



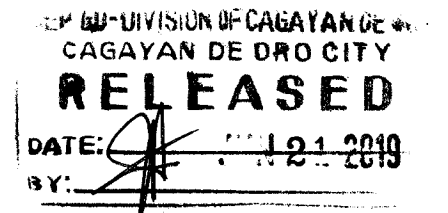
Republic of the Philippines
Department of Education
Region X
CAGAYAN DE ORO CITY DIVISION

Fr. William F. Masterson, S.J. Avenue,
Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines



June 20, 2019

MEMORANDUM
NO. 184, S. 2019



**REVISION AND FINALIZATION OF THE GRADE 3 ARLING PANLIPUNAN
LEARNER'S MATERIAL**

TO: **Romeo B. Aclo**
Education Program Supervisor

January Gay T. Valenzona, PhD
Education Program Specialist II

Chito H. Espinosa
Teacher, West City Central School

1. Relative to Region Memorandum No. 311 s. 2019 Re: Revision and Finalization of the Grade 3 Araling Panlipunan learner's Material (attached), you are hereby directed to attend said activity on July 21-31, 2019 at the National Educator's Academy of the Philippines (NEAP) Region X, Lapasan, Cagayan de Oro City
2. The activity is aimed at achieving the following objectives:
 - a. Validate and review findings to be implemented in finalizing the learning material;
 - b. Enhance the visuals, layouts and learning resource design;
 - c. Submit the Inventory of the Third Party Contents of all lifted texts or images included in the learner's material;
 - d. Submit the digital and sign off printed learner's material; and
 - e. Endorse the Ready-to-Print Learner's Materials by the Regional Director for mass printing.
3. Enclosed also are the Guidelines in the Revision and Finalization of Grade 3 Araling Panlipunan Learner's Material for reference.
4. For information and compliance.

for: [Signature]
JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent

Enc.: As stated
Ref.: DM-CI-2019-00 079
To be indicated in the Perpetual Index under the following subjects:
Curriculum ROX Revision & Finalization of G3AP LM



DepED-X
Cagayan de Oro City

June 14, 2019

REGIONAL MEMORANDUM

No. 311, s. 2019

JUN 18 2019

RELEASED

**REVISION AND FINALIZATION OF THE GRADE-3
ARALING PANLIPUNAN LEARNER'S MATERIALS**

To: **Schools Division Superintendents**
This Region

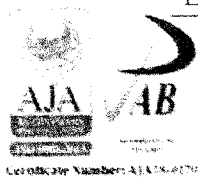
1. To ensure the development of quality learner's materials, the Learning Resource Management Division (LRMD), will conduct the Revision and Finalization of the Grade-3 Araling Panlipunan Learner's Materials at the National Educators Academy of the Philippines (NEAP) Region X, Lapasan, Cagayan de Oro City on July 21 - 31, 2019.

2. The activity is aimed at achieving the following objectives:

- a. Validate review findings to be implemented in finalizing the learning materials;
- b. Enhance the visuals, layouts, and learning resource designs;
- c. Submit the Inventory of Third-Party Contents of all lifted texts or images included in the learner's materials;
- d. Submit the digital and sign-off printed learner's materials; and
- e. Endorse the Ready-to-Print Learner's Materials by the Regional Director for mass printing.

3. The participants of this activity are indicated below:

Writer (13)	Division
Virginia N. Nadayag	Iligan City
Ananias T. Clarido, PhD	Iligan City
Maryjane Simeon	Iligan City
Joseph H. Malalis	Tangub City
Chito H. Espinosa	Cagayan de Oro City
Melanie Paredes	Ozamiz City
Tina marie F. Apdohan	Gingoog City
Ellen Rose M. Daligdig	Oroquieta City
Bergel Bateriza	Malaybalay City



