		Sibutad	Monday-Wednesday (March 11-13, 2024)
		La Libertad	Wednesday-Friday (March 13-15, 2024)
ALS	Leynie Boy G. Bellino	Sergio Osmeña I	Monday-Wednesday (March 11-13, 2024)
		Sergio Osmeña II	Monday-Wednesday (March 11-13, 2024)
		Polanco II	Wednesday-Friday (March 13-15, 2024)
Filipino	Anita D. Subebe	Katipunan I	Monday-Wednesday (March 11-13, 2024)
		Katipunan II	Monday-Wednesday (March 11-13, 2024)
		Roxas I	Wednesday-Friday (March 13-15, 2024)
English	Fe G. Jebone	Roxas II	Monday-Wednesday (March 11-13, 2024)
		Manukan I	Monday-Wednesday (March 11-13, 2024)
		Manukan II	Wednesday-Friday (March 13-15, 2024)
Kinder	Grace T. Dela Cruz	Ponot	Monday-Wednesday (March 11-13, 2024)
		Sind. North	Monday-Wednesday (March 11-13, 2024)
		Sind. Central	Wednesday-Friday (March 13-15, 2024)
Ar.Pan.	Arcelita B. Zamoras	Sind. South	Monday-Wednesday (March 11-13, 2024)
		Siayan	Monday-Wednesday (March 11-13, 2024)
		Bacungan	Wednesday-Friday (March 13-15, 2024)
Science	Mickrel N. Duller	Liloy I	Monday-Wednesday (March 11-13, 2024)
		Liloy II	Monday-Wednesday (March 11-13, 2024)
		Kalawit	Wednesday-Friday (March 13-15, 2024)
		Tampilisan	Wednesday-Friday (March 13-15, 2024)
LRMS	Evelyn C. Labad	Salug I	Wednesday-Friday (March 13-15, 2024)
		Salug II	Wednesday-Friday (March 13-15, 2024)
		Godod	Wednesday-Friday (March 13-15, 2024)
		Sibuco	Monday-Wednesday (March 11-13, 2024)
TLE	Nilda Y. Galaura	Labason	Wednesday-Friday (March 13-15, 2024)
		Gulatac I	Wednesday-Friday (March 13-15, 2024)
		Gutalac II	Monday-Wednesday (March 11-13, 2024)
		Baliguian	Monday-Wednesday (March 11-13, 2024)
Math	Jalderita A. Dublico	Siocon	Monday-Wednesday (March 11-13, 2024)
		Sirawai	Wednesday-Friday (March 13-15, 2024)

Prepared by:


EVELYN C. LABAD
EPS, LRMS

Noted by:

ZYHRINE P. MAYORMITA, EdD
Chief CID

CHECKLIST FOR ZN IPADs & OTHER LR DEVELOPMENT

DATE: _____ SUBJECT: _____ Quarter: _____ District: _____

Direction: Kindly put a check on the box if the LRs contains forms for Development and QA tools

N o.	Competencies	CODE	Grade LEVEL	DEVELOPMENT TOOL						QA TOOL			Summary of Findings	Endorsement Form	Remarks
				LRC FORM 1	LRC FORM 2	LRC FORM 6	LRC FORM 7	LRC FORM 8	LRC FORM 9	CONTENT	LANGUAGE	LAY-OUT & DESIGN			
				(WRITER'S ASSIGNMENT AGREEMENT)	(ARTWORK'S ASSIGNMENT AGREEMENT)	(INVENTORY OF THIRD-PARTY CONTENTS)	(PROFORMA COMMUNICAT ION SEEKING PERMISSION TO COPY) Only if applicable	(PHOTO RELEASE FORM)Only if applicable	(INVENTORY OF ORIGINAL CONTENTS)						
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Prepared by

Reviewed by:

Prepared by _____ PSDS

Reviewed by: _____ EPS

ZYHRINE P. MAYORMITA EdD
Chief CID

WRITER'S ASSIGNMENT AGREEMENT

This Agreement is made and entered this _____ day of _____ by and between _____
(Position) of _____ (Name of School/Office) at _____ (Address of School/Office), hereinafter referred to as
"Assignor";

The Department of Education, a government entity mandated by law, B.P. 232, otherwise known as the
"Education Act of 1982", as amended by Republic Act No. 9155, otherwise known as "Governance of Basic Education Act of
2001", with office address at DepEd Complex, Meralco Avenue, Pasig City, represented herein by its Secretary,
_____, hereinafter referred to as "DepEd".

WHEREAS, Assignor is the copyright holder and owner of all proprietary interest in _____ Brief description of Artwork to be
assigned (to be filled out by the BLR) hereinafter referred to as "Work".

NOW THEREFORE, in consideration of the mutual promises, covenants, warranties, and good consideration set forth herein,
the Parties agree as follows:

- 1. Assignment of the Work.** Assignor hereby irrevocably assigns to DepEd all right, title, and interest to the Work,
including all copyright ownership and interest in the creation of the Work. DepEd shall be the exclusive owner of the
Work and of the copyright in the Work from the date of this Agreement forward, and shall have the exclusive owner
right to secure registration of the copyright of the Work with the Intellectual Property Office. No rights in the work,
or in the copyright in the Work, shall be retained by Assignor, nor shall there be any reversion of those rights to
Assignor in the future.
- 2. Consideration.** In consideration of the assignment made by Assignor, as well as Assignor's premises, representations,
covenants, and warranties under this Agreement, DepEd shall issue a **Certificate of Recognition** to Assignor and
indicate the latter's name as the illustrator/author of the Work.
- 3. Assignor's Representations and Warranties.** Assignor represents and warrants as follows:
 - a. Assignor has the legal authority to grant the assignment of the Work, including all copyright and propriety
interest therein, as set forth in Section 1.
 - b. There are currently no licenses outstanding granting any other person or entity the right to enjoy or lay claim
to any copyright privileges in the Work, nor will Assignor attempt to grant ay such licenses at any time in the
future. The Work, and all copyright interest in the Work, is free and clear of any liens, security interests, or
other encumbrances.
 - c. The Work does not infringe upon the rights, copyright or otherwise, of any other person or entity.
 - d. There are no claims currently pending or threatened, nor does Assignor have any reason to believe in the
future, against Assignor's right, ownership or interest in the Work.
- 4. Indemnification.** Assignor agrees to indemnify and hold harmless DepEd for any claims, suits, damages, actions, or
other costs arising out of any breach of Assignor's warranties set forth in Section 3.
- 5. Choice of Law and Venue.** This Agreement is governed by law and shall be construed in accordance with the laws
of the Philippines. In case of litigation, both parties agree that the venue should be the component Courts of Pasig City
to the exclusion of all other courts.
- 6. Separability Clause.** If any of the provisions of this Agreement becomes invalid, illegal, or unenforceable in any
respect under any law, the validity, legality, and enforceability of the remaining provisions shall not in any way be
affected or impaired.
- 7. Effectivity.** This agreement shall take effect immediately upon signing by the parties and shall supersede and replace
any prior agreement signed between the parties.

WAIVE OF RIGHTS

I waive all the rights, including any right of prior approval, and release the Department of Education from, and will neither sue
nor bring any proceeding against the Department of Education for, any claim or cause of action, whether now known or
unknown, for defamation, copyright infringement, and invasion of the rights to privacy, publicity, or personality or any similar
matter, or based upon or relating to the use and exploitation of the Content.

I agree that there is no obligation to use the authorization granted by me hereunder. The terms of this authorization commence
on the date below and continue in perpetuity.

