



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



May 9, 2025

REGIONAL MEMORANDUM

No. 422, s. 2025

To: Schools Division Superintendents

PARTICIPATION OF THE LRMS PROJECT DEVELOPMENT OFFICERS II TO THE EVALUATION WORKSHOP ON THE QUALITY ASSURANCE OF TEXTBOOKS (TXs) AND TEACHER'S MANUALS (TMs) FOR GRADES 2, 3, 5 AND 8

1. This is in reference to the attached letter from Atty. Ariz Delson Acay D. Cawilan, Director IV, Bureau of Learning Resources, requesting the participation of the LRMS Project Development Officers II to the Evaluation Workshop on the Quality Assurance of Textbooks (TXs) and Teacher's Manual (TMs) for Grades 2, 3, 5 and 8, on May 15-24, 2025 within NCR, specific venue to be announced, for information and appropriate action.
2. Particular attention is invited to paragraph nos. 3 and 4 of the said letter re: Provision for Board and Lodging, Travel Expenses, and grant of CTO.
3. Immediate and wide dissemination of this Memorandum is desired.


JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-in-Charge
Office of the Asst. Secretary for Operations

CLMD/LRMS



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Republic of the Philippines
Department of Education
BUREAU OF LEARNING RESOURCES

Office of the Director

May 2, 2025

JOCELYN DR. ANDAYA

Regional Director, DepEd - National Capital Region
Concurrent Officer-in-Charge
Office of the Assistant Secretary for Operations

Dear **Asec. Andaya**,

Greetings!

The Bureau of Learning Resources (BLR) shall conduct an *Evaluation - Workshop on the Quality Assurance of Textbooks (TXs) and Teacher's Manuals (TMs) for Grades 2, 3, 5 and 8* from **May 15 to 24, 2025** within the **National Capital Region (NCR)**.

In this regard, this office respectfully requests the participation of the Project Development Officers (PDO) II of the Learning Resource Management and Development Section (LRMDS) from your region to serve as facilitators in the said activity. As facilitators, the PDOs shall assist the BLR staff in ensuring that reports and other documentary requirements are properly accomplished.

The BLR shall provide board and lodging for all participants. Travel expenses will be reimbursed through funds to be downloaded to the Regional Offices, chargeable to the **FY 2025 Textbooks and Other Instructional Materials Fund**, subject to the usual government accounting and auditing rules and regulations. In the event that the downloaded funds are insufficient to cover travel expenses, the deficiency may be charged to the local funds. Participants are expected to use the most economical means of transportation in attending the activity.

The participants may request for compensatory time-off (CTO) calculated based the actual days they served in the workshop and in accordance with the rules and regulations stated in the Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004.

Should this request merit your approval, Mr. **Juan Carlos Sarmiento**, *Supervising Education Program Specialist* of the BLR-Quality Assurance Division will coordinate with your Regional Learning Resource Supervisor, Mr. **Dennis M. Mendoza** regarding this matter.

Thank you very much for supporting BLR activities.

Very truly yours,

ARIZ DELSON ACAY D. CAWILAN
Director IV

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