



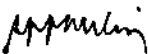
Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

MEMORANDUM

MLA-2021- 194

**TO :** **EPIFANIA CUEVAS-** *Principal, NOHS*  
**JUANITO SARDAN JR.** -*District In-Charge, Bacong*  
**NIDA BERSABAL, Ed. D.-** *PSDS, Amlan*  
**MARILOU LOBOS, EdD** -*PSDS, Mabinay 3*  
**IENY SOCORRO, Ed. D.-***PSDS, Mabinay 4*  
**ANDREA LUZ ENGLIS, Ed. D. -** *PSDS, Sibulan 2*  
**DELIA ALANANO—***PSDS, Siaton 2*  
**ROLANDO PACARRO, Ed. D.-***PSDS, Valencia*  
**JEANNY ABEJERO—EdD** -*Zamboanguita*  
**SONNY UY—***PSDS, Sta. Catalina 1*  
**LEONIVEL SECUSANA—***PSDS, Ayungon 2*

**FROM:**   
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

**SUBJECT :** **CONTEXTUALIZATION DEVELOPMENT TEAM  
IN MUSIC 3 & ARTS 3 MODULES**

**DATE :** **April 16, 2021**

1. This is to notify the concerned teachers whose names are in the attached list to do the contextualization, editing, illustrating, laying out, evaluating and reviewing of assigned self-learning modules in Arts 3 & Music 3 from the Regional Office starting on **April 17 -May 8, 2021** as stipulated in **Regional Memorandum 250 s. 2021**.

2. Concerned PSDSs and School Heads are requested to disseminate this directive to the said development team members whose tasks need so much focused time and are requested to give their full support on this undertaking.

3. Hereunder is a detailed table for the team to be guided with:

<b>Persons Involved</b>	<b>Schedule of Work</b>	<b>Venue</b>	<b>Identified Tasks</b>	<b>Submission of Outputs</b>
1. Contextualizers	April 17-25, 2021	Home or School which has strong internet connection	Contextualization/ Illustration and Laying Out	Contextualized modules & Evaluation Reports on April 21, 2021
2. Illustrators or Layout Artists	April 17-25, 2021			
3. Content Experts	April 17-25, 2021		To evaluate the content and pedagogy as well as closely	Edited modules in content

16 APR 2021

			coordinate with the contextualizers	
4. Language Evaluators	April 17-25, 2021	Home or School which has strong internet connection	To edit/ evaluate the language as well as its pedagogy	Language edited modules
5. Reviewers	April 17-25, 2021		To review and refine thoroughly the modules prior to a panel review.	Refined Modules

4. Please be notified that on **April 22-24, 2021**, the team is requested to do the quality assurance in content, design and language at a venue to be announced later.

5. All participants are requested to engage and actively join the exclusive Group Chat for this undertaking to be administered by **Ms. Bethel Anne Parco of NOHS**.

6. Services rendered by the team during **Saturdays and Sundays** entitle them to receive service credits for the teaching personnel and compensatory time-off for the non-teaching personnel.

7. Expenses incurred for meals, travelling and other incidental expenses relative to this activity shall be charged against School MOOE subject to the usual accounting rules and regulations.

8. To reiterate during gatherings, participants must comply with the stringent health protocols **underscoring the wearing of face masks and face shields**.

9. For profound details, attached is **Regional Memorandum 250 s. 2021**.

10. Immediate and widest dissemination of this **MEMORANDUM** is desired.

SPP/APA-FCL-NLR/CID/NLR/jcc  
April 16, 2021



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644  
**Email Address:** negros.oriental@deped.gov.ph

## **DEVELOPMENT TEAM IN ARTS 3 & MUSIC 3**

### **CONTEXTUALIZERS:**

1. Thressa Solamillo—Bacong
2. Georgitta Donio—Bacong
3. Maria Cerila Castro—Bacong
4. Kathy Belingan—Sibulan 2
5. Antonieta Lajot—Sta. Catalina 1
6. Harlyn Gayoma—Mabinay 3
7. Heide Gwen Cabugnason—Siaton 2
8. Jaclyn Limba—Sibulan 2
9. Margie Mandin—Sibulan 2
10. Lexibeth Galsing—Valencia
11. Rona Francisco—Sibulan 2
12. Ramzhel Mae Argoncillo—Ayungon 2

