



Republic of the Philippines
Department of Education
CARAGA REGION



April 1, 2022

REGIONAL MEMORANDUM
No. 0261, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
Division MEP Focal Persons
This Region

**VIRTUAL REGIONAL QUALITY ASSURANCE OF WEEKLY LEARNING ACTIVITY
SHEETS FOR ARABIC LANGUAGE AND ISLAMIC VALUES EDUCATION
(ALIVE), QUARTERS 3 AND 4**

1. The Regional Office through the Curriculum and Learning Management Division (CLMD) will hold a Virtual Regional Quality Assurance of Weekly Learning Activity Sheets for Arabic Language (AL) Levels 1 to 4 and Islamic Values Education (IVE) Levels 1 to 6 for Quarters 3 and 4 on April 4, 2022 to May 27, 2022.
2. This activity aims to ensure that the materials that will be distributed for use in the ALIVE classes are accurate, appropriate, and in adherence to the standards set by the Department of Education.
3. The Arabic Language WLASSs will be reviewed by an External Content Expert, while the Islamic Values Education WLASSs will be reviewed by the Regional Quality Assurance Team comprised of the Regional and Division MEP Focal Persons and ALIVE teachers from each implementing SDO. Division MEP Focal Persons are requested to recommend at least one (1) ALIVE teacher to serve as member of the Regional QA Team. Submission of name/s of ALIVE Teachers shall be on or before April 4, 2022.
4. Attendance and active participation of the Regional and Division MEP Focal Persons as well as the members of the Development and Quality Assurance Teams are required in all phases of the Quality Assurance. The list of writers by SDO are found in Enclosures 1 and 2 of RM 727, s. 2021. Furthermore, the Indicative Activities and the Guidelines for Content Evaluation are also found in the enclosures.
5. To set the direction and ensure the smooth conduct of the Regional Virtual Quality Assurance, a re-orientation and levelling-off activity shall be done on April 4, 2022, 10:00 A.M. via MS Teams (Link: <https://bit.ly/35ubPdZ>).



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6. Expenses relative to the conduct of this activity such as but not limited to meals and snacks, supplies and materials, communication and transportation allowances shall be downloaded to the Schools Division Offices (SDOs) chargeable against MEP Regional Office Program Support Funds subject to the usual government accounting and auditing norms and procedures.

7. Immediate dissemination and compliance to this Memorandum is highly desired.


 **MA. GEMMA MERCADO LEDESMA**
Regional Director 

Encls.: as stated

References: ADM LR Standards as of May 8, 2020

Regional Memorandum 776, s. 2021

Regional Memorandum 727, s. 2021

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

LEARNING RESOURCES

MADRASAH EDUCATION

CLM/rjy
04/01/2022

GUIDELINES ON THE CONTENT EVALUATION OF ARABIC LANGUAGE AND
ISLAMIC VALUES EDUCATION (ALIVE) WEEKLY LEARNING ACTIVITY SHEETS

I. Objectives:

- Assess the content of the Weekly Learning Activity Sheets for compliance with the Refined Elementary Madrasah Curriculum (REMC) content standards.
- Write specific comments and findings on WLAS pages where inadequacies in content and/or errors are discovered.
- Discuss the comments, recommendations, and revisions to be implemented on the WLAS with the development teams.

