



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

07 DEC 2021

DIVISION MEMORANDUM
 No. 640 s. 2021

**DIVISION ORIENTATION, SCREENING AND SELECTION OF POTENTIAL
 LEARNING RESOURCE EVALUATORS (LRES)**

To: OIC, Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Learning Resource Management Section
 Heads, Public Elementary and Secondary Schools
 Heads, Unit/Section
 All Others Concerned

1. Pursuant to Regional Memorandum No. 557, s. 2021, dated November 5, 2021, this office through the Curriculum and Implementation Division – Learning Resource Management Section (CID-LRMS) will conduct a two-days face to face Orientation, Screening and Selection of Potential Learning Resource Evaluators (LREs) in accordance with the guidelines stipulated in DepEd Memorandum No. 217, s.2016, on December 14-15, 2021, at SDO Tayabas, Training Hall.
2. This activity aims to:
 - a) orient the Division Learning Resource Evaluation Coordinators (DLRECs) on the screening and selection process of potential learning resource evaluators (LREs);
 - b) identify the potential learning resource evaluators per key stages across learning areas;
 - c) increase the number of Division qualified LREs.
3. The participants to this activity are the Division Curriculum Implementation (CID) Chief, Learning Resource Management and Development Section (LRMS) Team, all Education Program Supervisors, EPSA, AO II and AA II. They are requested to bring the documents submitted by the potential LRE applicants as this will be used for the screening and selection activity.
4. Attached are the Composition of Division Selection and Screening Committee (DSSC), Copy of the List of Participants, Program Matrix, Technical Working Committee, Dep Ed Memorandum No. 217, s. 2016, Regional Memorandum No. 517 s. 2021 and Division Memorandum No. 601, s. 2021 for ready reference.

5. Expenses relative to the conduct of this activity shall be charged against Sub-ARO, subject to usual auditing and accounting rules and regulations.
6. This activity shall comply with the required health standards consistent with the Inter-Agency task Force, Department of Health Standards, local and national quarantine rules, and all other related protocols detailed in the DepEd and Dep Ed Task Force Covid-19 issuances.
5. Immediate and widest dissemination of this memorandum is desired.

GERIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Encl.:
As stated,

References:
Dep Ed Memorandum No. 217, s. 2016
Regional Memorandum No 557, s. 2021
Division Memorandum No. 601, s. 2021



Enclosure 1:

LIST OF PARTICIPANTS

NAME	DESIGNATION
1. Antonio P. Faustino Jr	OIC, ASDS
2. Imelda C. Raymundo	CID Chief
3. Generosa F. Zubieta	EPS-LRMDS
4. Ermelo A. Escobinas	PDO II
5. Edna E. Eclavea	Librarian II
6. Mildred Z. Galleno	EPS- Kindergarten/SPED
7. Georgia P. Talabong	EPS- Science
8. Dr. Jerome A Chavez	EPS Mathematics
9. Louie L. Fulleo	EPS-EPP/TLE/TVL
10. Richelle F. Quintero	EPS-English
11. Sancho C. Calatrava	EPS- Araling Panlipunan
12. Dr. Christian J. Bables	EPS-MTB-MLE/Filipino
13. Sherwin C. Quesea	EPS MAPEH
14. Dr. Joseph Jay U Aureada	EPS- ESP
15. Teofila A. Ocumin	EPSA
16. Beatrice Salazar	AO II
17. Anne Kristine R. Oabel	AA II
18. Jean Rose Rabano	EPS II
19. Luzviminda Saludaes	SEPS
20. Maria Corazon A. Borbon	SEPS -QAME
21. Jerome A. Javin	AA II
22. Janine A. Zaracena	AA II
23. Lourdes A. Nadres	AA II
24. Loveday Oabel	AA II
25. Robert Paul Esmiller	AA II
26. Jojo Guinto	Utility

Enclosure 2

Composition of Division Screening and Selection Committee (DSSC)

Chairperson: IMELDA C. RAYMUNDO, CID- Chief
Co- Chairpersons: GENEROSA F. ZUBIETA, EPS-LRMDS ERMELO A ESCOBINAS- PDO II EDNA E. ECLAVEA – Librarian II
Members

Learning Area	Name
MTB/Filipino	Christian J. Bables
English	Luzviminda Cynthia Richelle F. Quintero
Science	Georgia P. Talabong
Mathematics	Jerome A. Chavez
Araling Panlipunan	Sancho C. Calatrava
MAPEH	Sherwin C. Quesea
TLE	Louie L. Fulleo
ESP	Joseph Jay Aureada
Kindergarten/ SPED	Mildred Z. Galleno
ALS	Teofila A. Ocumin

Enclosure 3: Program Matrix

Orientation of Division Learning Resource Evaluation Coordinators (DLRECs)