### **CONTENT SPECIALISTS**

1. Ricardo Quinicot—Siaton 2
2. Gina Providencia—Mabinay 4
3. Rida Canolas—Amlan
4. Rey Oliveros—Valencia
5. Bethel Anne Parco—NOHS
6. Florence Pini—NOHS
7. Bernadeth Oquendo—Sibulan 2

### **LANGUAGE EDITORS**

1. Gea Alonso—Sibulan 2
2. Ivan Villaluz—Sibulan 2
3. Remedios Jaro—Zamboanguita

### **ILLUSTRATORS**

1. Richie Naingue—Sibulan 2
2. Merson Escobar—Amlan
3. Arnold Munez—NOHS

### **LAYOUTS ARTISTS/ REVIEWERS**

1. Bethel Anne Parco—NOHS
2. Bernadeth Oquendo—Sibulan 2
3. Florence Pinili—NOHS

**Adviser: Mrs. Jenith C. Cabajon—MAPEH Division Coordinator**

**Consultant: Ms. Rosela R. Abiera—EPS-LRMDS**



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS

**Office of the Regional Director**


REGIONAL MEMORANDUM

No. \_\_\_\_\_, s. 2021

**Guidelines on the Contextualization of the K to 3 Q4 Self-Learning Modules**

To: Schools Division Superintendents

1. This Office, through the Curriculum and Learning Management Division – Learning Resource Management Section (CLMD-LRMS), issues the following guidelines to ensure smooth flow of the processes on the **Contextualization of the K to 3 Q4 SLMs**.
2. In line with this, the respective Schools Division Superintendents, CLMD & CID Chiefs, and School Heads are instructed to adopt work adjustments in order for the identified personnel involved to prioritize the tasks at hand. In the event that the identified personnel need to work beyond office hours, during weekends and holidays, they shall be entitled to service credits or overtime credit compensatory time off subject to applicable laws, rules and regulations.
3. Communication and other related expenses incurred by the personnel involved during the said activity shall be charged to MOOE Funds, subject to the accounting and auditing regulations and its availability.
4. Kindly see the following Annexes:  
  
Annex A - Requirements and Procedures  
Annex B - Terms of Reference of the Development Team  
Annex C – Indicative Timelines  
Annex D – Assignment of SDOs per Learning Area/Grade Level
5. Immediate dissemination of and compliance with this Memorandum is directed.

  
**SALUSTIANO T. JIMENEZ, JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/CAJ/CLMD/MACD/mfp



**Address:** Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
**Telephone Nos.:** (032) 231-1433; (032) 414-7399  
**Email Address:** region7@deped.gov.ph

### **Requirements and Procedures**

1. Learning area and LR supervisors shall organize the development team composing the following: a) writers/contextualizers b) illustrators c) layout artists d) editors (language, content, technical). The number of members will depend on the number of modules per learning area/grade level.
  2. Mother manuscripts of SLMs to be contextualized will be sent through the Division LR Supervisors.
  3. Technical specifications reflected in the ADM Standards shall be followed.
  4. Contextualized SLMs shall not exceed thirty-two (32) pages, excluding cover pages. However, if an SLM covers two or more related MELCs, it should not exceed forty (40) pages, excluding the cover pages.
  5. All illustrations shall be 'line drawing', not shaded, in black color, (unless color is needed for the activity).
  6. The contextualized SLMs shall undergo 1<sup>st</sup> level review at the division level by the language, content and technical editors to ensure that DepEd standards are sufficiently met and the SLMs are free from errors.
  7. Once it is finalized at the division level, these SLMs shall be transmitted to the regional office in PDF and editable file via email to [lr@deped.gov.ph](mailto:lr@deped.gov.ph).
  8. SLMs received at the region shall then undergo 2<sup>nd</sup> level review by the identified specialists and technical reviewers.
  9. Ready-to-Print SLMs shall be uploaded to an online storage which shall be shared to all SDOs and other regions using Binisaya language.
  10. CLMD Chief, CID Chiefs, and all LR Supervisors both at the division and region shall be responsible in overseeing the contextualization processes.
-

