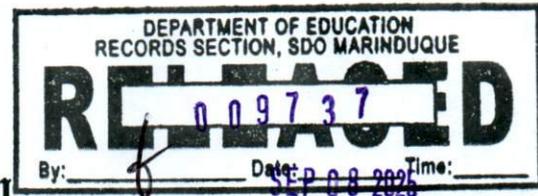




Republic of the Philippines
Department of Education
 SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

September 4, 2025

DIVISION MEMORANDUM

No. 091, s. 2025

**SELF-PACED SYNCHRONOUS DEVELOPMENT OF
 SCIENCE LESSON EXEMPLARS (SLE)**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Public Elementary, Secondary and Integrated School Heads
 All Others Concerned

1. In line with the Division's commitment to enhance the quality of science instruction and promote excellence in science education, the Schools Division of Marinduque shall conduct a Self-paced Synchronous Development of Science Lesson Exemplars for Grades 3,4,5,7, and 8.

2. This initiative is anchored on Project **Science** (Strategic Comprehensive Initiatives for **E**nhancing, **N**urturing **C**ompetency and **E**xcellence in Science Education), which aims to provide strategic support to science educators through quality-assured instructional materials.

3. This activity aims to:

- a. develop grade-level appropriate Science Lesson Exemplars employing inquiry-based learning;
- b. ensure content accuracy and pedagogical soundness through a systematic evaluation process;
- c. promote intellectual property rights (IPR) awareness and compliance; and
- d. produce well-designed and user-friendly lesson materials for classroom use.

4. The composition of the development and quality assurance team and their roles and functions is as follows:

Functional Composition	Roles/Functions
SLE Writers	<ul style="list-style-type: none"> • Develop, revise and finalize lesson exemplars
Content Evaluators	<ul style="list-style-type: none"> • Ensure the pedagogical and content quality of the SLE •



	professional tone of the lesson exemplars before lay outing
Layout Artists	<ul style="list-style-type: none"> • Formats the final version of SLE for distribution
Project Development Officer (PDO)	<ul style="list-style-type: none"> • Coordinates the overall workflow, facilitates communication among teams, and ensures timely progress across phases
EPS in Learning Resource	<ul style="list-style-type: none"> • Oversees quality assurances, ensures alignment with Deped LR Standards, and supports finalization of materials
Education Program Supervisor/Focal Person	<ul style="list-style-type: none"> • Monitors the progress of development and quality assurance of SLE; • Ensures that the content aligns with standards • Oversees integration and feedback from evaluators and editors • Conduct final review before submission for publication; and • Endorse the Science Lesson Exemplar for official use .

5. Members of the teams are expected to observe the prescribed flowchart to ensure a smooth and systematic quality assurance process. Attached for reference are the following:

- a. Flowchart of the Development and Quality Assurance of SLEs which outlines the step-by-step procedures;
- b. Timeline of Development and Quality Assurance of SLE; and
- c. List of the Development and Quality Assurance Team

6. Members of the development team shall be entitled to a one (1) day service credit per assigned week, while members of the quality assurance team shall be entitled to a five (5) days service credit/compensatory time-off per assigned quarter.

