

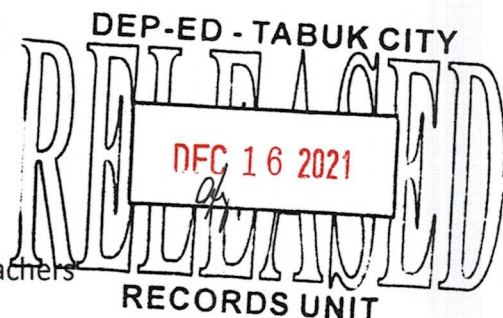


Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

**Office of the Schools Division Superintendent**

Division Memorandum  
No. 360 s, 2021

TO: ALL Public and Private School Heads  
Elementary & Secondary Math and Science Teachers  
All others concerned



DATE: December 16, 2021

**SEARCH FOR THE BEST INTEGRATION OF FINANCIAL LITERACY KEY CONCEPTS IN SCIENCE AND MATHEMATICS THROUGH SELF-LEARNING MODULES**

1. Pursuant to RM No. 606 s. 2021, SDO Tabuk City, through the Curriculum Implementation Division will be conducting **Search for the Best Integration of Financial Literacy Key Concepts in Science and Mathematics Through Self-Learning Modules**.
2. The search is an SLM writing for teachers on developing creative and innovative SLMs that best integrate financial literacy concepts such as budgeting, saving, investing and among others through the connection of learning content in Math and Science. The SLMs must be MELC based and the coverage of the lessons will be anywhere from first to fourth quarter of Grade 4 to 6 for Elementary and Grades 7 to 10 for JHS. This is open to all Grade 4 to 6 Math and Science teachers in Elementary and in Grades 7 to 10 Math and Science teachers in Junior High School in both public and private schools. The category of the search are as follows:
  - a. Best SLMs in Mathematics Elementary
  - b. Best SLMs in Mathematics Junior High School
  - c. Best SLMs in Science Elementary
  - d. Best SLMs in Science Junior High School
4. Each district shall identify the best SLMs in each category in their respective district and shall be submitted to the division on or before **January 10, 2022**. A hard copy shall be submitted to the records section and the soft copy will be submitted to the following email addresses. [cresencia.naoy@deped.gov.ph](mailto:cresencia.naoy@deped.gov.ph) for Science and [emmanuel.ubuan@deped.gov.ph](mailto:emmanuel.ubuan@deped.gov.ph) for Mathematics. The identified best Self-Learning Modules in each category shall be the Division entry to the Regional level.
5. Please see the following enclosures for your reference and guidance



**Address:** BCS Compound, Bulanao Norte, Tabuk City, Kalinga  
**Email:** [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph)  
**Website:** <https://www.depedtabukcity.com>

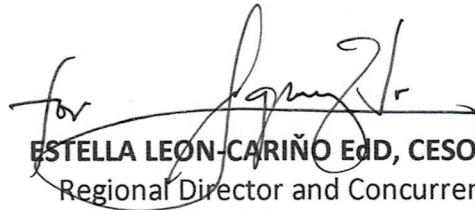


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**Schools Division of Tabuk City**

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**Office of the Schools Division Superintendent**

- a. Enclosure No. 1 – competition mechanics
  - b. Enclosure No. 3 of RM No.606 – Technical Requirements of the SLM  
(pages no. 5 to 8 of DO No. 1 s. 2021)
  - c. Enclosure No. 2 of DM No. 83 s. 2021 - Certification
  - d. Enclosure No. 3 of DM No. 83 s. 2021 – Writer’s Declaration of Warranties Form with Declaration
  - e. Enclosure No. 4 of DM No. 83 s. 2021 – Checklist of Submitted Requirement
6. Winners in each category will receive Certificate of Recognition and non-winners will also be given Certificate of Recognition as finalist.
7. Immediate and wide dissemination of this Memorandum is desired.