## **Terms of Reference of the Development Team**

### **Writers/Contextualizers:**

- Ensure that the SLM is compliant with the instructional design/format and elements set.
- Ensure that the curriculum standards and MELCs of the learning area are complete and sufficiently developed.
- Ensure that the SLM is free from factual, grammatical, typographical, computational, and plagiarized content and visual image.
- Ensure that all readings, text, and visual images are properly cited and referenced using Chicago Manual of Style.
- Ensure that the text and images follow the social content guidelines of DepEd.
- Validate findings and consider the comments of reviewers, editors, prior to the implementation of corrections, revision, and finalization of the SLM.
- Submit duly accomplished/signed Writer's Assignment Agreement.

### **Editors**

- Review the SLMs to check whether these are free from factual, grammatical, typographical, computational errors, and plagiarized content and visual images.
- Write comments and findings on the margins of specific pages where inadequacies are found.
- Check whether the SLM is compliant with the design and development standards and requirements.
- Look for pedagogical inaccuracies in the SLM.
- Ensure that valid comments are implemented in the revised SLM.

### **Illustrators**

- Check appropriateness and completeness of visual images in the assigned SLM.
  - Create visuals according to DepEd illustration guidelines, standards, and social content guidelines.
  - Finalize and submit the visual requirements of the SLM.
  - Create an original artwork for the cover of the SLM based on the concept/s given by the development team.
  - Incorporate revisions, if any, based on the findings of the development team of the assigned SLM.
  - Ensure that the cover art is in accordance with DepEd's social content guidelines.
  - Submit duly accomplished/signed Artwork Assignment Agreement and digital copy of the original artwork.
-

**Layout Artist**

- Coordinate with the writers and illustrators for clarity of layout design.
  - Revise/finalize the layout of the SLM based on the recommendations of the editors, writers, and illustrators.
  - Ensure that the layout is well arranged to facilitate understanding of the target users.
  - Submit the final laid out manuscript for review/sign-off of the development team.
-

Annex C

**Indicative Timelines on the Contextualization of the K to 3 Q4 SLMs**

<b>Activity</b>	<b>Indicative Timeline</b>
<b>Division Level</b>	
Contextualization of the mother manuscript	April 13-18 , 2021
Review/Editing of the contextualized SLMs at the division level	April 19-24, 2021
Revision of the SLM with comments from the editors	April 26 to May 8, 2021
Review of the revised SLMs	
Finalization of the SLMs (division level)	
Submission of SLMs to the region	May 10, 2021
<b>Region Level</b>	
2 <sup>nd</sup> level review and evaluation of the SLMs	May 11 to 31, 2021
Finalization/revision of the manuscripts	
Review of the revised manuscripts	
Final layouting of the manuscripts	
Uploading of the finalized manuscripts to the online sharing facility	



## Annex D

**Assignment of SDOs per Learning Area/Grade Level for Q4**

<b>Learning Area</b>	<b>Number of Modules</b>	<b>Division</b>
Aral. Panlipunan 1	8	Bogo City
Aral. Panlipunan 2	8	City of Naga
Aral. Panlipunan 3	7	Cebu Province
Music 1	6	Tanjay City
Arts 1	4	
PE 1	2	Cebu City
Health 1	5	
Music 2	5	Mandaue City
Arts 2	4	
PE 2	2	Danao City
Health 2	8	
Music 3	5	Negros Oriental
Arts 3	7	
PE 3	4	Toledo City
Health 3	5	
EsP 1	4	Carcar City
EsP 2	2	
EsP 3	2	
MTB 1	4	Bohol
MTB 2	4	
MTB 3	4	Tagbilaran City
Science 3	4	
Math 1	10	Siquijor
Math 2	17	Lapu-Lapu City, Guihulngan City, Talisay City
Math 3	20	Dumaguete City, Bayawan City, Bais City
Kindergarten	10	All original module writers