Time	December 13, 2021	Time	December 14, 2021
8:00-8:30	Opening Program	8:00-8:30	Management of Learning
8:30- 9:30	Session 1: Guidelines for the Screening and Selection of Potential LREs	8:30-11:00	Screening and Selection of Potential LREs (Checking and Validation of Documents, Ranking of Applicants)
9:30 -10:00	Healthy Break Screening and Selection Process of Potential LREs (National, Regional and Division Level)	11:00-12:00	Review of the evaluated documents and scoresheet
10:00- 11:00	Session 2: Criteria and Requirements in the Selection of Regional/Division Screening Committees	12:00-1:00	Lunch Break
11:00-12:00	Session 3: Criteria and Requirements in the Selection of Regional/Division Screening Committees	1:00-2:00	Consolidation of Summary of Ratings of Potential LREs Based on Qualification Standard
12:00-1:00	Lunch Break	2:00-3:00	Finalization of result and submission of qualified potential LREs per learning area to DLREC
1:00-2:00	Session 4: Roles and Responsibilities of COSSC, RSSC, and DSSC	3:00-3:30	Healthy Break
2:00-3:00	Session 5: Guide on Rating Qualification Standards	3:30-4:30	Closing Program
3:00-3:30	Healthy Break		
3:00-4:00	Session 6: Discussion on Qualification Standard Form		
4:00-5:00	Wrap up Activity		

Enclosure 4: Technical Working Committee

**ORIENTATION OF DIVISION LEARNING RESOURCE EVALUATION
COORDINATORS (DLRECs)**

Technical Working Committee (TWC)

December 2-3, 2021

Overall Chairperson: GERLIE M. ILAGAN, CESO VI

OIC, Schools Division Superintendent

Co- chairperson: ANTONIO P. FAUSTINO JR.

OIC, Asst. Schools Division Superintendent

Member: IMELDA C. RAYMUNDO

CID-Chief

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Generosa F. Zubieta Ermelo A. Escobinas	<ul style="list-style-type: none">• Prepares Training Design and other Training Package requirements.• Coordinates with SEPS-HRTD on other activity requirements.• Prepares and submits activity completion report (ACR) to SEPS-HRTD.
Over-all L&D Management including (Logistics)	Luzviminda Saldares Jean Rose Rabano	<ul style="list-style-type: none">• Manages the conduct of L&D.• Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief.• Monitors L&D activities.• Prepares and submits complete report (narrative report) to SGOD Chief• Leads the debriefing sessions.• Prepares memo/advisories.• Assists the proponent in the preparation of documentary requirements including but not limited to PR.• Oversees the cleanliness, sanitation, and orderliness in the venue/s .• Conducts on-site inspection of the venue prior to the conduct of the scheduled activities.

QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> • Quality Assure the Activity Designs an L&D Package • Prepares evaluation tool and conduct QATAME and gather feedback. • Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Medical/First Aid	Lailani Omlas/ Mariles Contreras	<ul style="list-style-type: none"> • Ensures observance/compliance of health protocols including but not limited to conduct of Triage. • Administers first aid and health services during the event. • Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.
Resource Speakers/Facilitators	Imelda C. Raymundo Generosa F. Zubieta Edna E. Eclavea Ermelo A. Escobinas	<ul style="list-style-type: none"> • Lead/s the discussion of topics • Facilitate/s workshop • Attend/s engages in the debriefing sessions
Support Staff/s	Janine Zaracena Lourdes Nadres Anne Kristine R. Oabel Lovely Oabel	<ul style="list-style-type: none"> • Take/s pictures from the opening until closing programs. • Ensure/s that registration meals and attendance sheets are properly and completely accomplished. • Assist/s the session facilitators/s • Ensure/s that sound system and projectors are properly set up. • Manage/s unexpected system glitches.
Certificate	Jerome Javin	<ul style="list-style-type: none"> • Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.

		members, and participants with complete attendance.
Moderator	Beatrice B. Salazar	<ul style="list-style-type: none"> Coordinates with the Program Proponent regarding the contents and flow of the activity Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> Present Agenda outline Discuss relevant session protocol. Moderate Q&A sessions Close out conference
ICT and Sound System	Robert Paul Esmiller Ermelo A. Escobinas	<ul style="list-style-type: none"> Prepare the technical set up of the venue Prepare collect and take the presentation and materials to be used during the activity Assist presenter and master of ceremony technical aspects during the training
Documentation	Ermelo A. Escobinas Edna E. Eclavea	<ul style="list-style-type: none"> Document the event from the opening until the closing program Prepare and submit complete narrative report 2 days after the event
Utility/Physical Plant	Jojo Guinto	<ul style="list-style-type: none"> Prepares and maintain cleanliness and orderliness of session hall. Ensures that left-over food and used food packs are properly disposed. Ensures that comfort room have enough supply of water.

Enclosure 5:

Dep Ed Memorandum No. 217, s. 2016



Republic of the Philippines
Department of Education

12 DEC 2016

DepEd MEMORANDUM

No. **217**, s. 2016

**SCREENING, SELECTION, AND REGIONAL CLUSTER TRAINING-WORKSHOPS
OF POTENTIAL LEARNING RESOURCE EVALUATORS**

To: Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Learning Resources (BLR), will conduct the **Screening, Selection, and Regional Cluster Training-Workshops of Potential Learning Resource Evaluators (LREs)** starting November 2016.

2. This 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 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. Each regional director will re/appoint Regional Learning Resource Evaluation Coordinators (RLRECs) chairperson and co-chairperson, and Division Learning Resource Evaluation Coordinators (DLRECs) who must be qualified based on the Terms of Reference of RLRECs and DLRECs contained in Enclosure No. 1.

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 personally to their respective RLRECs or DLRECs the following documents:

- 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 2012, among others (original documents to be shown later for authentication during the scheduled interview).

5. Potential LREs from centers of excellence, colleges, or universities in the regions 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.