The heart of DepEd Region X

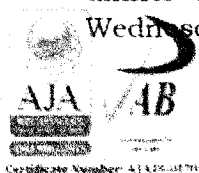


DEPARTMENT OF EDUCATION
DepEd Region X - Northern Mindanao



Remelyn S. Baculio	El Salvador City
Mary Grace Badula	Misamis Occidental
Nelsie Ann Tongol	Misamis Occidental
Geraldine Rivas	Lanao del Norte
Illustrator (4)	
Laliane Tagaan	Tangub City
Phel P. Salmasan	Bukidnon
Ma. Theresa A. Barrero	Gingoog City
Carlos Melgar	Misamis Oriental
Content and Language Editor (2)	
Lila C. Quijada	Gingoog City
Manuelita Capito	Misamis Oriental
Layout Artist (4)	
Jay Michael Calipusan	Gingoog City
Generoso V. Retor	Camiguin
Lilian Salan	Misamis Oriental
Lee Jan C. Aguilar	Bukidnon
Division Office	
Purissima Yap	Malaybalay City
Grace Paculba	El Salvador City
January Gay Valenzona	Cagayan de Oro City
Edwin B. Gurrea	Bukidnon
Romeo B. Aclo	Cagayan de Oro City
Iris B. Kho	Camiguin
Lorna H. Estrosas	El Salvador City
Norebel A. Balagulan	Gingoog City
Angelito Barazona	Lanao del Norte
Virgilin R. Pizarro	Malaybalay City
Eleazer L. Tamparong	Misamis Occidental
Firminia M. Labis	Misamis Oriental
Elvira L. Santos	Oroquieta City
Letecia D. Tatoy	Ozamiz City
Lorna C. Peñonal	Tangub City
Ruel Duran	Valencia City

4. Writers, illustrators, content and language editors, layout artists and identified division LRMD education program supervisors are expected to arrive at the venue in the evening of July 21, Sunday. First meal will be dinner on the same day, and last meal is afternoon snacks on July 31, Wednesday.



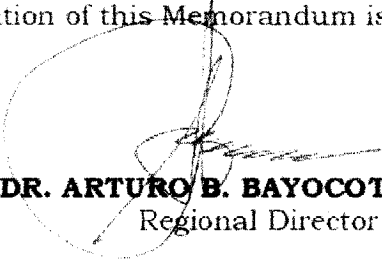
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DEPARTMENT OF EDUCATION
DepEd Region X – Northern Mindanao



5. Division Education Program Supervisors in Araling Panlipunan are required to participate in the finalization of outputs and signing-off of the ready-to-print learner's materials on July 29 – 31, 2019.
6. Food, accommodation, supplies, and materials, transportation and other incidental expenses of the participants shall be charged to downloaded funds from the Bureau of Learning Resources (BLR), subject to the usual accounting and auditing rules and regulations.
7. Attached are the Guidelines in the Revision and Finalization of Grade-3 Araling Panlipunan Learner's Materials for your reference.
8. For further inquiries, please contact the Education Program Supervisor in Araling Panlipunan, CLMD, DepEd Region X, at telephone no. 08822-714576 or through e-mail address aralingpanlipunan@deped.gov.ph.
9. Immediate and wide dissemination of this Memorandum is desired.

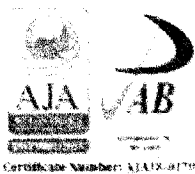

DR. ARTURO B. BAYOCOT, CESO V
Regional Director

Reference:

Office Memorandum from Edel P. Carag, Director III, Bureau of Learning Resources

To be indicated in the Perpetual Index
under the following subjects:

CURRICULUM	PROGRAMS
* Program Implementation Review in Araling Panlipunan	
CLMD/naa	



The Heart of DepEd Region X

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 deped10.d@region10@deped.gov.ph

Title of Activity: Guidelines in the Revision and Finalization of Grade 3 Araling Panlipunan Learner's Materials

Date: June-July 2019

I. Rationale:

The development of Grade 3 Learner's Materials was managed by the Bureau of Learning Delivery. A workshop on the development of learner's materials was held on May 16 to 22, 2016 at NEAP, Malvar, Batangas and participated by 57 Teachers, Master Teachers, Principals and Supervisors from 17 Regions. Following after was Finalization Workshop on the said materials held on July 2 to 7, 2019 at The Oriental Hotel, Mariveles, Bataan.

Likewise, the Bureau of Learning Resources managed the conduct of content and language review by external reviewers and Conformance Review Activity at Tanza Oasis Hotel and Resort, Tanza, Cavite on March 5 to 10, 2018 participated by the writers from the 17 regions.

After which, the said learner's materials were reviewed by the Bureau of Curriculum and Development and Bureau of Learning Delivery on curriculum competencies, accuracy of content, and appropriateness of pedagogy.

With the results of review findings of the two Bureaus, the BLR will conduct Revision and Finalization Workshop of Grade 3 Araling Panlipunan Learner's Materials to be held in June-July 2019 in 17 Regions to validate the review findings and finalize the materials.

II. Objectives

1. Validate review findings to be implemented in finalizing the learning material;
2. Enhance the visuals, layout, and learning resource design;
3. Submit the Inventory of Third-Party Contents of all lifted texts or images included in the learner's material;
4. Submit the digital and sign-off printed learner's materials; and
5. Endorse the Ready-to-Print Learner's Materials by the Regional Director for mass printing

III. Terms of Reference of the Development Team

To ensure the quality of output, the following are terms of reference of the persons involved during the revision and finalization of the materials:

Writers

1. Discuss the instructional design and format of the LM with the writing team.
2. Ensure the curriculum standards and learning competencies of the subject area are complete and sufficiently developed.
3. Ensure that the learner's material is free from factual, grammatical, typographical, computational, and plagiarized content and visual images.

