

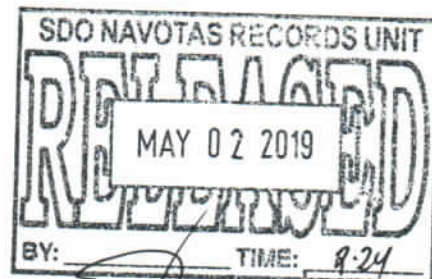


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National Capital Region
SCHOOLS DIVISION OFFICE OF NAVOTAS
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MEMORANDUM

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Public Elementary and Secondary School Principals
School LR Coordinators and School Custodians



From: **MELITON P. ZURBANO**
Officer-In-Charge
Office of the Schools Division Superintendent

Date: May 2, 2019

Subject: **DIVISION WORKSHOP ON THE QUALITY ASSURANCE PROCESS OF DEVELOPED SUPPLEMENTARY MATERIALS**

1. The Division of Navotas City through the Learning Resource Management Section will conduct a **3-Day Division Workshop on the Quality Assurance Process of Developed Supplementary Materials**, on May 15-17, 2019, 8:00 AM to 5:00 PM at the Division Conference room.
2. The workshop aims to:
 - understand the process of conducting quality assurance of teacher made supplementary materials;
 - acquaint the Quality Assurance Team in the different standard tools of BLR;
 - perform quality assurance of developed materials.
 - augment the available learning materials with quality assured teacher-made supplementary materials.
3. Participants to the above-captioned activity are Master Teachers/content experts, Head Teachers, LR EPS and PDO II- LRMS.
4. Also, participants are advised to bring the following:
 - Materials ready for Quality Assurance such as stories, work sheets, activity sheets, tasks sheets and other print and digitized materials.
 - Laptop and

- Pocket WiFi.

5. Participants to the Division Training Workshop shall be entitled to service credits in accordance with DepEd Order No 53. s., 2003 entitled Updated Guidelines on the Grant of Vacation Service Credits to Teachers.
6. Attached to this Memorandum is the list of participants.
7. Immediate and wide dissemination of this Memorandum is desired.

Form No. CID-006-0

Enclosure to Division Memorandum on Quality Assurance Process

Subject Area	Master Teachers/ Content Experts				Head Teacher	School
	Elementary	School	Secondary	School		
English	Hazel M. Mugot	Kapitbahayan ES	Mona Liza F. Adriano	Navotas NHS	Jocelyn C. Meralles	Tanza NHS
	Jean C. Laureta	Daanghari ES	Ana Lisa I. Panaligan	San Roque NHS	Rose Eden L. Cortez	San Rafael TVHS
	James M. Ignacio	TES I	Cheryl P. Estrecho	NNHS	Marilou M. Ritual	SRTVHS
Filipino	Rosalinda L. De Paz	DDES	Aileen L. Francisco (HT)	SRNHS	Elvira F. Siason	NNHS
	Ana Maria I. Luzon	TzES	Socora B. Retuya	NNHS	Rachel V. Ocampo (Teacher Representative)	TNHS
Science	Maria Leonora B. Vega	TES I	Mary Grace C. Magno (T3)	NNHS	Anika Dana J. Sengco	NNHS
	Ligaya S. Maddatu	NBBES	Edna C. Salandanan	NNHS	Rosario S. Gambaloza	SRTVHS
Mathematics	May C. Yucom	SRES	Alberto J. Tiangco	SRTVHS	Marisa F. Angeles (Teacher Representative)	NNHS
	Vernadette C. Cruz	Navotas ES	Thelma L. Singson	Tanza NHS	Rhea M. dela Cruz	Navotas NHS
Araling Panlipunan	Clarissa DC. Catabay	Tangos ES	Ligaya A. Orqueza	Tangos NHS	Genesis Anne P. Garciano (Teacher Representative)	Navotas Science HS
	Reynold S. Paglinawan	BES	Aldicor D. Saludes	NNHS	Lourivie M. Nabuab	Kaunlaran HS
	Frederick F. Mateos	NBBES	Dorothy N. del Rosario	SRNHS	Emerlita G. Forteo	Tanza NHS
EPP/TLE	Evangelina L. Narciso	SRES	Henry A. Delos Reyes	TzNHS	Belinda I. Salazar	NNHS
	Margarita C. Latagan	DDES	Sylvia M. Castillo	SRTVHS	Erlinda L. Roxas	SRTVHS
	Dalisay M. Illut	WES	Glenilda C. Idian	SRNHS	Juriz A. De Mesa	NNHS
ESP	Melody R. Sevilla (Teacher Representative)	NES I	Michelle A. Tiangco	SRTVHS	Josefina B. Del Rosario	KHS