



Republic of the Philippines
Department of Education
 REGION X
SCHOOLS DIVISION OF LANA O DEL NORTE

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| DEPED LANA O DEL NORTE | | |
| RECORDS SECTION CONTROL NO. 1101Y | | |
| RELEASED | | |
| 20 APR 2026 | 2:24 | MAN |
| DATE | TIME | BY |

April 16, 2026

DIVISION MEMORANDUM
 No. 204 s. 2026

TO: Public Schools District Supervisors/Coordinating School Principals
 Public Secondary School Heads
 Public Elementary School Heads
 District LR Lead Administrators
 LR Personnel
 All Others Concerned

**CAPACITY BUILDING OF FORMAT AND LAY-OUT EVALUATORS ON
 THE QUALITY ASSURANCE OF LEARNING RESOURCES**

1. Learning materials are among the key contributory factors in transforming classrooms into inspiring, engaging, and motivating learning environments. To ensure meaningful and maximum learning among learners, teachers must utilize quality instructional materials and make them readily available to learners.
2. In view of this, this Office, through the Curriculum Implementation Division under Project DESIRE, shall conduct a Capacity Building on Quality Assurance of Learning Resources for Format and Lay-out Evaluators on April 28-29, 2026, at Guian Foodhouse Center, Baroy, Lanao del Norte.
3. This activity aims to orient members of the Quality Assurance Team on their roles and functions as Format and Lay-out Evaluators and to capacitate them on the proper evaluation of learning materials in accordance with established Quality Management System (QMS) standards.
4. The participants in this training shall be the District Learning Resources (LR) Lead Administrator and one (1) additional school head per district. Attendance is mandatory, and no proxy or substitute shall be allowed. Participants who fail to attend the training shall be required to submit a written letter of explanation.
5. Moreover, a pre-work activity for LR personnel shall be conducted on April 20, 2026, at the Curriculum Implementation Division (CID) Office, starting at 1:00 in the afternoon.



Address: DepEd-Division of Lanao del Norte, Pigcarangan, Tubod, Lanao del Norte
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**CAPACITY BUILDING OF FORMAT AND LAY-OUT EVALUATORS ON
THE QUALITY ASSURANCE OF LEARNING RESOURCES**

APRIL 28-29, 2026

Guian Foodhouse Center, Baroy, Lanao del Norte

TRAINING MATRIX

| DAY 1: APRIL 28, 2026 | | |
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| TIME | ACTIVITY | RESPONSIBLE PERSON |
| 7:30 – 8:30 | Arrival and Registration | Jocelyn R. Camiguing, <i>Div. Librarian II</i> |
| 8:30 – 9:00 | Preliminaries | Myles M. Sayre, <i>PDO</i> |
| 9:00 – 9:45 | What is LRMSDS? | EPS Carol R. Balwit, <i>LRMSDS Manager</i> |
| 9:45 – 10:00 10:00 – 11:00 | Break Functions of the Format and Lay-out Evaluators | EPS Carol R. Balwit, <i>LRMSDS Manager</i> |
| 11:00 – 12:00 | a. Development of LRs Process b. Management of Quality Assurance of LRs | |
| 12:00 – 1:00 | Lunch Break | |
| 1:00 – 2:30 | LR Quality Assurance Tools and Forms - LR Development Proposal - Writer's/Artwork Agreement Form - Model Release Form - Proforma Communication Seeking Permission to Copy - Inventory of Third Party - Non-disclosure Agreement | Myles M. Sayre, <i>PDO</i> |
| 2:30 – 4:30 | Social Content Guidelines | Jocelyn R. Camiguing, <i>Div. Librarian II</i> |
| 4:30 – 4:45 | Open Forum | |
| Officer of the Day: Jocelyn R. Camiguing, <i>Div. Librarian II</i> | | |
| DAY 2: APRIL 29, 2026 | | |
| 8:00 – 8:30 | Management of Learning | Myles M. Sayre, <i>PDO</i> |
| 8:30 – 9:30 | Types of LRs | Myles M. Sayre, <i>PDO</i> |



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| 9:30 – 9:45 | Break | |
| 9:45 – 10:45 | Format and Lay-out Evaluation Tools | EPS Carol R. Balwit, LRMDS Manager |
| 10:45 – 12:00 | Workshop Evaluation of LRs on Format and Lay-out | LR Personnel |
| 12:00 – 1:00 | Lunch Break | |
| 1:00 – 2:00 | Continuation of the Workshop | LR Personnel |
| 2:00 – 4:00 | Presentation of Output | |
| 4:00 – 4:30 | Open Forum | |
| 4:30 – 5:00 | Closing Program | Myles M. Sayre, <i>PDO</i> |
| Officer of the Day: Myles M. Sayre, <i>PDO</i> | | |



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