6. Enclosed are the following documents for ready reference:

- Enclosure No. 1 : Guidelines for the Screening, Selection, and Training of Potential Learning Resource Evaluators (LREs);
- Enclosure No. 2 : Personal Data Sheet for Potential LREs;
- Enclosure No. 3a : Guide on Rating Qualification Standards;
- Enclosure No. 3b : Qualification Standards Form;
- Enclosure No. 4 : Summary of Ratings of Potential LREs Based on Qualification Standard;
- Enclosure No. 5 : Interview Rating Sheet for Potential LREs; and
- Enclosure No. 6 : Summary Matrix of Ratings of Potential LREs.

7. For more information and inquiries, all concerned may contact either **Ms. Nonie M. Barraquias** or **Ms. Editha F. Esperida**, Bureau of Learning Resources-Learning Resources Quality Assurance Division (BLR-LRQAD), Department of Education (DepEd) Central Office, Ground Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 631-9294; (02) 634-1054 or telefax no. (02) 634-1072.

8. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:

As stated

References:

DepEd Memorandum: Nos. 120, s. 2015; and 364, s. 2010

To be indicated in the Perpetual Index
under the following subjects:

EVALUATION
LEARNING RESOURCES
OFFICIALS
SELECTION
TEXTBOOKS
TRAINING PROGRAMS
WORKSHOPS

Guidelines on the Screening, Selection, and Training of Potential Learning Resource Evaluators (LREs)

I. Rationale

In preparation for the evaluation of the K to 12 learning resources to be submitted by private publishers under a Textbook Call or any other mode of providing learning resources to public schools, the Department of Education (DepEd) will screen, select, and train potential Learning Resource Evaluators (LREs) nationwide. The LREs will ensure that the learning resources provided to public schools sufficiently develop the competencies, are accurate in content, adhere to social content standards, and comply with the instructional design framework envisioned by the Department of Education.

II. Scope

This set of guidelines intends to provide the Division and Regional Screening and Selection Committee members with guideposts to ensure that the screening and selection of interested applicants will be fair and objective and will result in a pool of qualified and dedicated LREs. It also provides teachers, supervisors, content specialists, retired educators, and other non-teaching personnel of public and private schools, colleges, universities, centers of excellence, and non-government institutions in the regions and their respective divisions with the necessary information for them to decide whether they are qualified and willing to apply as learning resource evaluators or not.

III. Definition of Terms

- 3.1 Central Office Screening Committee (COSC).** The COSC is composed of a Chairperson, a Co-chairperson, and members from the Curriculum and Instruction Strand (two persons from the Bureau of Curriculum Development, Bureau of Learning Delivery, Bureau of Learning Resources, and Bureau of Evaluation and Assessment).
- 3.2 Division Learning Resource Evaluation Coordinator (DLREC).** The DLREC is the Chief of the Curriculum Implementation Division (CID) and the Chairperson of the Division Screening and Selection Committee (DSSC).
- 3.3 Division Screening and Selection Committee (DSSC).** The DSSC is composed of the DLREC as the chairperson with at least ten (10) Education Program Supervisors as committee members who will conduct initial screening and selection of potential LREs for the different learning areas.
- 3.4 Learning Resource Evaluators (LREs).** The LREs are the learning area/curriculum/content experts who passed the screening and selection process and will thoroughly examine an assigned set of manuscripts. In the Textbook Call, LREs are grouped into the following areas of evaluation:
 - 3.4.1 LREs for Area 1 (Compliance to Learning Competencies)** are learning area experts who will thoroughly examine the set of manuscripts focusing on the coverage and sufficiency of development of the curriculum and learning competencies.
 - 3.4.2 LREs for Area 2 (Accuracy of Content)** are content experts who will thoroughly examine the set of 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.
 - 3.4.3 LREs for Area 3 (Presentation and Organization)** are teachers, school heads, or learning area supervisors who will thoroughly examine the set of manuscripts to ensure that these comply with the instructional design framework for K to 12 learning resources.

3.4.4 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.

3.5 Manuscript. A manuscript is the material (i.e., texts and visuals) submitted to the printer for publication or printing usually as a printout in camera-ready and digital (pdf) forms.

3.6 Regional Learning Resource Evaluation Coordinator (RLREC). The RLREC is the Chief Education Program Specialist of the Curriculum Learning Management Division (CLMD) and the Chairperson of the Regional Screening and Selection Committee (RSSC).

3.7 Regional Screening and Selection Committee (RSSC). The RSSC is composed of a Chairperson, a Co-Chairperson, Regional and/or Division Supervisors (3 members per learning area).

IV. Policy Statement

The DepEd establishes the guidelines on the process and standards for the screening and selection of applicants from the regions, divisions, schools, and other institutions who are qualified and willing to serve as LREs. The *Guidelines for Screening and Selection of Learning Resource Evaluators* include the terms of reference of the members of the screening and selection committees at the different levels (i.e., central, regional, and division), qualification standards, and terms of reference of LREs in the different areas of evaluation, the screening and selection process, and the training of qualified potential LREs.

The set of guidelines described in this Memorandum for the implementation of the Regional Screening and Selection Committee (RSSC) and the Division Screening and Selection Committee (DSSC), issued by the DepEd Central Office, and signed by the Secretary, shall ensure that the screening and selection process is fair and objective, resulting in a pool DepEd-LREs who are the most qualified applicants. These LREs will quality-assure (i.e., evaluate and review) learning resources submitted to the Department to ensure quality learning resources are provided to the learners. They may also be tapped to assure the quality of localized or contextualized learning resources developed at the school, division, and regional levels.

