



Republic of the Philippines
Department of Education
 REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
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**Office of the Schools Division
 Superintendent**

14 April 2026

DIVISION MEMORANDUM

No. 225, s. 2026

**SUBMISSION OF SCHOOL, DISTRICT, AND DIVISION POOL OF LEARNING
 RESOURCE DEVELOPMENT TEAMS AND LEARNING RESOURCES
 EVALUATORS**

1. In relation to DepEd Order No. 42, s. 2016 that provides clear policy guidelines on daily lesson preparation, ensuring that teachers contextualize learning resources to meet the diverse needs of Filipino learners, this Division shall formally organize Learning Resources Development Teams (LRDTs) and Learning Resource Evaluators (LREs) at the school, district, and division levels which will spearhead the creation, adaptation, and evaluation of instructional materials to support teaching and learning across subject areas.

2. This activity aims to:

- Establish functional LRDTs at the school, district, and division levels;
- Identify and designate qualified Learning Resource Evaluators (LREs);
- Standardize processes for resource development, quality assurance, and approval; and
- Promote collaboration among teachers, school heads, public school district supervisors/district in charge, and education program supervisors.

3. All school heads shall ensure entries of the names of writers, illustrators, editors, and evaluators by subject area and grade level. At the school level, there is no limit on the number of persons provided they are capable to perform the given tasks. At the District level, the **minimum** number per category, subject and grade level is 5 and 10 at the Division level. The pool of LRDTs and LRs shall be composed of the following:

- A. School LR Development Team (SLRDT) and School LR Evaluators (DLREs)
 Chairperson : School Head
 Members : teacher-writers, illustrators, editors and evaluators (per subject area and grade level)
- B. District LR Development Team (DLRDT) and District LR Evaluators (DLREs)
 Chairperson : Public School District Supervisor / District in Charge
 Members : Writers, illustrators, editors and evaluators (per subject area and grade level) who are school heads, head teachers, master teachers and subject specialists from the pool of SLRDT and SLREs



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C. Division Learning Resource Development Team (DivLRDT) and Division Learning Resource Evaluators (DivLREs)

Chairperson : Chief, Curriculum Implementation Division

Co-chairperson: EPS – Learning Resources Management Section

Team Leaders: Education Program Supervisors

Members : Writers, illustrators, editors, evaluators (per subject area/program and grade level) who are PSDSs/DICs, school heads, head teachers, master teachers and subject specialists from the pool of DLRDT and DLREs

4. Not all members of SLRDTs and SLREs can be members of DLRDTs and DLREs, hence, PSDSs/DICs and school heads must choose carefully who will be part of the district team based on expertise and attitude. In like manner, EPSs shall choose members of his/her team from those submitted by the districts.

5. School heads shall release official designations for SLRDTs and SLREs in their respective schools. The PSDSs/DICs shall be the one responsible in releasing official designations for DLRDTs and DLREs. At the Division level, the CID Chief shall take charge of releasing official designations for DivLRDTs and DivLREs (See *Annex 1* for the roles and responsibilities).

6. Below is the deadline of submission:

Level	LRDTs & LREs	Date
School	SLRDTs & SLREs	May 4, 2026
District	DLRDTs & DLREs	May 18, 2026
Division	DivLRDTs & DivLREs	May 29, 2026

7. The names shall be submitted using the link below:

<https://tinyurl.com/Pool-of-LRDTs-and-LREs>

8. Strict compliance with this memorandum is desired.

VIRGILIO P. BATAN JR., CESO V
 Schools Division Superintendent *n. m.*

[Handwritten Signature]

Reference:

Encl.: As stated

Reference:

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

WRITERS ILLUSTRATORS EVALUATORS

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Annex 1

**Duties and Responsibilities of Learning Resource Development Team Members
and Learning Resource Evaluators**

Learning Resource Writers

- Develop instructional content aligned with the K to 12 curriculum standards and competencies.
- Contextualize materials to reflect local culture, language, and learner diversity.
- Ensure accuracy, clarity, and appropriateness of examples and activities.
- Collaborate with illustrators and editors to integrate visuals and refine manuscripts.
- Revise drafts based on feedback from evaluators and supervisors.
- Submit outputs following DepEd-prescribed formats and quality assurance standards.

Illustrators

- Design visual aids (charts, diagrams, drawings, infographics) that support comprehension.
- Contextualize illustrations to represent local culture, environment, and learner realities.
- Maintain consistency in style, format, and visual language across materials.
- Work closely with writers and editors to ensure visuals match the text.
- Prepare digital and print-ready files in compliance with DepEd technical specifications.

Editors

- Review manuscripts for grammar, spelling, and adherence to DepEd style guides.
- Check coherence between text and visuals, ensuring logical flow.
- Verify alignment of content with curriculum standards and instructional design principles.
- Apply formatting guidelines for division-approved learning resources.
- Provide feedback to writers and illustrators for revisions and improvements.
- Ensure final manuscripts meet quality assurance requirements before submission.

Evaluators

- Assess learning resources using LRMSD evaluation tools and rubrics.
- Check accuracy, inclusivity, and cultural relevance of content and visuals.
- Verify alignment with curriculum standards, learning outcomes, and pedagogical principles.
- Recommend approval, revision, or rejection based on evaluation results.
- Document findings and provide constructive feedback to development teams.
- Ensure compliance with DepEd's quality assurance standards for instructional materials.