Printed Name _____

Designation _____

Date _____

Signature _____

School/Office Address _____

Email and contact number _____

WRITER'S ASSIGNMENT AGREEMENT

This Agreement is made and entered this _____ day of _____, _____ by and between _____
 (Position) of _____ (Name of School/Office) at _____ (Address of School/Office), hereinafter referred to as
 "Assignor";

The **Department of Education**, a government entity mandated by law, B.P. 232, otherwise known as the
 "Education Act of 1982", as amended by Republic Act No. 9155, otherwise known as "Governance of Basic Education Act of
 2001", with office address at DepEd Complex, Meralco Avenue, Pasig City, represented herein by its Secretary,
 _____, hereinafter referred to as "DepEd".

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2. **Consideration.** In consideration of the assignment made by Assignor, as well as Assignor's premises, representations, covenants, and warranties under this Agreement, DepEd shall issue a **Certificate of Recognition** to Assignor and indicate the latter's name as the illustrator/author of the Work.
3. **Assignor's Representations and Warranties.** Assignor represents and warrants as follows:
 - a. Assignor has the legal authority to grant the assignment of the Work, including all copyright and propriety interest therein, as set forth in Section 1.
 - b. There are currently no licenses outstanding granting any other person or entity the right to enjoy or lay claim to any copyright privileges in the Work, nor will Assignor attempt to grant any such licenses at any time in the future. The Work, and all copyright interest in the Work, is free and clear of any liens, security interests, or other encumbrances.
 - c. The Work does not infringe upon the rights, copyright or otherwise, of any other person or entity.
 - d. There are no claims currently pending or threatened, nor does Assignor have any reason to believe in the future, against Assignor's right, ownership or interest in the Work.
4. **Indemnification.** Assignor agrees to indemnify and hold harmless DepEd for any claims, suits, damages, actions, or other costs arising out of any breach of Assignor's warranties set forth in Section 3.
5. **Choice of Law and Venue.** This Agreement is governed by law and shall be construed in accordance with the laws of the Philippines. In case of litigation, both parties agree that the venue should be the component Courts of Pasig City to the exclusion of all other courts.
6. **Separability Clause.** If any of the provisions of this Agreement becomes invalid, illegal, or unenforceable in any respect under any law, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired.
7. **Effectivity.** This agreement shall take effect immediately upon signing by the parties and shall supersede and replace any prior agreement signed between the parties.

WAIVE OF RIGHTS

I waive all the rights, including any right of prior approval, and release the Department of Education from, and will neither sue nor bring any proceeding against the Department of Education for, any claim or cause of action, whether now known or unknown, for defamation, copyright infringement, and invasion of the rights to privacy, publicity, or personality or any similar matter, or based upon or relating to the use and exploitation of the Content.

I agree that there is no obligation to use the authorization granted by me hereunder. The terms of this authorization commence on the date below and continue in perpetuity.

Printed Name _____

Designation _____

Date _____

Signature _____

School/Office Address _____

Email and contact number _____

ARTWORK ASSIGNMENT AGREEMENT

This Agreement is made and entered this _____ day of _____, _____ by and between _____
(Position) of _____ (Name of School/Office) at _____ (Address of School/Office), hereinafter referred to as
"Assignor";

The Department of Education, a government entity mandated by law, B.P. 232, otherwise known as the
"Education Act of 1982", as amended by Republic Act No. 9155, otherwise known as "Governance of Basic Education Act of
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I agree that there is no obligation to use the authorization granted by me hereunder. The terms of this authorization commence
on the date below and continue in perpetuity.

Printed Name

Designation

Date

Signature

School/Office Address

Email and contact number

COPYRIGHT NOTICE (Proforma for Copyright Page of Non-CMO Licensed Learning Resources)

The Intellectual Property Code of the Philippines states that “No copyright shall subsist in any work of the Government of the Philippines. However, prior approval of the government agency or office wherein the work is created shall be necessary for exploitation of such work for profit. Such agency or office may, among other things, impose as a condition the payment of royalties.”