V. Procedures

5.1. Getting Organized

5.1.1. Designation of Division and Regional Learning Resource Evaluation Coordinators (DRLEC and RLREC)

5.1.1.1. The Regional Learning Resource Evaluation Coordinator (RLREC) who will manage the regional screening and selection of the potential LREs is the CLMD chief who shall be designated by their respective Regional Directors.

5.1.1.2. The Division Learning Resource Evaluation Coordinator (DLREC) who will assist the RLREC in the screening and selection of the potential LREs is the CID chief who shall be designated by their respective Schools Division Superintendents (SDS).

5.1.1.3. The RLREC and DRLEC shall be the core group of the Regional Screening and Selection Committee (RSSC).

5.1.2. Convening of the Regional Learning Resource Evaluation Committee (RLREC)

5.1.2.1. The Department of Education through the Bureau of Learning Resources (BLR) shall convene, consult, and orient the RLRECs and their alternates on the Guidelines for the Screening, Selection and Training of Potential LREs; discuss the roles and functions of key players in the screening and selection process; and simulate the selection process.

5.1.3. Composition of Division Screening and Selection Committee (DSSC)

5.1.3.1. The Division Screening and Selection Committee (DSSC) shall be organized by the DLREC to initially screen and rate the potential LREs based on documents submitted by the applicants.

5.1.3.2. The DSSC shall be composed of the following:

- a. Chairperson – the Chief of the Curriculum Implementation Division (CID) and DLREC
- b. Co-chairperson – Education Program Supervisor (LRMDS manager/QA coordinator)
- c. One member representing each learning area / discipline and main key stage (Please refer to the table for details)

Table 1: DSSC Member Representatives

No.	Learning Area/ Discipline	Key Stages Covered	
		K to Gr 6	Gr 7 to 10
1	Languages (Filipino, English, MTB-MLE)	1	1
2	Mathematics	1	1
3	Science	1	1
4	Araling Panlipunan	1	1
5	Edukasyon sa Pagpapakatao	1	1
6	Edukasyong Pantahanan at Pangkabuhatan / TLE	1	2*
7	Music and Arts	1	1
8	Physical Education and Health	1	1
9	Kindergarten	2	
Total		10	10

*TLE members should be from different subcomponents.

5.1.4. Composition of Regional Screening and Selection Committee (RSSC)

5.1.4.1. The Regional Screening and Selection Committee (RSSC) shall be organized by the RLREC to validate initial screening results, interview applicants recommended by the DSSC, and recommend qualified LRE applicants to the COSC.

5.1.4.2. The RSSC shall be composed of the following:

- d. Chairperson – the Chief of the Curriculum and Learning Management Division (CLMD) and RLREC
- e. Co-chairperson – Education Program Supervisor (LRMDS manager/QA coordinator)
- f. One member representing each learning area / discipline and main key stage (Please refer to the table for details)

Table 2: RSSC Member Representatives

No.	Learning Area/ Discipline	Key Stages Covered	
		K to Gr 6	Gr 7 to 10
1	Kindergarten	3	-
2	Filipino	3	3
3	English	3	3
4	Mathematics	3	3
5	Science	3	3
6	Araling Panlipunan	3	3
7	Edukasyon sa Pagpapakatao	3	3
8	Edukasyong Pantahanan at Pangkabuhatan / TLE	3	4*
9	Music and Arts	3	3
10	Physical Education and Health	3	3
Total		30	27

* TLE members should be from different subcomponents.

5.2. Getting Started

5.2.1. Minimum Qualification Standards (MQS)

5.2.1.1. The potential LRE shall meet the following minimum qualification standards (MQS):

- Bachelor's Degree holder (preferably in Education)
- With at least five (5) years teaching experience in the learning area s/he is applying as LRE
- Has at least 24 hours relevant training in the development and evaluation of learning resources

- Not an author, editor, or consultant of any commercially-developed learning resources submitted to DepEd for procurement for the last three (3) years from the date of his/her application
- 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

5.2.2. Submission of Documents

5.2.2.1. The potential LREs shall submit the following documents to the Division Screening and Selection Committee (DSSC):

Table 3. Documents for Submission

Region and 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/Work Record	• Curriculum Vitae	• Certified true copy Service/ Work Record
• Certified true copy of transcript of records	• Nomination or Letter of Recommendation from the dean and/or president of college, university, center of Excellence, or professional association	• Certified true copy of transcript of records
• Certified true copy of Certificates of specialized and relevant trainings (from 2010 to the present)	• Medical certificates	• 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		
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.		

5.3. Program Implementation

5.3.1. Screening of Documents and Selection of Applicants

5.3.1.1. Roles and Responsibilities of Program Implementors

a. Division Screening and Selection Committee (DSSC)

- Reviews the completeness and authenticity of the submitted documents based on Table 3.
- Categorizes the potential LREs based on first preference (learning area and key stage) as indicated in the applicant's Personal Data Sheet
- Conducts initial screening and selection of applicants for the different learning areas based on the MQS in item 5.2.1.

