



Republic of the Philippines
Department of Education
Region XII
CITY SCHOOLS DIVISION OF TACURONG
City of Tacurong



DIVISION MEMORANDUM

CID-No. 01, s. 2019

TO: *Chiefs, Curriculum Implementation and School Governance Operations Divisions
Education Program Supervisors
Division Personnel
Cluster Heads
Elementary and Secondary School Administrators
This Division*

FROM: **LEONARDO M. BALALA, CESE**
Schools Division Superintendent

SUBJECT: **DIVISION SCREENING, SELECTION AND ORIENTATION-WORKSHOP OF LEARNING RESOURCE EVALUATORS**

DATE: **March 18, 2019**

1. Relative to addressing the gaps in the delivery of quality assured locally-developed materials and in reference to DepEd Memorandum No. 217, s.2016 – Screening, Selection and Regional Cluster Training-Workshops of Potential Learning Resource Evaluators (LREs), this Office finds a necessity of screening, selecting and orienting potential learning resource evaluators.
2. In this regard, the LRMD Unit of this Division will conduct a *Division Screening, Selection and Orientation-Workshop for Learning Resource Evaluators on April 10-12, 2019 for the Screening and Selection Phase and April 15-17, 2019 for the Orientation-Workshop* at a venue to be announced later.
3. This activity aims to organize Division Learning Resource Evaluators and in preparation for the evaluation of locally-developed learning resources, such as textbooks, teachers' manuals and supplementary learning materials for learning areas in the four key stages – a.) Kinder to Grade 3; b.) Grade 4 to 6; c.) Grade 7 to 10; and d.) Grades 11-12.
4. School Administrators will recommend potential LREs per subject per key stage to the Cluster Head who will then consolidate the list. Each Cluster will submit to this Office the list and documents of two (2) potential LREs in every subject per key stage on or before April 8, 2019 at the LRMD Unit of this Division.
5. The Minimum Qualification Requirements (MRQs) and documents for submission and screening of potential LREs are hereto attached as the following:

Enclosures to DepEd Memo No. 217, s.2016	Description
Enclosure No. 2	Personal Data Sheet for Potential LR Evaluators
Enclosure No. 3a	Guide on Rating Qualification Standards
Enclosure No 3b	Qualification Standards Form

6. Aside from the Division Quality Assurance Management Team, the following School Administrators will act as members of the Selection and Screening Committee for LREs:

Cesar Q. Antolin	-	VF Grino NHS
Samson M. Tallodar	-	Josue Alcasid CS
Rodolfo M. Agon	-	Rajah Muda ES
Ma. Teresa Estriba	-	Tacurong NHS
Julius D. Celetaria	-	Rajah Muda ES
Glenda Rose G. Yasin	-	New Lagao ES
Wendy Lynn G. Conejar	-	Ma. Z. Bayya ES

7. The passing score to qualify as LRE based on the National Guidelines stated in DepEd Memorandum No 217, s.2016 is 70 points. However, due to the endeavor to continuously provide opportunity for teachers through a capacity-building program and in recognition of the current status based on teachers' profiling, this Division shall peg to 50 points as the passing score.

8. The Review and Assessment of submitted documents as to completeness and authenticity shall be on April 10-12, 2019 and names of qualified LREs shall then be posted and qualified to attend the scheduled Orientation-Workshop.

9. Expenses relative to the conduct of this activity shall be charged against HRTD Funds subject to the usual accounting and auditing rules and regulations.

10. Widest dissemination of this Memorandum is enjoined.

Reference/s:

DM No. 217, s.2016

Enclosure: as stated

LRMD

TRAINING/WORKSHOP

LRE2019

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	

Qualification Standards Form

Accomplished by:

DSSC Member
Signature over printed name

DSSC Member
Signature over printed name

Validated by:

RSSC Member
Signature over printed name

RSSC Member
Signature over printed name

RSSC Member
Signature over printed name

Recommending Approval by:

RSSC Chairperson
Signature over printed name

Approved by:

Regional Director
Signature over printed name

(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