




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM

No. 170, s. 2017


To : **Chief, Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
Elementary School Principals/School Heads
Secondary School Principals/School Heads
Private School Principals/Administrators**

From : 
DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

Subject: **Screening and Selection of Potential Learning Resource
Evaluators (LREs)**

Date : **March 9, 2017**

1. Pursuant to DepEd Memorandum No. 217, s. 2016 re: Screening, Selection, and Regional Cluster Training-Workshops of Potential Learning Resource Evaluators, this Division shall conduct the Screening and Selection of Potential Learning Resource Evaluators (LREs).
2. This activity is in preparation for the evaluation of learning resources, such as textbooks, teachers' manuals and supplementary materials for learning areas in the four key stages of learning, namely: (a) Kindergarten to Grade 3; (b) Grades 4 to 6; (c) Grades 7 to 10; and (d) Grades 11 and 12.
3. Individuals coming from both public and private sectors, who are deemed qualified based in the Criteria for the LREs for different learning areas and grade levels, must submit the documents listed below to the Record's Section of the Division Office on **March 20, 2017** (Deadline of Submission of the Pertinent Papers):
 - a. Application Letter signifying interest to serve as LREs;
 - b. Duly accomplished Personal Data Sheet for Potential LREs found in Enclosure No. 2;
 - c. Curriculum Vitae; and
 - d. Other pertinent documents such as certified true copies of service records, transcript of record, certificates of relevant trainings attended since 2010, among others (original documents to be shown later for authentication during the scheduled interview).

DepEd Schools Division Office
RELEASED
2794
Date: **MAR 09 2017** Time: **4:25**
By: 

4. All LRE applicants who garnered 50 points will undergo interview in the Region on the following schedules:

Date	Learning Areas	Venue
April 10, 2017 (1:00 to 4:00PM)	English	To be announced later
	Filipino	
	MTB	
	Kindergarten	
April 11, 2017 (8:00-12:00NN)	Science	To be announced later
	Araling Panlipunan	
	Mathematics	
	Edukasyon sa Pagpapakatao	
April 11, 2017 (1:00 to 4:00PM)	TLE	To be announced later
	Music and Arts	
	PE & Health	

5. Division LREs or members of the Learning Resource Quality Assurance Team are qualified to submit their pertinent documents for this purpose.
6. Attached herewith are the following documents for your reference:
- a. Personal Data Sheet for Potential LR Evaluators
 - b. Guide on Rating Qualification Standards
 - c. Interview Rating Sheet for Potential Learning Resource Evaluators
7. For dissemination and compliance.

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(Enclosure No. 2 to DepEd Memorandum No. 217, s. 2016)

**Personal Data Sheet
for Potential LR Evaluators**

Attach 2 passport size recent photos here with your name at the back of the photo.

Name: _____

Family	First	Middle Initial
Date of Birth: _____	Place of Birth: _____	Citizenship: _____ Sex : _____
Civil Status: _____ Home Address: _____		
Designation: _____		
Office/ School Address: _____		
Tel. Number: _____		Cell Number: _____
Email Address: _____		Fax Number: _____
Name of Superior: _____		Designation: _____
Address: _____		Contact Number: _____

Application Details *(Please answer completely. The information provided herein shall serve as reference in assigning materials that the LREs shall be tasked to quality assure/ evaluate.)*

Preference	Learning Area Specialization	Key Stage / Grade Level
1st preference		
2nd preference		

- Have you ever served as a Learning Resource Evaluator (LRE) for DepEd? Yes
 No
 If Yes, when and for what subject and grade level? _____
- What mother tongue languages do you speak and write fluently? _____

Relevant Background *(starting from the most recent and continue on a separate sheet if necessary)*

Education

Name of School/ College/ University	Degree Earned	Inclusive Dates	Honors Received

Service Record *(Include experience outside government service and continue on a separate sheet if necessary)*

Position	Institution/ Agency	Inclusive Dates

Experience

Learning Area/s Taught (for at least 5 years)	School/ College/ University	Inclusive Dates

Learning Resources you have written, edited, evaluated, proofread, or served as consultant *(Continue on a separate sheet if necessary)*

Title of Learning Resources	Role (e.g., writer, editor, evaluator, proofreader, etc.)	Publisher	Year Published

Special Studies, Trainings, Grants, Other Qualifications Relevant to LR Evaluation

(From 2010 to the present only; continue on a separate sheet if necessary)

Title of Seminar/Conference/Training Course	Level (e.g., international, national, regional, etc.)	Nature of Participation	Conducted by	Inclusive Dates

References *(Persons not related by consanguinity or affinity to applicant)*

Name	Address	Telephone Number

Evaluator's Declaration

If selected to serve as a Learning Resource Evaluator, I am aware of and shall abide with the following:

Conflict of Interest

1. I do not have conflict of interest (i.e., not a writer, contributor, consultant, or editor of any learning resources assigned to me for evaluation;
2. I am not related or affiliated to any member of the writing/ development team of the learning resources for evaluation assigned to me and I am willing to reveal information necessary to ensure no conflict of interest;

Performance of Service

3. I will, to the best of my ability, perform the assigned tasks and ensure that grammatical, computational, social content, typographical, and other errors in content are avoided. I understand that I will be held accountable for glaring errors that I make or miss to point out in the learning resource that I review.
4. I have been granted permission / authority by my superior (if any) to serve as evaluator and to attend all necessary activities relative thereto.

Confidentiality

5. I will not duplicate, make unauthorized use, or disclose the materials or my findings on them, in part or full, to any other person other than the designated person to coordinate with and receive any and all materials and outputs from me.