7. Immediate dissemination of this Memorandum is desired.


LYNN G. MENDOZA, EdD
 OIC, Schools Division Superintendent

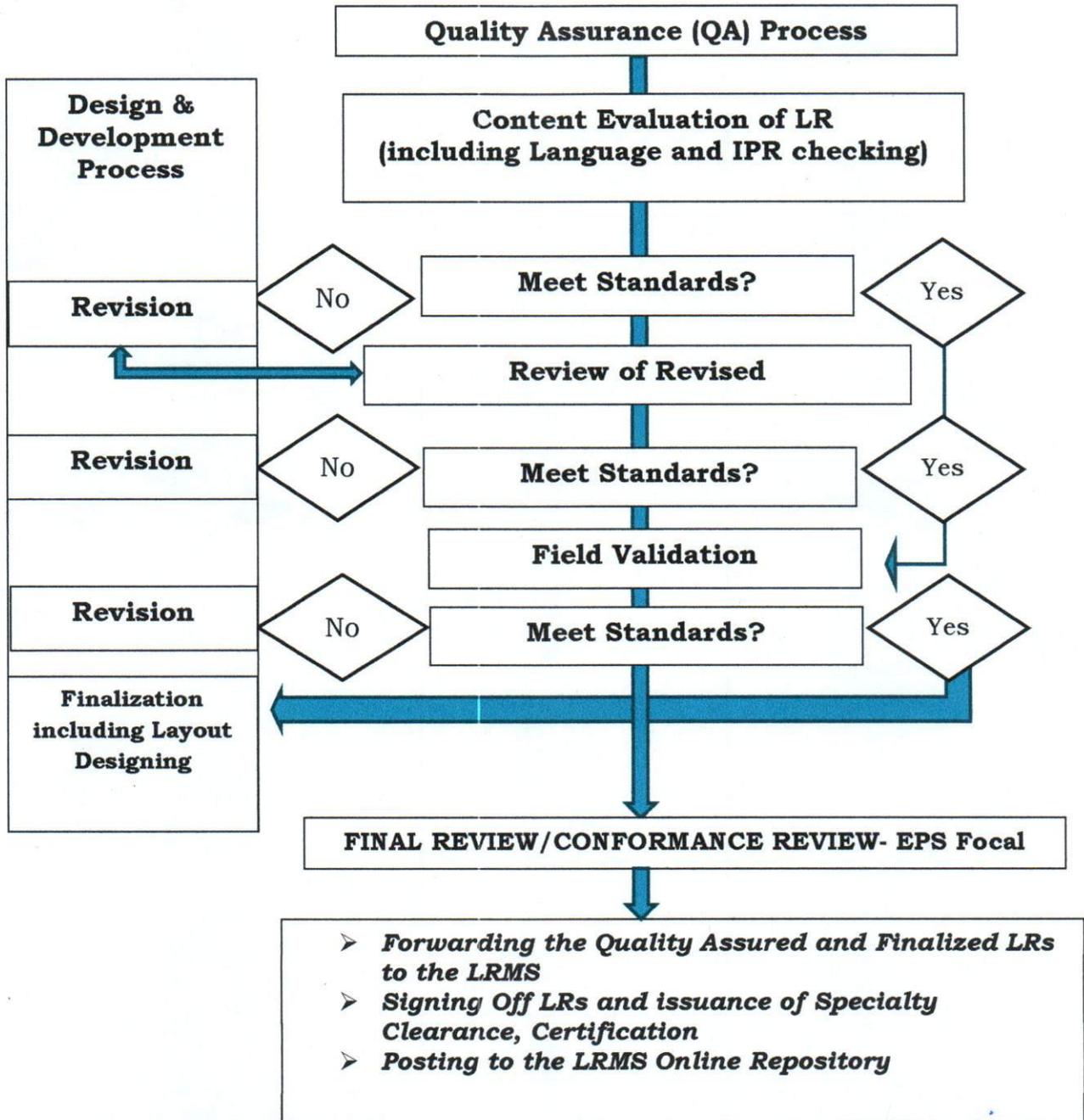
Encls: None
 Reference: None
 To be indicated in the Division Perpetual Index under the following subjects:

ELEMENTARY EDUCATION
 LEARNING AREA, SCIENCE
 LEARNING RESOURCES
 SECONDARY EDUCATION
 TEACHERS

CID/MSSS



**Process Flow for Development and Quality Assurance
of the Science Lesson Exemplars**



Enclosure No. 2 to Division Memorandum No. 091 s. 2025

LIST OF DEVELOPMENT TEAM

Grade Level	Week	QUARTER 1		QUARTER 2		QUARTER 3		QUARTER 4	
		SLE Writers	School	SLE Writers	School	SLE Writers	School	SLE Writers	School
3	1	Riza Borcena	Don Luis Hidalgo MS	Catherine Ample S. Lozano	Nangka ES	Riza Borcena	Don Luis Hidalgo MS	Catherine Ample S. Lozano	Nangka ES
	2	Riza Borcena	Don Luis Hidalgo MS	Catherine Ample S. Lozano	Nangka ES	Riza Borcena	Don Luis Hidalgo MS	Catherine Ample S. Lozano	Nangka ES
	3	Helen De Luna	Punong ES	Daisy R. Quezada	Paye ES	Helen De Luna	Punong ES	Daisy R. Quezada	Paye ES
	4	Helen De Luna	Punong ES	Clarissa L. Mantal	Mogpog CS	Helen De Luna	Punong ES	Clarissa L. Mantal	Mogpog CS
	5	Babylyn B. Regio	Tawiran ES	Clarissa L. Mantal	Mogpog CS	Babylyn B. Regio	Tawiran ES	Clarissa L. Mantal	Mogpog CS
	6	Babylyn B. Regio	Tawiran ES	Daisy R, Quezada	Paye ES	Babylyn B. Regio	Tawiran ES	Daisy R, Quezada	Paye ES
	7	Roselie Peregrin	Kaganhao ES	Sharmaine Joy Masalaysay	Yook ES	Roselie Peregrin	Kaganhao ES	Sharmaine Joy Masalaysay	Yook ES
	8	Roselie Peregrin	Kaganhao ES	Sharmaine Joy Masalaysay	Yook ES	Roselie Peregrin	Kaganhao ES	Sharmaine Joy Masalaysay	Yook ES
4	1	Desiree Palma	Sta. Cruz South CS	Mary Grace Palmero	Labo ES	Desiree Palma	Sta. Cruz South CS	Mary Grace Palmero	Labo ES
	2	Desiree Palma	Sta. Cruz South CS	Mary Grace Palmero	Labo ES	Desiree Palma	Sta. Cruz South CS	Mary Grace Palmero	Labo ES
	3	Imelda Grimaldo	Kinyaman ES	Judy Reynoso	Gabaldon ES	Imelda Grimaldo	Kinyaman ES	Judy Reynoso	Gabaldon ES
	4	Imelda Grimaldo	Kinyaman ES	Judy Reynoso	Gabaldon ES	Imelda Grimaldo	Kinyaman ES	Judy Reynoso	Gabaldon ES
	5	Jennifer Imperio	Gabaldon ES	Jhons P. Marimon	Kamandugan ES	Jennifer Imperio	Gabaldon ES	Jhons P. Marimon	Kamandugan ES
	6	Jennifer Imperio	Gabaldon ES	Jhons P. Marimon	Kamandugan ES	Jennifer Imperio	Gabaldon ES	Jhons P. Marimon	Kamandugan ES



