



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE-IFUGAO



January 06, 2017

Division Memorandum

No. 11, s.2017

**SUBMISSION OF DOCUMENTS FOR POTENTIAL LEARNING RESOURCE
EVALUATORS**

To: **Chief, CID**

Subject Area Education Program Supervisors

Public Schools District Supervisors

Elementary and Secondary School Heads and Teachers (Public and Private)

All Others Concerned

1. Pursuant to DepEd Memo # 217, s. 2016 on the Screening, Selection and Regional Cluster Training –Workshops of Potential Learning Resource Evaluators (LREs) for the quality assurance of textbooks, teacher's manuals, and supplementary materials for learning areas in Kindergarten to 3, Grades 4 to 6, Grades 7 to 10 and Grades 11 and 12, the Curriculum Implementation Division (CID) encourages individuals from both private and public sectors, who are deemed qualified based on the criteria for the Learning Resource Evaluators(LRE) to submit personally to the SDO Learning Resource Management and Development Center the following documents in folder **on or before January 19, 2017:**
 - a. Application Letter signifying interest to serve as LREs indicating herein the area of specialization or major
 - b. **Certified True Copies** of Service Record Transcript of Records, Certificates of relevant trainings on writing, editing, evaluating, and proofreading attended since 2012, Certificates of training on pedagogy, curriculum, assessment etc.- minimum of 24 hours since 2012, Certification or Certificate of Recognition as Learning Resource Evaluator, Writer of a learning resource (published or unpublished), Coach, Resource Speaker / Discussant on evaluation, writing and editing.
 - c. Personal Data Sheet following the format hereto attached.
2. The evaluation of documents will be done by the Division Screening and Selection Committee (DSSC) on January 24-25 , 2017 at the Ammungan Hall, SDO-Ifugao.
3. Other forms on guide and criteria are hereto attached.
4. Immediate dissemination of this memorandum is desired.


GERALDINE B. GAWI

Officer In -Charge

Office of the Assistant Schools Division Superintendent

**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

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

Summary of Ratings of Potential LREs Based on Qualification Standards

Division: _____ Region: _____
Learning Area/ Specialization: _____ 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

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: _____

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