4. Ensure that all readings, text, and visual images are properly cited and referenced using Chicago Manual of Style.
5. Ensure that the text and images follow the social content guidelines of DepEd.
6. Accomplish the **Inventory of Third-Party Contents** (Annex 9) of all lifted text or images included in the learner's material.
7. Validate findings and consider the comments of reviewers, editors, and validators prior to the implementation of corrections, revision, and finalization of the LM.
8. Sign off the ready-to-print learner's material.
9. Submit duly accomplished/signed **Writer's Assignment Agreement** (Annex 4).
10. Submit the ready-to-print material in both editable digital format and PDF format after the workshop.

Editors

1. Review the learner's materials to check whether these are free from factual, grammatical, typographical, computational errors, and plagiarized content and visual images
2. Write comments and findings on the margins of specific pages where inadequacies are found.
3. Check whether the LM is compliant with the design and development standards and requirements
4. Look for pedagogical inaccuracies in the LM.
5. Ensure that valid comments are implemented in the revision of the LM.

Illustrator

1. Check appropriateness and completeness of visual images in the assigned LM.
2. Create visuals according to DepEd illustration guidelines, standards, and social content guidelines.
3. Finalize and submit the visual requirements of the LM.
4. Submit duly accomplished/signed Artwork Assignment Agreement (Annex 5) and digital copy of the original artwork.

Cover Art Illustrator

1. Create an original artwork for the cover of the LM based on the concept/s given by the development team.
2. Ensure that all artworks are based on the Cover Artwork Guidelines.
3. Incorporate revisions, if any, based on the findings of the development team of the assigned LM.
4. Ensure that the visual arts are in accordance to DepEd's social content guidelines.
5. Finalize the visual requirements the LM.
6. Submit duly accomplished/signed Artwork Assignment Agreement (Annex 5) and digital copy of the original artwork.

Layout Artist

1. Coordinate with the writers and illustrators for clarity of layout design.

2. Revise/finalize the layout of the learner's materials based on the recommendations of the editors, writers, and illustrators.
3. Ensure that the layout of artwork is readable for the intended user.
4. Submit the final laid out manuscript for review/sign off of the development team.

Composition of the Development Team

		Grade 3 - Araling Panlipunan							
Region	Writer/ Representative of Every Division	Content and Language Editor	Illustrator	Layout Artist	DO	RO	CO	Grand Total	
1	I	14	2	4	4	3	3	2	32
2	II	9	2	4	4	3	3	2	27
3	III	20	2	4	4	3	3	2	38
4	IVA	21	2	4	4	3	3	2	39
5	IVB	8	2	4	4	3	3	2	26
6	V	13	2	4	4	3	3	2	31
7	VI	20	2	4	4	3	3	2	38
8	VII	19	2	4	4	3	3	2	37
9	VIII	13	2	4	4	3	3	2	31
10	IX	8	2	4	4	3	3	2	26
11	X	13	2	4	4	3	3	2	31
12	XI	10	2	4	4	3	3	2	28
13	XII	9	2	4	4	3	3	2	27
14	CARAGA	12	2	4	4	3	3	2	30
15	CAR	8	2	4	4	3	3	2	26
16	NCR	16	2	4	4	3	3	2	34
17	BARMM	9	2	4	4	3	3	2	27
		222	34	68	68	51	51	34	528

IV. Field Validation

The Learner's Materials will have one-day validation in 3 schools composed of:

RO & DO Representatives	2
Principals & Dist. Supvs	6
Writers	4
Leaners/Teachers	26
TOTAL Pax per School	38

Pre-validation Planning Stage

Division Office

- a. Select three elementary schools near the workshop venue
- b. Randomly select at least 26 Araling Panlipunan Teachers/Learners per school
- c. Reproduce the learner's materials for validation and the validation tools

Terms of Reference of the Validation Team**RO and DO**

- Oversee the conduct of validation process
- Identify participating schools for validation
- Issue Certificate of Participation to the teacher validators

Principal & District Supervisor

- Identify teacher/learner validators
- Assist the development team during the validation process

Teacher/Learner Validators

- Read carefully the learner's material
- Accomplish the validation form (Annexes 2 & 3)

Writers, Editor, Illustrator, Layout Artist

- Implement valid comments/recommendations on the learner's materials during the finalization workshop

Central Office Representative

- Observe the conduct of the validation process
- Meet the development team to discuss the result of the validation

LR Regional Staff and other

- Assist on the conduct of the validation
- Submit the summary of validation findings to BLR Staff

Administrative Arrangements

- Meals will be provided amounting to Php 500.00 per pax.
- RO, DO, CO, writers will be provided with transportation allowance of Php 400.00 per pax.
- Provision of supplies materials amounting of Php 1,000.00 per school.