- Rates and ranks the potential LREs based on the documents submitted
- Submits to the DLREC / DSSC Chairperson or Co-chairperson the duly accomplished Qualification Standards Form and documents of screened and selected LRE applicants who garnered at least 50 points
- b. Regional Screening and Selection Committee (RSSC)**
 - Reviews and validates DSSC Initial screening results
 - A panel of at least three (3) members per learning area interviews the top five (5) applicants from the DSSC
 - Rates each applicant using Interview Rating Sheet (Annex 3)
 - Deliberates and decides on the final rating for the MQS and interview of each applicant
 - Accomplishes the Summary Matrix of Ratings of LREs (Annex 4) arranged from highest to lowest
 - Submits to the RLEC Chairperson / Co-chairperson the duly accomplished Summary Matrix of Ratings of LREs and documents of screened and selected LRE applicants who garnered at least 70 points
 - Ensures that LREs tapped in his / her region have no conflict of interest and must reveal personal information necessary to ensure no conflict of interest
 - Does not give in to undue influence or compromise the integrity of the screening and selection of applicants and content evaluation process
- c. Division Learning Resource Evaluation Coordinator (DLREC)**
 - Coordinates with RLREC
 - Leads, manages, and facilitates the screening and selection of LRE applicants conducted by DSSC members
 - Submits to the RLREC the following duly accomplished documents of the shortlisted LRE applicants for the interview by the RSSC through courier:
 - ✓ Personal Data Sheet (PDS) forms
 - ✓ Certificates of specialized and relevant trainings from 2010 to the present included in the rating of the applicants
 - ✓ Qualification Standard Forms
 - ✓ Other relevant documents
 - Informs top five (5) applicants per learning area of the initial screening results and next steps in the process
 - Submits documents of all applicants with scores of at least fifty (50) points to the RLREC / RSSC Chairperson or Co-chairperson
 - Submits the Summary of Ratings of Potential LREs based on Qualification Standards (by learning area and key stage)
- d. Regional Learning Resource Evaluation Coordinator (RLREC)**
 - Conducts orientation of DSSC on the screening and selection process
 - Leads, manages, and facilitates the screening and selection (interview) of LRE applicants conducted by RSSC members
 - Submits to the DepEd-BLR Quality Assurance Division (QuAD) the following duly accomplished documents of the top five (5) qualified LREs for each learning area through courier:
 - ✓ Personal Data Sheet (PDS) forms
 - ✓ Certificates of specialized and relevant trainings from 2010 to the present included in the rating of the applicants
 - ✓ Qualification Standard Forms
 - ✓ Interview Rating Sheet for LREs
 - ✓ Accomplished Summary Matrix of Ratings
 - ✓ Summary Matrix of Ratings by learning area and main key stage in digital and printed copies
 - ✓ List of top five (5) qualified LREs for each learning area and main key stage (i.e., Kinder to Grade 6 and Grades 7 to 12) using the Summary Matrix of Ratings of LREs form and the required documents
 - ✓ Scanned copy of the above documents saved in a CD

- Safekeeps the documents of all applicants with a score of at least fifty (50) points based on the MQD.

5.3.2. Validation of Documents

5.3.2.1. The Central Office Screening Committee (COSC) is composed of Education Program Specialists from BLR-QuAD, BCD, and BLD shall:

a. BLR-QuAD Staff

- Checks completeness of required documents of the top five (5) LREs per learning area per region
- Validates ratings of the LREs by the RSSC
- Informs the regions of the LREs who will attend the regional cluster training-workshop
- Engages the services of encoders to prepare database of potential LREs

b. Education Program Specialists (BCD and BLD)

- Assists in validating the accuracy of ratings of the top five (5) LREs per learning area per region
- Assists in ranking the LREs per learning area and key stage
- Serves as a resource person, if so assigned

5.3.3. Regional Cluster Training-Workshop for LREs

5.3.3.1. Features

- It is a Five-Day Regional Cluster Training-Workshop to prepare the qualified LREs for the actual evaluation of learning resources.
- It will be managed by DepEd-QuAD in coordination with the National Educators Academy of the Philippines (NEAP), RLRECs, and DLRECs.
- It discusses K to 12 curriculum, guidelines, standards, and instructional design framework and development and evaluation of learning resources standards.
- The DepEd policy prohibiting teachers to be pulled out from their classes during schooldays shall not apply to teachers who will attend the training workshop and later serve as LREs provided that necessary arrangements are made to ensure continuation of classes even in their absence.

5.3.3.2. Participants (LREs)

- The participants are the qualified LREs who attest under oath that they:
 - ✓ Have no conflict of interest and must be willing to reveal information necessary to ensure no conflict of interest;
 - ✓ Have been granted permission / authority by his / her superior to serve as evaluator and attend all necessary activities as such;
 - ✓ Are willing and able to review one or two sets of textbooks and teacher's guides during the in-house individual and team evaluation workshop; and
 - ✓ Are 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 their province/city.

5.3.3.3. Training on the Evaluation Process

- A team of two (2) members will be assigned to evaluate the same set of materials.
- Each LRE member will practice using the evaluation tool of the area of evaluation to which s/he is assigned.
- Individual evaluation is done independently before the team members discuss, compare, and validate their findings
- The team of evaluators from Areas 1 and 3 meet to discuss, compare, and validate their findings, comments, and recommendations on the materials assigned to them.