*for*  


**ESTELLA LEON-CARIÑO EdD, CESO VII**  
Regional Director and Concurrent  
Officer-in-Charge, Office of the Schools Division Superintendent

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**Address:** BCS Compound, Bulanao Norte, Tabuk City, Kalinga  
**Email:** [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph)  
**Website:** <https://www.depedtabukcity.com>



(Enclosure 1 to Division Memorandum # s. 2021)

**SEARCH FOR THE BEST INTEGRAION OF FINANCIAL LITERACY KEY  
CONCEPTS IN SCIENCE AND MATHEMATICS THROUGH  
SELF-LEARNING MODULES**

**Competition Mechanics**

1. The competition is open to all public and private elementary and junior high school Science and Math teachers. There shall be four (4) categories:
  - a. SLMs in Mathematics for Elementary
  - b. SLMs in Mathematics for Junior High School
  - c. SLMs in Science for Elementary
  - d. SLMs in Science for Junior High School
2. The SLMs must be aligned with the Most Essential Learning Competencies (MELCs) in Science or Mathematics of the K to 12 Curriculum. The coverage of the lessons will be anywhere from first to fourth quarter of Grade 4 to Grade 6 for Elementary and Grade 7 to Grade 10 for the Junior High School.
3. The SLMs may also include the financial literacy training videos by BDO Foundation Inc. which is made available through the DepEd Portal.
4. Entries should be written in English being the medium of instruction of the learning area.
5. Maximum of two (2) teachers may collaborate on the SLM. Teacher- participants must be teaching Math or Science for at least three (3) years. In addition, teacher-writers for the Junior High School level should have a specialization in Science or Math or is a graduate of Math/Science related courses.
6. All entries must be received not later than January 10, 2021 at the Division Office. Entries received after the deadline will no longer be evaluated. Files must be saved in PDF version following this filename format: SLM\_Level\_Learning Area\_School\_LASTNAME, e.g. SLM\_Elementary\_Math\_Laya IS\_UBUAN
7. An entry found to be copied or imitated will mean disqualification from the competition. Intellectual Property of the submitted SLMs shall be owned by the proponent/s. permission will be given to DepEd to allow reproduction of the SLMs at no cost to DepEd regardless of the number of copies perpetually for future use by the other teachers.

*[Handwritten signatures and date]*  
12/16/21

8. There will be a separate set of evaluators/judges for each category. A separate guideline on the process of evaluating judging the entries shall be issued for the judges. The SLMs will be evaluated based on the agreed set of criteria.

<b>Area</b>	<b>Points</b>
Content	50
Extent of Integration	20
Language	20
Layout and Design	10
<b>Total</b>	<b>100</b>

9. The decision of the Panel of evaluators/Judges is final and irrevocable.





Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet

Enclosure No. 3 to Regional Memorandum No. 606

The use of original contents in SLMs submitted by the private and public entities is highly encouraged. The inclusion of any third party content in SLMs must be in accordance with applicable laws and rules, including Republic Act (RA) No. 8293, as amended by RA 10372, or the Intellectual Property Code of the Philippines, which contains provisions on, among others, licensing and assignment of intellectual property as well as limitations and exceptions to copyright. Should permission for use of third party content be necessary, the party submitting the SLM shall secure such permission in writing. In all cases, any and all consequences of the use of any third party content, including any criminal, civil or administrative liability that may result from unauthorized or unlawful use thereof, shall be the sole responsibility of the party submitting the SLMs which contain such third party content.

## **2. Documentary Requirements**

Together with the submission of the digital copies of the SLMs, the following shall also be submitted in digital copies as necessary documentary requirements:

- 2.1** Duly accomplished Submission Form in digital format (Word File) for each set (per grade level, learning area, and quarter) of SLMs. Please see **Annex 1** for the template of the Submission Form.
- 2.2** A certified true copy of NBDB Registration or Business Registration/Permit from the local government unit must be submitted by private entities.

## **C. Technical Requirements of the SLMs**

The following are the technical requirements for the submission of SLMs:

### **1. Instructional Design**

The Instructional Design (ID) is the systematic framework used in designing printed learning resources. It translates the principles of teaching and learning into place for teaching-learning strategies, developmental activities, and evaluative measures that complement the contents. Figure 2 describes the Instructional Design for Q3 and Q4 SLMs which follows the Input-Output-Process.