II. Mechanics

1. The WLAS Content Evaluator shall perform the following roles and responsibilities:
 - 1.1. Evaluate and check the WLAS for conceptual, factual, procedural, pedagogical, and grammatical errors, as well as violations on social content, and other types of errors.
 - 1.2. Write specific comments, findings, and suggested revisions on the margin of the pages of with inadequacies or errors in content.
 - 1.3. Discuss with the development team, if needed, to clarify comments and recommendations made in your content review.
 - 1.4. Review the revised and finalized WLASSs to ensure that corrections/suggested revisions were sufficiently and correctly implemented.
2. Evaluate the WLASSs one at a time. Read each WLAS page by page to identify possible errors and write corresponding marginal notes on the pages where the errors are found. Check on the following standards:
 - 2.1. *Intellectual Property Compliance.* Check WLAS for copyright violations. Ensure proper citations for copyrighted texts and visuals.
 - 2.2. *Learning Competencies.* Check the alignment of the content of the WLAS with the targeted Learning Competencies intended for the component area and grade level.
 - 2.3. *Instructional Design and Organization.* Ensure that content of the WLAS should contribute to the achievement of specific learning objectives, sequenced logically, suitable to the target learner's level of development, needs, and experience, and enhance the development of desirable values and traits of a Filipino Muslim Learner.
 - 2.4. *Instructional Quality.* Check the WLAS for conceptual errors, factual errors, procedural errors, pedagogical errors, grammatical errors, violations on Social Content, and other types of errors.

2.5. *Assessment.* Check the WLAS for assessments that help teachers evaluate learner's progress, are aligned with specific learning objectives, allow for self- or peer-evaluation, and come in a variety of formats.

2.6. *Readability.* Check that WLAS is written in such a way that words, sentences, and paragraphs are within the target learners' level, ideas flow smoothly within a lesson and from one lesson to the next, and a good use of transition devices. Most importantly, lessons, instructions, exercises, questions, and activities are clear to the learners.

3. Write comments on key points based on the criteria. Highlight the section of the page that needs to be improved or revised, as well as the location of the error. Alongside the highlighted section, include comments, findings, and recommendations to help the development team revise the activity sheet.
4. Avoid using vague words and nonspecific/generalized comments in your marginal comments (e.g., some words are not appropriate; many of the examples are not aligned with the content; the sentence is not clear; the verb is grammatically incorrect, etc.)
5. After reviewing the WLAS, read over your marginal notes to make sure the findings and recommendations are consistent and complete, and that nothing has been overlooked.
6. Discuss your comments with the development teams and the RO and SDO focal persons to clarify findings and agree on the revisions and improvements to be made in the activity sheets evaluated.

Enclosure 2 to Regional Memorandum No. 026, s. 2022

INDICATIVE SCHEDULE FOR THE VIRTUAL REGIONAL QUALITY ASSURANCE OF
WEEKLY LEARNING ACTIVITY SHEETS FOR ARABIC LANGUAGE (AL) GRADES 1
TO 4, QUARTERS 3 AND 4

Time	Activity	In-charge/ Facilitator/s
April 4, 2022	Orientation of LR Quality Assurance Guidelines and Standards	Rhea J. Yparraguirre, Regional Office
April 5-18 , 2022	Independent Review and Inputting of Marginal Notes by the External Language and Content Expert	Mohammad Nhor P. Sawato External Expert
• April 5, 2022 (7 hours)	• Arabic Language 1, Quarter 3 Weeks 1-7	
• April 6, 2022 (8 hours)	• Arabic Language 1, Quarter 4 Weeks 1-8	
• April 7, 2022 (6 hours)	• Arabic Language 2, Quarter 3 Weeks 1-6	
• April 8, 2022 (6 hours)	• Arabic Language 2, Quarter 4 Weeks 1-6	
• April 11, 2022 (7 hours)	• Arabic Language 3, Quarter 3 Weeks 1-7	
• April 12, 2022 (7 hours)	• Arabic Language 3, Quarter 4 Weeks 1-7	
• April 13, 2022 (6 hours)	• Arabic Language 4, Quarter 3 Weeks 1-6	
• April 18, 2022 (5 hours)	• Arabic Language 4, Quarter 4 Weeks 1-5	
April 19, 2022 (8:00 A.M. -5:00 P.M.)	Interfacing of the WLAS Writers and the External Content and Language Reviewer	Rhea J. Yparraguirre, Regional Office Mohammad Nhor P. Sawato External Expert
April 20, 2022	Revision of the Weekly Learning Activity Sheets	WLAS Writers Division ALIVE Coordinators
April 21, 2022	Final Review and Editing by the External Language and Content Expert	Mohammad Nhor P. Sawato External Expert
• April 21, 2022 (7 hours)	Arabic Language 1, Quarter 3 Weeks 1-7	