5.3.3.4. Roles and Functions of the Training Team

a. BLR-QuAD Staff

- Plans and prepares the logistics for the Regional Cluster Training-Workshops in coordination with NEAP, RLRECs, and DLRECs
 - Sends letter of invitation and contacts directly the qualified LREs or RLRECs/ DLRECs to inform them of the details of the training workshops
 - Manages the Regional Cluster Training-Workshops for LREs
 - Serves as resource person/ facilitator
- b. Regional Learning Resource Evaluation Coordinator (RLREC)
- Serves as resource person/ facilitator during the regional cluster training workshops, if so assigned by BLR-QuAD
 - Attends the training-workshop
 - Critiques outputs of participants to the regional cluster training workshops
- c. CO Education Program Specialist
- Serves as resource person/ facilitator during the regional cluster training-workshops
 - Critiques evaluation outputs during the regional cluster training-workshop

VI. Funding Sources

6.1. All expenses to be incurred in activities relative to the orientation, screening and selection, training and workshops such as transportation and per diem of the participants and resource persons, board and lodging, supplies and materials, payment of honorarium of external resource persons, and other incidental expenses shall be charged against BLR and DepEd local funds.

6.1.1. Eligible Activities and Source of Funds

Activity	Source of Funds
a. Submission of documents from Division Office to Regional Office and vice-versa and to BLR	Local Funds and other sources of funds
b. Travel expenses of applicants to the venue for the interview	
c. Travel expenses, board and lodging, and allowable expenses for the DSSC and RLREC during the orientation and the screening and selection process (division and regional level)	DepEd-BLR
d. Travel expenses, board and lodging, and allowable expenses for the RSSC during the consultative meeting (national level)	
e. Travel expenses, board and lodging, and allowable expenses from the Region and Division Offices, private schools/ institutions during the regional cluster training-workshop*	
e.1. Cluster A (NCR, IV-A, IV-B, V)	
e.2. Cluster B (CAR, I, II, III)	
e.3. Cluster C (VI, VII, VIII, IX)	
e.4. Cluster D (X, XI, XII, XIII)	

- Schedule of the regional cluster training workshops shall be announced at a later date

VII. Monitoring and Evaluation

7.1. The implementation of this set of guidelines shall be discussed thoroughly during the orientation meeting with the Chairpersons and Co-Chairpersons of the RSSC of the eighteen (18) regions. A BLR-QuAD staff will coordinate with RLREC, and the DLREC if necessary, to ensure that the schedules of the initial screening and selection process in the divisions, the submission of required documents to the RSSC, and the submission of these documents to the COSC are within the agreed upon dates. The COSC will validate the result of the screening and selection process in the divisions and regions.

- 7.2. During the regional cluster training workshop where the selected LRE applicants shall be trained on the quality assurance process and proper accomplishment of the evaluation tools, the participants will be screened further by assigning them to the appropriate evaluation area based on their performance during the simulation of the evaluation process.**

VIII. Reference

- 8.1. DepEd Memorandum No. 120, s. 2015, DepEd Memorandum No. 364, s. 2010, and DepEd Memorandum 26, s. 1999 were used as references in modifying the guidelines.**

IX. Effectivity

This memorandum will take effect immediately.

(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 qualify 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

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. 4 to DepEd Memorandum No. 217, s. 2016)

Summary of Ratings of Potential LREs Based on Qualification Standards

Division: _____
Learning Area/ Specialization: _____

Region: _____
Key Stage: _____

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

- Include only those who got 50 points or higher in the Qualification Standards

Accomplished by:

DSSC Member
Signature over printed name

Noted by:

DSSC Chairperson
Signature over printed name

Reviewed by:

DSSC Member
Signature over printed name

(Enclosure No. 5 to DepEd Memorandum No. **217** s. 2016

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

(Enclosure No. 6 to DepEd Memorandum No. 217, s. 2016

Summary Matrix of Ratings of Potential LREs Based on Qualification Standards

Division: _____

Region: _____

Learning Area/ Specialization: _____

Main Key Stage: _____

[illegible]

- **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

Enclosure 6:

Regional Memorandum No. 557, s. 2021



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE II, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



05 November 2021

Regional Memorandum

**REGIONAL VIRTUAL ORIENTATION ON THE SCREENING AND SELECTION OF
POTENTIAL LEARNING RESOURCE EVALUATORS (LREs)**

To: **SCHOOLS DIVISION SUPERINTENDENTS**

1. The Department of Education Region IV-A CALABARZON through the Curriculum Learning Management Division (CLMD) and Learning Resource Management Section will conduct a **Regional Virtual Orientation on the Screening and Selection of Potential Learning Resource Evaluators (LREs)** in accordance with the guidelines stipulated in DepEd Memorandum No. 217, series 2016 on November 17, 2021, via google meet.
2. The primary aim of this activity is to orient the Regional Screening Committee and Division Learning Resource Evaluation Coordinators (DLRECs) who will assist in the conduct of initial screening and selection of potential learning resource evaluators (LREs).
3. Participants to this activity are the CLMD Chief, CLMD Education Program Supervisors, Chief of the Curriculum Implementation Division (CID) who shall be the Chairperson of the Division Screening and Selection Committee (DSSC), Division Education Program Supervisor in Learning Resource Management Section and Project Development Officer of LRMS.
4. Participants are encouraged to register at <https://tinyurl.com/VirtOriScreeLREs> using their DepEd email account on or before November 17, 2021. The meeting link shall be sent a day before the scheduled orientation through the DepEd email account.
5. Please see the following Enclosures for the program of virtual orientation, timeline of the succeeding activities, platform to be used by the SDOs during the division orientation, and documents reference in relation to screening and selection of potential learning resource evaluators (LREs)