Borrowed materials (e.g., texts, illustrations, musical notations, photos, and other copyrightable, patentable contents) included in this learning resource are owned by their respective copyright and intellectual property right holders. Where applicable, DepEd has sought permission from these owners specifically for the development and printing of this learning resource. As such, using these materials in any form other than agreed framework requires another permission and/or licensing.

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Recommended Entry:

Name of Office. *Title of Work*. Department of Education, Year of Publication.

COPYRIGHT NOTICE (Proforma for Copyright Page of FILCOLS-licensed Learning Resources)

The Intellectual Property Code of the Philippines states that “No copyright shall subsist in any work of the Government of the Philippines. However, prior approval of the government agency or office wherein the work is created shall be necessary for exploitation of such work for profit. Such agency or office may, among other things, impose as a condition the payment of royalties.”

Borrowed materials (e.g., texts, illustrations, musical notations, photos, and other copyrightable, patentable contents) included in this learning resource are owned by their respective copyright and intellectual property right holders. DepEd is represented by the Filipinas Copyright Licensing Society (FILCOLS), Inc. in seeking permission to use these materials from their respective copyright owners. All means have been exhausted in seeking permission to use these materials. Publishers and authors do not represent nor claim ownership over them.

Only institutions and companies which have entered an agreement with FILCOLS and only within the agreed framework may copy from this Learner’s Material. Those who have not entered into an agreement with FILCOLS must, if they wish to copy, contact the publishers and authors directly.

Authors and publishers may email or contact FILCOLS at filcols@gmail.com or (02) 435-5258, respectively.

INVENTORY OF THIRD-PARTY CONTENTS

This inventory is separate from the Development Catalog, whose sole purpose is to aid in decision-making on whether to enter into an agreement with collective management organizations.

Title of Learning Resource: _____
Grade Level/ Program: _____
Type of Learning Resource: _____

Title/ Description of Thirdparty Content	Creator	Copyright Holder	Source and Contact Detail	Nature of Copying	Conditions of Use

Prepared by:

[Date]

[Name of Copyright Owner]
[Address of Copyright Owner]

Subject: **Request for Copyright Permission**

Dear [Name of Copyright Owner or Agent]:

We are writing to ask permission to use [specific title of work or content of work to be copied] from your work entitled [title of book or the work from where the specific content will be copied from].

The said content/s will be essential in attaining the objectives of the learning resource [title of assigned learning resource] for use by public school learners and teachers in the Philippines. The following are the limitations of the copying:

1. Rightful owners will be attributed properly.
2. Learning resource produced is purely educational and noncommercial.
3. Copied contents will not violate moral rights of the rightful owners.
4. Copying is only for the specified learning resources.
5. Copyright remains with their rightful owners.

Please complete and return the conforme slip at your earliest convenience.

Thank you very much.

Sincerely yours,

[Name of Developer, Position, and Contact Information]

[Name of Copyright Owner]
[Signature]
[Date]

PHOTO RELEASE FORM

Name of Subject (photographed person or property)	
Address of Subject (or Location of Property)	
Contact Details (mobile)	
Email address	
Date(s) of Photo shoot	
Location(s) of Photo shoot	

THIS PHOTO AGREEMENT AND RELEASE is dated _____ and is between _____ (Photographer) and _____ (model/subject owner).

Agreement as follows:

I hereby grant the above mentioned Photographer permission to photograph me. I further give him/her my irrevocable consent to use, reuse, publish, republish, the photographs in whole or in part in printed learning resources. I waive any rights to intellectual property, royalties, or other compensation arising from or related to the use of the photos.

Name of Model or Owner of Subject:

Address:

Contact Details:

Signature and Date:

In cases where model or subject owner is under 18 years old, a parent or legal guardian must also sign:

Name of Parent or Legal Guardian, Signature and Date:

INVENTORY OF ORIGINAL CONTENTS

Entered here are contents originally developed for the learning resource assigned. As agreed, the copyright will be assigned to DepEd with all considerations listed in LRC Forms 1 (Writer's Assignment Agreement) and 2 (Artwork Assignment Agreement).