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	7	Julie Ann Par	Gasan CS	Veronica Piedragoza	Mogpog CS	Julie Ann Par	Gasan CS	Veronica Piedragoza	Mogpog CS
	8	Julie Ann Par	Gasan CS	Veronica Piedragoza	Mogpog CS	Julie Ann Par	Gasan CS	Veronica Piedragoza	Mogpog CS
5	1	Glaiza Marie S. Villavicencio	Binunga ES	Janicel Laririt	Boac South CS	Mey Richelle Ribon	Nangka ES	Glaiza Marie S. Villavicencio	Binunga ES
	2	Ma. Noemi J. Osmillo	Amoingon ES	Janicel Laririt	Boac South CS	Mey Richelle Ribon	Nangka ES	Ma. Noemi J. Osmillo	Amoingon ES
	3	Maricel M. Ilagan	Butansapa ES	Nonita C. Geroleo	Agot ES	Devin Christian P. Rey	Kasily ES	Maricel M. Ilagan	Butansapa ES
	4	Glaiza Marie S. Villavicencio	Binunga ES	Nonita C. Geroleo	Agot ES	Devin Christian P. Rey	Kasily ES	Janicel Laririt	Boac South CS
	5	Ma. Noemi J. Osmillo	Amoingon ES	Rosemarie Natal	Puyog ES	Jannah S. Salazar	Buenavista CS	Rosemarie Natal	Puyog ES
	6	Maricel M. Ilagan	Butansapa ES	Rosemarie Natal	Puyog ES	Jannah S. Salazar	Buenavista CS	Brnadette D. Reginio	Masalukot ES
	7	Glaiza Marie S. Villavicencio	Binunga ES	Bernadette D. Regenio	Masallukot ES	Aleli Lagrana	Ino ES	Mey Richelle Ribon	Nangka ES
	8	Ma. Noemi J. Osmillo	Amoingon ES	Bernadette D. Regenio	Masalukot ES	Aleli Lagrana	Ino ES	Nonita G. Geroleo	Agot ES
7	1	Khristine C. Lumalang	Marinduque NHS	Mary Ann P. Rodas	Tigwi NHS	Khristine C. Lumalang	Marinduque NHS	Mary Ann P. Rodas	Tigwi NHS
	2	Khristine C. Lumalang	Marinduque NHS	Mary Ann P. Rodas	Tigwi NHS	Khristine C. Lumalang	Marinduque NHS	Mary Ann P. Rodas	Tigwi NHS
	3	Khristine C. Lumalang	Marinduque NHS	Carmela M.Lolong	Buenavista NHS	Khristine C. Lumalang	Marinduque NHS	Carmela M.Lolong	Buenavista NHS
	4	Khristine C. Lumalang	Marinduque NHS	Carmela M.Lolong	Buenavista NHS	Khristine C. Lumalang	Marinduque NHS	Carmela M.Lolong	Buenavista NHS
	5	Kariza Quijano	Yook NHS	Jessica R. Samson	Matalaba NHS	Kariza Quijano	Yook NHS	Jessica R. Samson	Matalaba NHS
	6	Kariza Quijano	Yook NHS	Jessica R. Samson	Matalaba NHS	Kariza Quijano	Yook NHS	Jessica R. Samson	Matalaba NHS
	7	Jenny Tatierra	Balanacan NHS	Judelyn Regencia	Matuyatuya NHS	Jenny Tatierra	Balanacan NHS	Judelyn Regencia	Matuyatuya NHS



	8	Jenny Tatierra	Balanacan NHS	Judelyn Regencia	Matuyatuya NHS	Jenny Tatierra	Balanacan NHS	Judelyn Regencia	Matuyatuya NHS
8	1	Fristian Anthony C. Dormido	Marinduque NHS	Irene M. Laugo	Marinduque NHS	Fristian Anthony C. Dormido	Marinduque NHS	Irene M. Laugo	Marinduque NHS
	2	Fristian Anthony C. Dormido	Marinduque NHS	Irene M. Laugo	Marinduque NHS	Fristian Anthony C. Dormido	Marinduque NHS	Irene M. Laugo	Marinduque NHS
	3	Fristian Anthony C. Dormido	Marinduque NHS	Rachelle P. Pernia	Makapuyat NHS	Fristian Anthony C. Dormido	Marinduque NHS	Rachelle P. Pernia	Makapuyat NHS
	4	Fristian Anthony C. Dormido	Marinduque NHS	Rachelle P. Pernia	Makapuyat NHS	Fristian Anthony C. Dormido	Marinduque NHS	Rachelle P. Pernia	Makapuyat NHS
	5	John Mark Mercene	Bangbang NHS	Jenelyn M. Constantino	Tigwi NHS	John Mark Mercene	Bangbang NHS	Jenelyn M. Constantino	Tigwi NHS
	6	John Mark Mercene	Bangbang NHS	Airene Malapote	Bognuyan NHS	John Mark Mercene	Bangbang NHS	Airene Malapote	Bognuyan NHS
	7	John Mark Mercene	Bangbang NHS	Airene Malapote	Bognuyan NHS	John Mark Mercene	Bangbang NHS	Airene Malapote	Bognuyan NHS
	8	John Mark Mercene	Bangbang NHS	Airene Malapote	Bognuyan NHS	John Mark Mercene	Bangbang NHS	Airene Malapote	Bognuyan NHS