Enclosure No 1 : Program of the Virtual Orientation
Enclosure No 2 : Timeline of Activities
Enclosure No 3 : Flat form to be used during Division Orientation
Enclosure No 4 : Personal Data Sheet of Potential LREs
Enclosure No.5a : Guide on Rating Qualification Standards;
Enclosure No.6b : Qualification Standard Form



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487
Website: depedcalabarzon.ph
Document Inquiry : <https://r4a-teadoc.com/inquire>
Facebook: DepEd R-4A Calabarzon

Enclosure No. 7 : Summary of Ratings of Potential LREs Based on
Qualification Standard;
Enclosure No. 8 : Interview Rating Sheet for Potential LREs; and
Enclosure No. 9 : Summary Matrix of Ratings of Potential LREs

6. For more inquiries, you may contact **Mr. ROMYR L. LAZO, Education Program Supervisor -LR** at 091966-55-070 or via email at romyr.lazo001@deped.gov.ph
7. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director 

CLMD-LRMS/RSLazo

**REGIONAL VIRTUAL ORIENTATION ON THE SCREENING AND SELECTION OF
POTENTIAL LEARNING RESOURCE EVALUATORS (LREs)**

November 17, 2021 1:00 PM to 4:00 PM
Via Google Meet

PARTS	ACTIVITIES	IN-CHARGE/FACILITATOR
PART I Opening Program	Philippine National Song Opening Prayer CALABARZON March Presentation of Participants Message	AVP AVP AVP FE M. ONG-ONGOWAN Regional Librarian CHERRY LOU D. REPIA Officer-In-Charge Office of the Assistant Regional Director
PART II Orientation Proper	Statement of Purpose Introduction of Resource Speaker Orientation on the Selection and Screening of Potential Learning Resource Evaluators (LREs)	ROMYR L. LAZO Education Program Supervisor Learning Resource Management Section REYANGIE V. SANDOVAL Education Program Specialist II BLR-Quality Assurance Division DepEd Central Office
PART III Group Discussion	Question and Answer/Clarification	LHOVIE A. CAULAN Teaching Aid Specialist
PART IV Closing Remarks	Nationalistic Song Closing Prayer Closing Remarks	AVP AVP ROMYR L. LAZO Education Program Supervisor

Emcee: LHOVIE A. CAULAN

TIMELINE OF ACTIVITIES

ACTIVITIES/TASK	INCLUSIVE DATES	IN-CHARGE/PAX	VENUE/FLATFROMS	NO. OF PARTICIPANTS
Planning and Scheduling of Activities/Preparation of Memo	November 10 to 12, 2021	RO-EPS-LR	RO-LRMS Office	0
Regional Virtual Orientation for Division Learning Resource Evaluation Coordinators (DLREC)	November 17, 2021	RO-LRMS	Via Google Meet	22, CID Chiefs, EPS-LR and PDO
Orientation of Division Screening and Selection Committee (DSSC)	SDO Announcement	SDO-LRMS and DLRECs	SDO Announcement	SDO- 20 Pax per Division
Screening of Documents and Selection of Potential LREs (Division Level)	SDO Announcement	SDO-LRMS and DSSC	SDO Announcement	C/O SDO
Deadline for the submission of Qualified Potential LREs/Division Top 5/learning area per key stage with documents) to Regional Office	December 16, 2021	RO/ SDO-LR and DSSC	SDO to RO	0
Regional Online review, validation and interview of Potential LREs	December 20, 22 and 23, 2021	RO-LRMS and RSSC	Via Google Meet for the Participants	RO - 12 pax
Preparation of Ratings of Regional Potential LREs Based on Qualification Standards and Interview.	December 24 to 27 and 28, 2021	RO-LRMS	RO-LRMS Office	0
Submission of Reports to Central Office	December 29, 2021	RO-LRMS	N/A	0

**FLAT FROM TO BE USED DURING THE DIVISION ORIENTATION ON THE SCREENING AND
SELECTION OF POTENTIAL LEARNING RESOURCE EVALUATORS (LREs)**

Name of SDOs	Flat from to be Used
SDO Antipolo City	Face to Face
SDO Bacoor City	Face to Face
SDO Batangas City	Online Flat form
SDO Province	Online Flat form
SDO Binan City	Face to Face
SDO Cabuyao City	Face to Face
SDO Calamba City	Face to Face
SDO Cavite City	Face to Face
SDO Cavite Province	Online Flat form
SDO Dasmariñas	Online Flat form
SDO General Trias City	Face to Face
SDO Imus City	Face to Face
SDO Laguna Province	Online Flat form
SDO Lucena City	Online Flat form
SDO Lipa City	Online Flat form
SDO Quezon Province	Online Flat form
SDO Rizal Province	Face to Face
SDO San Pablo City	Online Flat form
SDO Sta. Rosa City	Online Flat form
SDO San Pedro City	Online Flat form
SDO Tanauan City	Online Flat form
SDO Tayabas City	Face to Face

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
1 st preference		
2 nd 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 language do you speak and write fluently? _____

Relevant Background (starting from 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/school/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 2019 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 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 Master 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 Workshop (15 points)	
A. Specialized Trainings and Workshops (10 points) Participated in trainings and workshop regarding writing, editing, evaluating, and proof reading 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

Qualification Standards Form

Name of Applicant: _____ Region / Division: _____

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

Rate each applicant using validated data in the document 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 / Courses, 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. Working 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 / Resources 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	
		Overall Total Points	