V. Status of Araling Panlipunan Learner's Materials and Number of Pages

No.	Title of Learning Resources	Maximum No. of Pages (Exclusive of Cover Page)	Printed Copy	Digital files	IPR Invty	Cover page	Front Matter	Inside Pages
1	Rehiyon I	480	✓	✓	✓	✓	✓	✓
2	Rehiyon II	536	✓	✓	X	✓	✓	✓
3	Rehiyon III	568	✓	✓	X	✓	X	✓
4	Rehiyon ng CALABARZON	610	✓	✓	X	✓	✓	✓
5	Rehiyon ng MIMAROPA	560	✓	✓	✓	✓	✓	✓
6	Rehiyon V	496	✓	✓	X	✓	✓	✓
7	Rehiyon VI	632	✓	✓	✓	✓	✓	✓
8	Rehiyon VII	568	✓	✓	✓	✓	✓	✓
9	Rehiyon VIII	560	✓	✓	✓	✓	✓	✓
10	Rehiyon IX	496	✓	✓	✓	✓	✓	✓
11	Rehiyon X	568	✓	✓	✓	✓	✓	✓
12	Rehiyon XI	504	✓	✓	✓	✓	✓	✓
13	Rehiyon XII	552	✓	✓	✓	✓	✓	✓
14	Rehiyon ng Caraga	552	✓	✓	X	✓	✓	✓
15	National Capital Region	576	✓	✓	✓	✓	✓	✓
16	Bangsamoro Autonomous Region in Muslim Mindanao	544	✓	✓	✓	✓	✓	✓
17	Cordillera Administrative Region	512	✓	✓	X	✓	✓	✓

Remarks: X – for completion

VI. Annexes

1. Summary of Findings
2. Validation Instrument for Learner
3. Validation Instrument for Writers, Editors, and Evaluators
4. Sworn Certification/ Writer's Assignment Agreement
5. Illustrator's License Release, and Waiver Form/ Artwork Assignment Agreement
6. Model Release Form, if applicable
7. Technical Specifications for the Layout of Araling Panlipunan 3
8. List of Development Team
9. Inventory of Third-Party Materials
10. Copyright Originality Form
11. LR Referencing

VII. Expected Outputs

1. Signed-off printed copy of Grade 3 Araling Panlipunan and digital file
2. Endorsement letter from the Regional Director that the Learner's Material is ready for mass printing
3. Summary of revision, validation, and finalization findings
4. Sworn Certification/ Writer's Assignment Agreement (Annex 4)
5. Illustrator's License Release, and Waiver Form/ Artwork Assignment Agreement (Annex 5)
6. Model Release Form, if applicable (Annex 6)
7. List of Development Team (Annex 8)
8. Inventory of Third-Party Materials (Annex 9)

Prepared by:

ANALIZA S. DY
SEPS, BLR-PD

Approved by:

BESY C. AGAMATA
Chief EPS, BLR-PD



Republic of the Philippines
Department of Education

BUREAU OF LEARNING RESOURCES
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Office of the Director

May 29, 2019

ARTURO B. BAYOCOT
Regional Director
DepED RO X
Masterson Ave. Zone 1, Upper Bulalang
Cagayan de Oro City

Dear Director Bayocot:

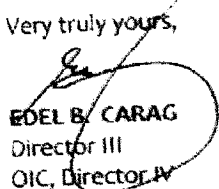
This pertains to the Review and Finalization of the Grade 3 Araling Panlipunan Learner's Materials to be conducted in your region. The Learning Resource Management Development Section (LRMDS) under the supervision of the Chief of Curriculum and Learning Management Division (CLMD) and LRMDS Supervisor will conduct the said activities.

On this note, we would like to inform you that the activity will be on June-July 2019. Attached is revised budget to be downloaded to your region. The new rates of expenses and allowances for official and foreign travels of government personnel based on EO 77, 2019 is not yet included.

For any concerns, please contact Ms. Analiza S. Dy, Senior Education Program Specialist, BLR-Production Division at telephone numbers (02) 631-3690 and 634-0901 or send an email through analiza.dy@deped.gov.ph.

Thank you very much.

Very truly yours,


EDEL B. CARAG
Director III
OIC, Director IV

BLRPD-19-05-060