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Enclosure No. 3 to Division Memorandum No. **091** s. 2025

LIST OF QUALITY ASSURANCE TEAM

QUARTER 1 & 3						
GRADE LEVEL	Content Evaluators	School	IPR Checkers/ Language Editors	School	Layout Artists	School
	Lead: Dr. Ma. Shiela S. Saet		Lead: Dr. Mariam B. Rivamonte		Lead: Joseph Arnold Almonte	
3	Pinky Mabiog	Mainit ES	Arline Mayo	Duyay ES	Gilgem M. Sales	Libas ES
4	Romeo Malacas, Jr	Lupac-Tabigue ES	Emalyn M. Vasquez	Malibago ES	Cyril Ann Matira	Buliasnin ES
5	Ma. Cristina P. Mangana	Kasily ES	Jake C. Yao	Tapuyan ES	Anthony E. Murillo	Dating Bayan ES
7	Dr. Dave Henry R. Nobleza	Ipil NHS	Jojo A. Matre	Marinduque NHS	Matt Daryl P. Jaquca	Tagum NHS
8	Mae Laarni Saporna	Yook NHS	Maritess S. Sena	Bangbang NHS	Kaye Joanne L. Peregrin	Marinduque NHS

QUARTER 2 & 4						
GRADE LEVEL	Content Evaluators	School	IPR Checkers/ Language Editors	School	Layout Artists	School
	Lead: Dr. Ma. Shiela S. Saet		Lead: Dr. Mariam V. Rivamonte		Lead: Joseph Arnold Almonte	
3	Joemar Linga	Boac South CS	Belinda Lancion	Lusok ES	Julius L. Maderazo	Don Severino LMS
4	Marife Maano	Sayao ES	Gemadette M. Rolloque	Yook ES	Ulysis J. Galloniga	Bantauyan ES
5	Dr. Kathryn S. Asuncion	Gasas CS	Emalyn M. Vasquez	Malibago ES	Chrisman S. Logatoc	Canat ES
7	Alfonso Regenio	Makapuyat NHS	Elenor M. Malimata	Marinduque NHS	Jonathan L. Mangueria	Marinduque NHS
8	Dr. Jimmy R. Romasanta	Tiguion NHS	Ferdinand V. Villanueva	Marinduque NHS	Patrick Llamas	Balanacan NHS



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Enclosure No. 4 to Division Memorandum No. **091**s. 2025
Timeline of Development and Quality Assurance of SLE

QUARTER 1 & 2			
Activity	Start Date	Target Completion Date	
Development of SLE	September 15, 2025	With 1-week SLE	September 26, 2025
		With 2-week SLE	October 10, 2025
		With 4-week SLE	November 7, 2025
Content Development, IPR and Language Check	September 26, 2025	With 1-week SLE	October 3, 2025
		With 2-week SLE	October 10, 2025
		With 4-week SLE	October 24, 2025
Revision by SLE Writers	October 3, 2025	-	October 31, 2025
Finalization Including Layout Designing	October 10, 2025	-	November 7, 2025
QUARTER 3 & 4 (for the same set of Writers in Quarter 1 & 2)			
Development of SLE	November 9, 2025	With 1-week SLE	November 21, 2025, 2025
		With 2-week SLE	December 5, 2025
		With 4-week SLE	December 19, 2025
Content Development, IPR and Language Check	November 21, 2025	With 1-week SLE	November 28, 2025
		With 2-week SLE	December 5, 2025
		With 4-week SLE	December 19, 2025
Revision by SLE Writers	November 28, 2025	-	January 5, 2026
Finalization Including Layout Designing	December 5, 2025	-	January 30, 2026