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE II, KARANGALAN VILLAGE
1900 CAINTA, RIZAL

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

Summary of Ratings of Potential LREs Based on Qualification Standards

Division: _____ **Region:** _____
Learning Area / Specialization: _____ **Key Stage:** _____

[illegible]

- **Include only those who got 50 points or higher in the Qualification Standards**

Accomplished by:

Reviewed by:

DSSC Member
Signature over printed name

DSSC Member
Signature over printed name

Noted by:

DSSC Chairperson
Signature over printed name

Enclosure No. 9

Summary Matrix of Ratings of Potential LREs Based on Qualification Standards

Division: _____ **Region:** _____
Learning Area / Specialization: _____ **Main Key Stage:** _____

[illegible]

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

Accomplished by:

RSSC Member
Signature over printed name
name

RSSC Member
Signature over printed name

RSSC Member
Signature over printed

Recommending approval by:

Approved by:

RSSC Chairperson
Signature over printed name

Regional Director
Signature over printed name



Republic of the Philippines
Department of Education

REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

22 NOV 2021

DIVISION MEMORANDUM
No. 601 s. 2021

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to Regional Memorandum No. 557, s. 2021, dated November 5, 2021, this office through the Curriculum and Implementation Division – Learning Resource Management Section (CID-LRMS) will conduct the Division Screening and Selection of Potential Learning Resource Evaluators in accordance with the guidelines stipulated in DepEd Memorandum No. 217, s. 2016.
2. This activity is in preparation for the evaluation of learning resources such as textbooks, teacher's manual, and supplementary learning materials for learning areas in the four key stages of learning, namely Kindergarten to Grades 3, Grades 4-6, Grades 7-10, and Grade 11-12.
3. All teaching and non-teaching personnel who are deemed qualified based on the criteria for the LREs for different learning areas and grade levels are encouraged to personally submit the following documents:
 - a) Application letter signifying interests to serve as LRE;
 - b) Duly accomplished Personal Data Sheet for Potential LREs found in Enclosure No. 2 of Dep Ed Memorandum 217, s. 2016;
 - c) Curriculum Vitae and;
 - d) Other pertinent documents such as certified true copy of service record, transcript of records, certificate of relevant trainings attended since 2010, certificate of relevant experience in evaluating content, writing and editing duly signed by concerned authorities among others.
4. Interested applicants should prepare and submit 2 folders that are properly labeled of the said documents: 1 folder containing the original documents and the other one containing the photocopies of the documents arranged accordingly and with tabbing. The 2 folders should be submitted to the Learning Resource Management Section (LRMS) on or before December 2, 2021.
5. All Education Program Supervisors will serve as evaluators of the submitted folders of the interested applicants for potential LREs in their respective subject area concerned to be chaired by the CID Chief and Co-Chaired by the EPS in charge of LRMS. The review and assessment of the submitted documents as to completeness



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DIVISION MEMORANDUM

No. 401 s. 2021

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and authenticity shall be on December 2-6, 2021, by the Division Selection and Screening Committee. Result of the initial screening shall be posted at the DepEd Tayabas website on December 7, 2021. Submission of the list and folders of the qualified LREs to the Regional Office will be on December 8, 2021.

6. Attached herewith are the following enclosures for your ready reference:
 - a) Enclosure No. 1- Composition of Division Screening and Selection Committee (DSSC)
 - b) Enclosure No. 2- Timeline of Activities
 - c) Enclosure No. 3- Regional Memorandum No 557, s. 2021
 - d) Enclosure No. 4- Dep Ed Memorandum No 217, s. 2016
7. Immediate and widest dissemination of this memorandum is desired.


GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.:

As stated

References:

DepEd Memorandum No. 217, s. 2016
Regional Memorandum No 557, s. 2021



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Enclosure 1:

Composition of Division Screening and Selection Committee (DSSC)

Chairperson: IMELDA C. RAYMUNDO, CID- Chief
Co- Chairperson: GENEROSA F. ZUBIETA, EPS-LRMDS
Members

Learning Area	Name
MTB/Filipino	Christian J. Bables
English	Luzviminda Cynthia Richelle F. Quintero
Science	Georgia P. Talabong
Mathematics	Jerome A. Chavez
Araling Panlipunan	Sancho C. Calatrava
MAPEH	Sherwin C. Quesea
TLE	Louie L. Fulleo
ESP	Joseph Jay Aureada
Kindergarten/ SPED	Mildred Z. Galleno
ALS	Teofila A. Ocumin

Enclosure 2

TIMELINE OF ACTIVITIES

Activities	Date	Person In Charge
Conduct of Orientation of Division Selection and Screening Committee	November 29, 30, 2021	DLREs and LRMS
Submission of Documents to LRMS	December 1, 2021	LRMS
Evaluation of submitted documents	December 2-6, 2021	EPSs per learning area, EPS-LRMDS, PDO, Librarian
Consolidation of Scores/ rating of potential LREs	December 7, 2021	EPS-LRMDS, PDO, Librarian
Submission of Division Screening Result to RO	December 8, 2021	EPS- LRMDS
Regional Online Review, Validation, and Interview of Potential LREs	December 14-15, 2021	RO LRMS and RSSC

Enclosure 3:

Regional Memorandum No. 557, s. 2021

Enclosure 4:

DepEd Memorandum No. 217, s. 2016: Screening, Selection, And Regional Cluster Training Workshops of Potential Learning Resource Evaluators



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