Title of Learning Resource: _____
Grade Level/ Program: _____
Type of Learning Resource: _____

Title/Description of the Work	Creator	Conditions of Use (Not outlined in LRC Forms 1 and 2)

Prepared by



Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure 3: QA TOOLS

EVALUATION TOOL FOR CONTENT, LAYOUT & DESIGNS
DepEd Developed Learning Resource

Learning Area: _____ Grade Level: _____
Title: _____
Writer/Author: _____
District: _____ Bacungan _____ School: _____
Learning Competency and Code: _____
Quarter: _____ Week: _____ Day: _____
Date of Submission: _____

Instructions:

1. Read carefully the learning resource (LR) page by page to evaluate the LR for compliance to standards indicated in the criterion items under each factor below.
2. Put a check mark (/) in the appropriate column beside each criterion item. If your answer is NO, cite specific page/s, briefly indicate the errors found, and give your recommendations in the attached Summary of Findings form.
3. Write Not Applicable (NA) for criterion items that does not apply in the LR evaluated.

Standards /Criterion Items	Yes	No
CONTENT		
Factor I. Intellectual Property Rights Compliance		
1. The learning resource has no copyright violations.		
2. The copyrighted texts and visuals used in the LR are cited.		
3. The copyrighted materials used in the LR are accurately cited.		
4. The references are properly cited in the Reference/s box using the DepEd LR Referencing Guide.		
Note: At least 3 criterion items must be marked YES to indicate compliance to this factor.	Complied	Not Complied
Factor II. Learning Competencies		
1. Content is consistent with the targeted DepEd Most Essential Learning Competencies (MELCs) intended for the learning area and grade level.		
2. The MELC is subtasked into learning objectives based on the Compressed Curriculum Guide Syllabus (CCGS) of a specific learning area.		



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: zn.division@deped.gov.ph

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: www.depedzn.net



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REGION IX
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Factor III. Instructional Design and Organization																	
1. The LR contributes to the achievement of specific objectives of the learning area and grade level for which it is intended.																	
2. Sequencing of contents and activities from UNDERSTAND, REMEMBER, and TRY within each lesson facilitates the achievement of objectives.																	
3. Content is suitable to the target learner's level of development, needs, and experience.																	
4. Content reinforces, enriches, and/or leads to the mastery of the targeted learning competencies intended for the learning area and grade level.																	
5. The LR develops higher cognitive skills (e.g., critical thinking skills, creativity, learning by doing, problem-solving) and 21 st -century skills.																	
6. The LR enhances the development of desirable values and traits such as: (Mark the appropriate box with an "X" applicable for values and traits only)																	
<table border="1"><tbody><tr><td>11.1 Pride in being a Filipino</td><td>11.2 Scientific attitude and reasoning</td></tr><tr><td>11.3 Striving for excellence</td><td>11.4 Love for country</td></tr><tr><td>11.5 Helpfulness, teamwork, cooperation</td><td>11.6 Unity</td></tr><tr><td>11.7 Desire to learn new things</td><td>11.8 Honesty & trustworthiness</td></tr><tr><td>11.9 Ability to know right from wrong</td><td>11.10 Respect</td></tr><tr><td>11.11 Critical and creative thinking</td><td>11.12 Productive work</td></tr><tr><td colspan="2">11.13 Others (Please specify) _____</td></tr></tbody></table>		11.1 Pride in being a Filipino	11.2 Scientific attitude and reasoning	11.3 Striving for excellence	11.4 Love for country	11.5 Helpfulness, teamwork, cooperation	11.6 Unity	11.7 Desire to learn new things	11.8 Honesty & trustworthiness	11.9 Ability to know right from wrong	11.10 Respect	11.11 Critical and creative thinking	11.12 Productive work	11.13 Others (Please specify) _____			
11.1 Pride in being a Filipino	11.2 Scientific attitude and reasoning																
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11.9 Ability to know right from wrong	11.10 Respect																
11.11 Critical and creative thinking	11.12 Productive work																
11.13 Others (Please specify) _____																	
Note: At least 5 criterion items must be marked YES to indicate compliance to this factor.		Complied	Not Complied														
Factor IV. Instructional Quality																	
1. Content and information are accurate.																	
2. Content and information are up-to-date.																	
3. The LR is free from any social content violations.																	
4. The LR is free from factual errors.																	
5. The LR is free from computational errors (if applicable)																	
6. The LR is free from grammatical errors.																	
7. The LR is free from typographical errors.																	
Note: At least 6 criterion items must be marked YES to indicate compliance to this factor.		Complied	Not Complied														



