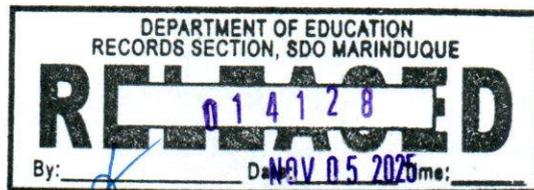




Republic of the Philippines  
**Department of Education**  
 SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

**MEMORANDUM**  
 CID - 2025- 058

TO: Asst. Schools Division Superintendent  
 Chief Education Supervisor, CID  
 Public Schools District Supervisors  
 Select Public Elementary, Secondary & Integrated School Heads  
 All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**  
 OIC, Schools Division Superintendent

SUBJECT: **UPDATING OF SCHOOL AND DISTRICT LEARNING RESOURCES  
 QUALITY ASSURANCE TEAM (LRQAT)**

DATE: **October 29, 2025**

1. Assessment and Evaluation is one of the sub systems of the Learning Resource Development and Management System (LRMDS) which focuses on the quality assurance of all learning materials developed in the school, district and division for utilization and potential inclusion in the Division LR Repository. To uphold standards of quality learning materials, this Office directs all schools and districts to update their respective Learning Resource Quality Assurance Teams (LRQAT).
2. The School Quality Assurance Team (SQAT) and the District Quality Assurance Team (DistQAT) shall be responsible for ensuring quality, consistency, and compliance to LR standards for Learning Resource development and evaluation;
3. The composition of the Learning Resource **Quality Assurance Teams (LRQAT)** shall be based on the school size and organizational structure as follows:

**a. School Quality Assurance Team (SQAT)**

School Type	Suggested Composition
<b>Small Schools</b>	<ul style="list-style-type: none"> <li>• School Head – Chairperson</li> <li>• One Master Teacher or Senior Teacher – Member</li> <li>• School Paper Adviser or LR Focal Person – Member / Secretariat</li> </ul>
<b>Medium Schools</b>	<ul style="list-style-type: none"> <li>• School Head – Chairperson</li> <li>• Two Master Teachers / Department Heads – Members</li> <li>• One Teacher Representative per Key Stage – Members</li> <li>• School LR / QA Focal Person – Secretariat</li> </ul>



<b>Big Schools</b>	<ul style="list-style-type: none"> <li>• School Head – Chairperson</li> <li>• Assistant Principal or Department Head – Co-Chair</li> <li>• One Master Teacher per Learning Area – Members</li> <li>• LR / QA Focal Person – Secretariat</li> </ul>
--------------------	--

**b. District Quality Assurance Team (DQAT)**

**Composition**

- Public Schools District Supervisor – Chairperson
- Selected School Heads (at least 3) – Members
- District LR Focal Person – Secretariat

4. All schools and districts are instructed to submit the updated list of their QA Team members on or before November 30, 2025, through these links:

- a. School Quality Assurance Team (SQAT)- [bit.ly/SCHOOL-QAT-FORM](https://bit.ly/SCHOOL-QAT-FORM)
- b. District Quality Assurance Team (DistQAT)- [bit.ly/DISTRICT-QAT-SHEET](https://bit.ly/DISTRICT-QAT-SHEET)

5. The Division Quality Assurance Team shall consolidate all submissions and update the Division QA database for reference and monitoring.

6. For any inquiries, you may contact DR. MARIAM B. RIVAMONTE, Education Program Supervisor in LRMS through email at [lrms\\_marinduque15@yahoo.com.ph](mailto:lrms_marinduque15@yahoo.com.ph) or via phone at 09778514810.

7. Immediate and wide dissemination of this Memorandum is desired.