By signing below, I declare under penalties of perjury that the statements and information given above are true and correct to the best of my knowledge and belief. Should I violate or fail to honor any of the above, this could be used as sufficient ground to disqualify me as a DepEd Learning Resource Evaluator.

(Applicant's signature over printed name)

(Date accomplished)

Guide on Rating Qualification Standards

Use this guide to assess the required documents submitted to be able to rank all applicants for a specific learning area, grade level/ key stage, and area of evaluation. Assign the appropriate points to complete the equivalent total scores in ranking the applicants.

Qualification Standards	Point Assignment
I. Educational Qualifications (25 points)	
Doctoral Degree	25
Complete Academic Requirement for Doctoral Degree	20
Masters (MA) Degree	15
Complete Academic Requirement for Masters Degree	10
Bachelor's Degree	8
II. Work Experience (30 points)	
A. Teaching Experience (15 points) Length of experience in teaching, curriculum instruction and/or development, and other relevant jobs related to the subject area where s/he will serve as evaluator:	
5 to 7 years	5
8 to 10 years	10
11 years and above	15
B. Experience Relevant to Evaluating Content, Writing, and Editing (15 points)	
Writing learning resources (published or unpublished)	5
Editing learning resources (published or unpublished)	5
Evaluating textbooks or other learning resources	3
Serving as Coach/ Resource Speaker/ Discussant	2
III. Trainings and Workshops (15 points)	
A. Specialized Trainings and Workshops (10 points) Participated in trainings and workshops regarding writing, editing, evaluating, and proofreading of learning resources:	
International / National	10
Regional	7.5
Division	5
District / School	2.5
B. Relevant Trainings (5 points) A minimum of 24 hours is required to be given a point on relevant training (e.g., on curriculum, pedagogy, assessment). Assign points only to the highest level, regardless of the number of trainings attended.	
International	5
National	4
Regional	3
Division	2
District / School	1
Total Points -----	70

(Enclosure No. 3b to DepEd Memorandum No. **217**s. 2016

Qualification Standards Form

Name of Applicant: _____ Region/ Division: _____

Learning Area / Specialization: _____ Key Stage / Grade: _____

Rate each applicant using validated data in the documents submitted and the Guide on Rating the Qualification Standards (Enclosure No. 3a)

Qualification Standards		Details	Points
I. Educational Qualifications (25 points) Assign points only to the highest level attained		Indicate the Degree Title / Course, No. of Units completed, if applicable	
a. Doctoral Degree			
b. Complete Academic Requirement for Doctoral Degree			
c. Masters (MA) Degree			
d. Complete Academic Requirement for Masters Degree			
e. Bachelor's Degree			
		Sub-Total	
II. Work Experience (30 points)		No. of Years	
A. Teaching Experience (15 points)			
		Sub-Total	
Experience Relevant to Evaluating Content, Writing, and Editing (15 points)			
b.1 Writing learning resources (published or unpublished)			
b.2 Editing learning resources (published or unpublished)			
b.3 Evaluating textbooks or other learning resources			
b.4 Serving as Coach/ Resource Speaker/ Discussant			
		Sub-Total	
III. Trainings and Workshops (15 points)		No. of Hours	
A. Specialized Trainings and Workshops (10 points)			
3.a.1 International / National			
3.a.2 Regional			
3.a.3 Division			
3.a.4 District / School			
		Sub-Total	
B. Relevant Trainings (5 points)			
3.b.1 International			
3.b.2 National			
3.b.3 Regional			
3.b.4 Division			
3.b.5 District / School			
		Sub-Total	
		Overall Total Points	

Interview Rating Sheet for Potential Learning Resource Evaluators

Applicant: _____

(Family Name)

(First Name)

(M.I.)

Designation: _____ Subject Area / Specialization: _____

Grade Level: _____ Area of Evaluation: _____ School/Office: _____

School Address: _____ Division: _____ Region: _____

Rate the applicant according to this numerical scale: 3 - Excellent; 2 - Very Satisfactory, 1 - Satisfactory, by checking the appropriate column per item. Write other information which may be helpful in the final selection of applicants in the space provided below.

Criteria	3	2	1
1. Communication Skills Speaks and writes effectively in Filipino and English			
2. Ability to present ideas Presents well organized and precise ideas with marked command of the language used			
3. Alertness Manifests presence of mind and awareness of the environment			
4. Judgment Demonstrates sound judgment			
5. Leadership ability Able to make decisions and resolve issues			
6. Human relations Takes initiative to organize work groups, adopt procedures and standards in his/her own level			
7. Decisiveness Considers alternatives and recommends solutions when faced with problem situations			
8. Stress tolerance Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflict, etc.			
9. Time Management Demonstrate good time management			
10. Building trust Keeps commitments, confidentiality, integrity, and honesty with colleagues/teammates; is open to views of others, and takes responsibility for own actions in a conflict resolution			
Total Points			

Please provide your comments on this applicant

Interviewee's signature over printed name

Interviewee's signature over printed name

Interviewee's signature over printed name

Date accomplished

Summary Matrix of Ratings of Potential LREs Based on Qualification Standards

Division: _____

Region: _____

Learning Area/ Specialization: _____

Main Key Stage: _____

Name (List of Qualified Applicants arranged from Highest to Lowest Score)	Main Key Stage	Learning Area	Scores		
			Qualification Standards*	Interview	Total
Examples:					
1. Dela Cruz, Juana	Elementary	Mathematics	60	27	87
2. Reyes, Elena	Elementary	Mathematics	58	27	85

• Include only those who got a total score of 70 points or higher

Accomplished by:

RSSC Member
Signature over printed name

RSSC Member
Signature over printed name

RSSC Member
Signature over printed name

Recommending approval by:

Approved by:

RSSC Chairperson
Signature over printed name

Regional Director
Signature over printed name