



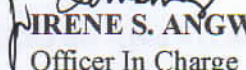
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Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City
City Hall Compound, Dagupan Centro, Tabuk City



DIVISION MEMORANDUM No. 281 s. 2019

TO: All CID Personnel
Elementary and Secondary School Heads
Presidents- State Universities and Colleges/ Private Schools
All Others Concerned



FROM: 
PIRENE S. ANGWAY
Officer In Charge
Office of the Schools Division Superintendent

DATE: November 20, 2019

SUBJECT: **SCREENING AND SELECTION OF POTENTIAL LEARNING RESOURCE EVALUATORS (LREs)**

1. This is to announce the conduct of the Division Document Screening and Selection of Potential Learning Resource Evaluators on **December 9, 2019**.
2. The activity is in preparation for the evaluation of learning resources such as textbooks, teacher's manuals, and supplementary materials for learning areas in the four key stages namely: (a) K to 3; (b) Grades 4 to 6; (c) Grades 7 to 10; and (d) Grades 11 to 12.
3. Applicants shall meet the following minimum qualification standards (MQS):
 - a. Bachelor's degree holder (preferably in Education)
 - b. With at least five (5) years teaching experience in the learning area/s she is applying as LRE
 - c. Has at least 24 hours relevant training in the development and evaluation of learning resources
 - d. Not an author, editor or consultant of any commercially-developed learning resources submitted to DepEd for procurement for the last three (3) years
 - e. Is physically fit, willing and able to travel to attend and participate in an actual content evaluation activity lasting from eight to ten days and which may not be held in his/her province/city.
4. Individuals coming from both public and private sectors, who are deemed qualified based on the Criteria for the LREs for different learning areas and grade levels, must submit the following documents:
 - a. Application Letter signifying interest to serve as LRE;
 - b. Duly accomplished Personal Data Sheet for Potential LREs found in Enclosure 2;
 - c. Curriculum Vitae; and,
 - d. Other pertinent documents such as certified true copies of service records, transcript of record and certificates of relevant trainings attended since 2010.

5. Potential LREs from centers of excellence, colleges or universities and representatives from education-professional associations are considered as Area 2 or Area 4 LREs. These experts in their respective learning areas are **not** required to undergo an interview. However, they must be highly recommended either by the President or Dean of the university or college where they come from. They must also meet the criteria for Area 2 or area 4 contained in Enclosure No.1. They are also required to submit the aforementioned pertinent documents and a recommendation letter from the dean or President of the college or university.

LREs for Area 2 (Accuracy of Content) are learning area experts who will thoroughly examine the set manuscripts to ensure that the contents have no conceptual, factual, procedural, pedagogical, computational and grammatical errors; violations on social content; and other types of errors.

LREs for Area 4 (Language and Book Design) are language experts who will ensure that the manuscripts are grammatically correct and can easily be understood by the target users and give comments/ recommendations on the book design/ layout of the materials.

6. Enclosed are the following documents for ready reference:
 - a. Enclosure 1.....Documents for Submission
 - b. Enclosure 2.....Personal Data Sheet for LREs
 - c. Enclosure 3.....Guide on Rating Qualification Standards
7. Applicants with at least 50 points shall be recommended for interview at the regional office which will be scheduled by the committee.
8. The deadline for submission of documents will be on **DECEMBER 6, 2019**.
9. For more information and inquiries, all concerned may contact the LRMDS unit at CP No. 09075438286.
10. Immediate and wide dissemination of this memorandum is desired.

DOCUMENTS FOR SUBMISSION

Division Applicants	Colleges, Universities, Centers of Excellence and Professional Associations	Retired Educators
Personal Data Sheet (PDS)	Personal Data Sheet (PDS)	Personal Data Sheet (PDS)
Certified true Copy of Service Record	Curriculum Vitae	Certified true Copy of Service Record
Certified True Copy of Transcript of Records	Nomination or Letter of Recommendation from the Dean and/ president of college, university or professional association	Certified True Copy of Transcript of Records
Certified true Copy of Certificates of Specialized and relevant trainings (from 2010 to present)		Photocopies of cover and copyright page of the learning resources written, edited, evaluated or proofread
Photocopies of cover and copyright page of the learning resources written, edited, evaluated or proofread (include certificate to attest the LRs have been quality assured)		Medical Certificates
Medical Certificates		
<p>Note: Photocopies of documents to be submitted should be authenticated by the duly designated officer at the division office. Original documents must be available for authentication during the interview.</p>		

(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 of 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	