DEPED-OSEC-438172

## Self-learning Modules Instructional Design

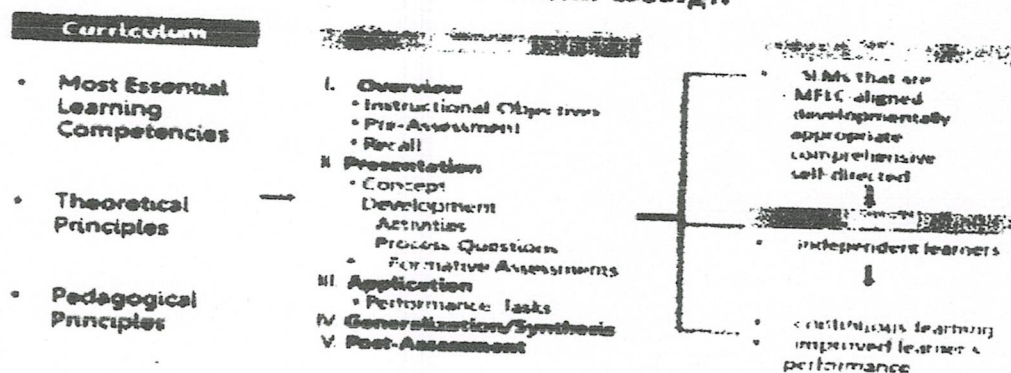


Figure 2. Instructional Design (Source: BLD, Oct. 11, 2020)

### Curriculum

The Quarters 3 and 4 SLMs to be submitted shall be anchored on the MELCs which can be accessed and downloaded by interested parties from <http://lrmds.deped.gov.ph/detail/18275> and <https://commons.deped.gov.ph/MELCS-Gudelines.pdf>.

### Elements per Lesson

This section deals with the elements culled from the ID and describes the guidelines for development of SLMs. However, private and public entities may consider other terms provided that these are synonymous, essential, and consistent in the achievement of learning objectives and presentation in the inside pages.

#### a. Overview

- contains an *Introduction* that discusses the topic/content of the module and the learning objective/s

#### **Objectives**

- anchored on MELCs
- inform the learners of the expected outcomes

#### **Pre-assessment**

- check the learner's knowledge about the lessons

#### **Prior-knowledge**

- facilitate condition of learning

#### b. Presentation

##### **Concept Development**

- sufficiently develop the MELCs intended for the learning area and grade level
- logically developed and organized
- suitable to the learner's level of development, needs, experience, and context
- free from any type of error
- cognizant of intellectual property rights





**Activities**

- developmental and age appropriate

**Assessments**

- aligned with the objectives and content
- varied and involve self-check exercises
- contain answer keys for objective type of questions

c. **Application****Performance Task**

- differentiated tasks based on the learner's multiple intelligences, learning styles, and readiness level

d. **Generalization / Synthesis**

- process what has been learned by the learners

e. **Post-assessment**

- evaluate the learner's level of mastery in achieving the objectives

**2. Physical Attributes****Cover Page**

- Cover art is appropriate, relevant, and interesting
- Includes grade level identifier, quarter number, learning area, module title, and module volume, when warranted

**Front Matter Pages**

- All necessary elements are complete (title page, copyright page, table of contents, and introduction of the module)

**Text**

- readable and suitable for the target users
- written in a conversational/narrative style

**Visuals and Illustrations**

- relevant to the text, age, culture, and life situation
- accurate representation of the concepts discussed
- sustain interest and do not distract attention of the learner
- free from objectionable biases or advertising
- proportionately drawn in size
- appropriately placed in the page
- use appropriate color when needed in the understanding of concepts

**Back matter**

- References

**Others**

- Answer Key

**Technical Specification** and other information for consideration for submission of SLMs, please refer to **Annex 2**



### 3. Format

#### Design and Layout

- Contain enough space between words, between lines, and between texts and visuals
- Citations for graphics and visuals shall be on the same page
- Page endings do not end with a hyphenated word or an awkward page turn which affect readability
- Adequate illustrations in relation to text
- Harmonious blending of elements (e.g., illustrations and text)
- Properly laid out and sustain readability

#### Typeface and Font Size

- Appropriate for the target user
- Easy to read to enable the target users to easily identify themes and ideas

The following table shows the recommended typeface and font size:

Grade Level	Recommended Typeface	Required Font Size
Grade 4	Arial	Text: 14 pt
	Times New Roman	Heads: 18 to 28 pt
	Bookman Old Style (body text Justified)	Sub Heads: 14 to 16 pt
Grades 5 to 10		Text: 11 to 12 pt
		Heads: 15 to 24 pt
		Sub Heads: 11 to 13 pt