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: zn.division@deped.gov.ph

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Factor V. Assessment		
1. The LR provides useful measures and information that help the teacher evaluate the learner's progress in mastering the target competencies.		
2. Assessment aligns with the learning competency/ies.		
3. Assessment provides clear instructions in the TRY section.		
4. Assessment provides correct answer/s.		
Note: All criterion items must be marked YES to indicate compliance to this factor.	Complied	Not Complied
Factor VI. Readability		
1. Vocabulary level is adapted to target users' experience and understanding.		
2. Length of sentences is suited to the comprehension level of the target user.		
3. Sentences and paragraph structures are varied and appropriate to the target user.		
4. Lessons, instructions, exercises, questions, and activities are clear to the target user.		
5. The LR provides an appropriate mother tongue for the target user.		
Note: At least 4 criterion items must be marked YES to indicate compliance with this factor	Complied	Not Complied
LAYOUT AND DESIGN		
Factor I. Physical Attributes		
1. All necessary elements are complete.		
2. Cover elements are correct and complete. (i.e., w/ grade indicator & learning area, title, quarter, headings, division tagline)		
3. The LR follows the prescribed learning area color.		
4. The LR observes correct pagination.		
5. Contains accurate learning competency and code.		
Note: All criterion items must be marked YES to indicate compliance to this factor	Complied	Not Complied
Factor II. Layout and Design		
1. The LR follows the prescribed template. (maximum of 4 pages 2 sheets)		



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2. The LR follows the prescribed paper size (a4 bond paper)		
Note: All items be marked YES to indicate compliance to this factor.	Complied	Not Complied
Factor III. Typographical Organization		
1. The LR uses appropriate font size 12 and Bookman Old Styles		
2. The LR follows the rules in the use of boldface and italics.		
Note: All criterion items must be YES to indicate compliance to this factor.	Complied	Not Complied
Factor IV. Visuals		
1. It contains visuals that illustrate and clarify the concept.		
2. It has images that are easily recognizable.		
3. Layout is appropriate to the child.		
4. Text and visuals are properly placed.		
Note: All criterion items must be marked YES to indicate compliance to this factor.	Complied	Not Complied

Recommendation: (Please put a check mark (/) in the appropriate box.)

☐ Minor revision. This material is found compliant to the minimum requirements in all six factors. Revision based on the recommendations included in the Summary of Content Findings form and LR with marginal notes must be implemented.

☐ Major revision. This material is non-compliant to the requirements in one or more factors. Revision based on the recommendations included in the Summary of Content Findings form and LR with marginal notes must be implemented.

☐ For field validation. This material is found compliant to all factors with NO corrections.

I certify that this evaluation report and the recommendation(s) in the summary report are my own and have been made without any undue influence from others.