Time	Activity	In-charge/ Facilitator/s
• April 22, 2022 (8 hours)	Arabic Language 1, Quarter 4 Weeks 1-8	
• April 25, 2022 (6 hours)	Arabic Language 2, Quarter 3 Weeks 1-6	
• April 26, 2022 (6 hours)	Arabic Language 2, Quarter 4 Weeks 1-6	
• April 27, 2022 (7 hours)	Arabic Language 3, Quarter 3 Weeks 1-7	
• April 28, 2022 (7 hours)	Arabic Language 3, Quarter 4 Weeks 1-7	
• April 29, 2022 (6 hours)	Arabic Language 4, Quarter 3 Weeks 1-6	
• May 10, 2022 (5 hours)	Arabic Language 4, Quarter 4 Weeks 1-5	
May 11-20, 2022	Layout and Design Finalization and Final Packaging	Regional ALIVE Coordinator Division ALIVE Coordinators Regional LRMS LAS Writers
May 23-27, 2022	Uploading of the Quality Assured WLAS for AL & IVE in the designated Regional LR microsite	Regional ALIVE Coordinator Regional LRMS

Enclosure 3 to Regional Memorandum No. 026, s. 2022

INDICATIVE SCHEDULE FOR THE VIRTUAL REGIONAL QUALITY ASSURANCE OF
WEEKLY LEARNING ACTIVITY SHEETS FOR ISLAMIC VALUES EDUCATION
GRADES 1 TO 6, QUARTERS 3 AND 4

Time	Activity	In-charge/ Facilitator/s
April 4, 2022	Orientation of LR Quality Assurance Guidelines and Standards	Rhea J. Yparraguirre, Regional Office
April 5-13, 2022	Independent Review and Inputting of Marginal Notes by the External Language and Content Expert	• Rhea J. Yparraguirre, Regional Office • Hamdanie A. Pangandag, Surigao del Sur Division • Ghaizar A. Bautista, Butuan City Division • Shaira D. Cabatua, Agusan del Norte • Norima D. Macabayao, Cabadaran City Division
• April 5, 2022	• Islamic Values Education 1, Quarter 3 Weeks 1-4; Quarter 4, Weeks 1-4	
• April 6, 2022	• Islamic Values Education 2, Quarter 3 Weeks 1-5; Quarter 4 Weeks 1-4	
• April 7, 2022	• Islamic Values Education 3, Quarter 3 Weeks 1-4; Quarter 4 Weeks 1-4	
• April 8, 2022	• Islamic Values Education 4, Quarter 3 Weeks 1-5; Quarter 4 Weeks 1-2	
• April 11, 2022	• Islamic Values Education 5, Quarter 3 Weeks 1-4; Quarter 4 Weeks 1-4	
• April 12, 2022	• Islamic Values Education 6, Quarter 3 Weeks 1-6	
• April 13, 2022	• Islamic Values Education 6, Quarter 4 Weeks 1-7	
April 18, 2022	Interfacing of the WLAS Writers and the External Content and Language Reviewer	Rhea J. Yparraguirre, Regional Office
April 19-29, 2022	Revision of the Weekly Learning Activity Sheets	WLAS Writers Division ALIVE Coordinators

Time	Activity	In-charge/ Facilitator/s
May 10-13, 2022	Layout and Design Quality Assurance	Maripaz F. Magno Regional LRMS Manager
May 16-20, 2022	Layout and Design Finalization and Final Packaging	Regional ALIVE Coordinator Division ALIVE Coordinators Regional LRMS LAS Writers
May 23-27, 2022	Uploading of the Quality Assured WLAS for AL & IVE in the designated Regional LR microsite	Regional ALIVE Coordinator Regional LRMS