#### Colored Pages

- SLMs are in one color except for Arts, Science, and Math with approximately 24 multiple colored inside pages

### 4. Medium of Instruction to be Used

On the basis of the information as to what grade level and learning areas shall be accepted for evaluation, the language to be used in the SLM is indicated in the following table:

Grade and Learning Area	Medium of Instruction
Grades 4 to 10 Filipino and EsP	Filipino
Grades 4 to 10 English, Science, and Math	English
Grades 4 to 5 MAPEH	Filipino
Grades 6 to 10 MAPEH	English
Grades 4 to 10 Araling Panlipunan	Filipino







### Checklist of Submitted Requirements

Title of the SLM: \_\_\_\_\_  
Learning Area: \_\_\_\_\_  
Grade Level: \_\_\_\_\_ Quarter: \_\_\_\_\_

**The evaluator shall accomplish this form by checking the submission of the contestants. Put a check mark ( / ) on the appropriate column.**

Items	YES	NO
1. The submitted learning resource contains all the technical specifications of an SLM. (Refer to the technical requirements section on pages 5-8 in DepEd Order 1, s. 2021)		
2. The SLM has a maximum of 32 pages.		
3. The medium of instruction used in the submitted SLM is the required medium of instruction in the particular grade level and learning area.		
4. No consumable pages are included in the SLM (e.g. SLMs do not direct or allow learners to write, color, or cut on the said material.)		
5. The size of SLM is 8.25" x 10.75".		
6. The format of the SLM follows a 'portrait orientation.'		
7. Link to the BDO learning video/s is included in the SLM, if applicable.		
8. Notarized Certification (Enclosure 1) is submitted.		
9. Bionote of the teacher-writer/s is submitted.		
10. Writer's Declaration and Warranties Form (Enclosure 2) is submitted.		
11. Letter of endorsement from the region is submitted.		

**Evaluated by:**

\_\_\_\_\_  
*Signature of Evaluator over printed name  
and Designation*

\_\_\_\_\_  
*Date*



### Writer's Declaration of Warranties Form with Declaration

1. I, [name of the writer], warrant that all the contents of the SLMs are original. Should there be any third-party content in the SLMs, all the necessary permissions, and clearances from the intellectual property right owner/holder have been obtained and all appurtenant obligations have been shouldered by the undersigned. I shall hold DepEd free and harmless from all claims and liabilities on intellectual property rights over the SLMs.
2. I, [name of the writer], acknowledge that I have the prime responsibility to ensure that the submitted SLMs are free from error and plagiarism. I take full responsibility and accountability and holds DepEd free from any claim and liability relative to the presence of any error and plagiarism, including, but not limited to, making the necessary corrections or revisions as may be required.
3. I, [name of the writer], acknowledge the authority of DepEd over the evaluation of the SLMs. He/she is bound to comply with the relevant law, rules, and DepEd regulations. I will abide by the judgment and decision of DepEd which is understood and accepted as final.
4. I, [name of the writer], will not exert any undue influence on the evaluation process, its documents, reports, and decisions or improperly contact any person involved therein.

By signing below, I, [name of the writer], conform and bind to the above declarations and warranties. Should I violate or fail to honor any of the above declarations and warranties, such violation could be a sufficient ground to disqualify the SLM I submitted, without prejudice to other available legal remedies for DepEd.

Name of Declarant/Writer: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature of Declarant/Writer: \_\_\_\_\_ Date: \_\_\_\_\_





**CERTIFICATION**

**KNOWN ALL MEN BY THESE PRESENTS:**

That I/We \_\_\_\_\_ of \_\_\_\_\_ writer/s in the \_\_\_\_\_ hereby certify that the submitted SLM is new and original to the best of my/our knowledge. I/We further certify that DepEd-Central Office is given permission to reproduce and distribute the SLMs for learning delivery.

IN WITNESS WHEREOF, I/We have hereunto set our hands on this \_\_\_\_\_ day of \_\_\_\_\_, 2021 at \_\_\_\_\_,

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_ 2021, at \_\_\_\_\_, Philippines, affiant \_\_\_\_\_, exhibiting his proof of identity as above stated.

Doc. No.: \_\_\_\_\_

Page No.: \_\_\_\_\_

Book No.: \_\_\_\_\_

Series of 2021