Name/s

Signature/s

Evaluator/s: _____

Date accomplished: _____



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LANGUAGE EVALUATION TOOL

DepEd-developed Learning Resource

Learning Area: _____ Grade: _____
Title: _____

Review the learning resource based on the following criteria. Tick the appropriate column found beside each criterion item. If your answer is NO, cite specific pages, briefly indicate the errors found, and give your recommendations in the attached *Summary of Findings* form. Based on the requirement indicated under each criterion put a check (☑) mark in the appropriate column for complied or not. Write Not Applicable (NA) for items that are not appropriate in the material evaluated.

Criterion Items	Yes	No
I. Coherence and Clarity of Thought		
1. Do the statements / phrases make sense?		
2. Do the sentences in the paragraph contribute to one idea?		
3. Are the thoughts / ideas logically sequenced?		
4. Are conjunctions and transitional phrases used to link sentences or paragraphs?		
5. Is the choice of words / expressions appropriate?		
6. Are the sentences NOT too long or complex?		
7. Is the language appropriate for the target readers?		
8. Are the headings or titles appropriate to the content?		
9. Is there proportional or equal treatment of topics of the same importance?		
(Note: At least 7 items are YES to comply the criterion)	Complied	Not Complied
II. Grammar and Syntax		
1. The rules on subject verb agreement are not violated.		
2. Modifiers are placed correctly.		
3. Antecedents are clear.		
4. Parallel construction is not faulty.		
5. Infinitives are not split.		
6. Words are not overused.		
7. No redundancies.		
(Note: At least 5 items are YES to comply the criterion)	Complied	Not Complied
III. Spelling and Punctuation		
1. Are words, whether local or foreign, correctly spelled?		
2. Are the right punctuations in the right places?		
3. Is the use of the serial comma (comma before <u>and</u> and <u>or</u>) observed?		
(Note: At least 2 items are YES to comply the criterion)	Complied /	Not Complied
IV. Consistency in Style		



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1. Where alternative spellings are permitted, was a choice made and used consistently throughout the materials?		
2. Are main heads, subheads, sections, and subsections consistently classified?		
3. Is the need for the same tense or person observed?		
4. Are the rules on capitalization, hyphenation, setting off in italics or boldface followed?		
5. Is there consistency in phraseology of titles, presentation or introduction of new chapters or units?		
(Note: At least 3 items are YES to comply the criterion)	Complied	Not Complied
V. Translation (for Contextualized LRs)		
1. Original text is accurately rendered. Nuances of meaning are precisely captured.		
2. Translation is fluent, smooth, and readable for the target user		
3. Vocabulary and idioms respond accurately to the original text.		
4. Vocabulary is adapted to the target user's experience and understanding.		
5. Correct syntax and orthography are followed.		
6. Lessons, instructions, exercises, questions, and activities are clear to the intended user.		
7. Right mechanics of writing is followed.		
8. Sentences are clear, short, and simple.		
(Note: At least 6 items are YES to comply the criterion)	Complied	Not Complied
	/	

Recommendation: (Please put a check mark (/) in the appropriate box.)

☐ Minor revision. This material is found compliant to the minimum requirements in all six factors. Revision based on the recommendations included in the Summary of Content Findings form and LR with marginal notes must be implemented.

☐ Major revision. This material is non-compliant to the requirements in one or more factors. Revision based on the recommendations included in the Summary of Content Findings form and LR with marginal notes must be implemented.

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I certify that this evaluation report and the recommendation(s) in the summary report are my own and have been made without any undue influence from others.

Name/s

Signature/s

Evaluator/s:



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Summary of Content Findings, Corrections and Review for Locally Developed LRs

Title of LR: _____

Quarter: _____ Grade Level: _____

Week: _____

Part of the LR Paragraph / Line / Page number (in chronological order)	Brief description of Errors/ Findings/ Observations	Specific recommendations for improving the identified criterion	Put a check mark	
			Implemented	Not Implemented

Legend: (Type of Error) C - Content, L – Language, DL – Design and Layout

Other Findings: Write additional comments and recommendations not captured
in the evaluation tools used.

Prepared by:

Date accomplished:

(Signature Over Printed Name)



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