



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



November 28, 2016

DIVISION MEMORANDUM
No. 763, s. 2016

**SCREENING AND SELECTION OF POTENTIAL LEARNING RESOURCE
EVALUATORS – BATCH 2**

TO : Assistant Superintendents
Chief Education Program Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs
Public Elementary and Secondary School Heads
Other Concerns

1. Attached is Regional Memorandum No. 739, s. 2016, entitled, **SCREENING AND SELECTION OF POTENTIAL LEARNING RESOURCE EVALUATORS – BATCH 2**, for your reference and guidance.
2. Immediate and wide dissemination of this Memorandum is directed.


RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
Accounting Section:	(032) 254-2632
Disbursing Section:	(032) 255-4401
Admin/Legal:	(032) 253-7847

Website : www.depedcebuprovince.com
E-mail Add: depedcebuprovince@yahoo.com



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM

No. **739**, s. 2016

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Screening and Selection of Potential Learning Resource Evaluators - Batch 2

To: **Schools Division Superintendents**


1. To expedite the evaluation and quality assurance of contextualized learning resources produced by teachers, master teachers, and instructional leaders, this Office will conduct **Screening and Selection of Learning Resource Evaluators (LREs) – Batch 2** for all learning areas from Kindergarten to Grade 10 on December 6, 2016 at the Learning Resource Management and Development Center (LRMDC), 3rd Floor, DepEd RO 7, Lahug, Cebu City. Qualified applicants will be trained in preparation for the actual evaluation of learning resources on a date and venue to be identified.
2. For proper guidance, refer to the following enclosures:
 - a. Enclosure 1 - Guidelines on Screening and Selection of Potential Learning Resource Evaluators
 - b. Enclosure 2 – Personal Data Sheet
 - c. Enclosure 3a – Guide on Rating Qualification Standards
 - d. Enclosure 3b – Qualification Standards Form
 - e. Enclosure 4 – Summary of Ratings of Potential LREs based on Qualification Standards
 - f. Enclosure 5 – Interview Rating Sheet for Potential LREs
 - g. Enclosure 6 – Summary Matrix of Ratings of Potential LREs

JAI/FYA/EBEJ/mfp
LRE_RO_screening

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“ EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat ”

3. Transportation and other incidental expenses of participants shall be charged against local funds, while expenses for accommodation and food to be served by Applied Nutrition Center (ANC) shall be charged against SARO No. OSEC-7-15-3033 FY 2015 subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum is hereby directed.


JULIET A. JERUTA, Ph.D., CESO V
Director III
Officer-in-Charge

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

I. Rationale

To expedite the evaluation of varied learning resources produced by teachers and instructional leaders in the field, this Office will screen, select, and train potential Learning Resource Evaluators (LREs). The LREs will ensure that the learning resources provided to public schools sufficiently develop the competencies, are accurate in content, adhere to the 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 Committee members with guideposts to ensure that the screening and selection of interested applicants will be fair and objective and will result in 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, and 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 Division Learning Resource Evaluation Coordinator (DLREC).** The DLREC is the Chief of the Curriculum Implementation Division (CID) and the chairperson of the Division Screening.
- 3.2 Division Screening and Selection Committee (DSSC).** The DSSC is composed of DLREC as the chairperson with at least ten (ten) Education Program Supervisors as committee members who will conduct the initial screening and selection of LREs for the different learning areas.

- 3.3 Learning Resource Evaluators (LREs).** The LREs are the learning area/curriculum/content experts who passed the screening and selection process and will thoroughly examine the set of manuscripts/various learning resources. They are grouped into the following areas of evaluation:
- 3.3.1 The 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.
 - 3.3.2 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; violation on social content; and other types of errors.
 - 3.3.3 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 this is faithful to the instructional design framework.
 - 3.3.4 LREs for Area 4 (Language and Book Design)** are language experts who will ensure that the materials are grammatically correct and can easily be understood by the target users and give comments/recommendations on the book design/layout of the materials.
- 3.4 Manuscript.** A manuscript is a material (i.e. text and visuals) submitted for publication or printing usually as a printout in camera-ready and digital (pdf) forms.

- 3.5 Regional Learning Resource Evaluation Coordinator (RLREC).** The RLREC is the Chief Education supervisor of the Curriculum and Learning Management Division (CLMD) and the Chairperson of the Regional Screening and Selection Committee (RSSC).
- 3.6 Regional Screening and Selection Committee (RSSC).** The RSSC is composed of a Chairperson, a Co-Chairperson, Regional and/or Division Education Program Supervisors (3 members per learning area and per key stage).

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, Selection, and Training of Potential 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 the LREs in the different areas of evaluation, the screening and selection process, and the training of qualified potential LREs.

This set of guidelines enclosed in the 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 of DepEd LREs, who are the most qualified applicants. These LREs will quality-assure (i.e., review and evaluate) learning resources submitted to ensure quality resources are provided to the learners.

V. Procedures

5.1 Getting Started

5.1.1 Minimum Qualification Standards (MQS)

The potential LRE must meet the following Minimum Qualification Standards (MQS):

- Bachelor's Degree holder (preferably in Education)
- With at least 5 years teaching experience in the learning area
- Has at least 24 hours relevant training in the development and evaluation of instructional materials
- Not an author, editor, consultant of the learning resources submitted to DepEd for procurement or published by private publishing company
- Is physically fit, willing, and able to travel to attend and participate in an actual content evaluation activity

5.1.2 Submission of Documents

5.1.2.1 The potential LREs shall submit the following documents

- Personal Data Sheet (PDS) – Enclosure 2
- Certified true copy of Service/Work Record
- Certified true copy of transcript of records
- Certificates of specialized and relevant trainings from 2010 to the present
- Photocopies of cover and copyright of the instructional materials written, edited, evaluated, or proofread
- Medical certificates

Note: Original documents must be available for authentication

Personal Data Sheet

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: _____ Fax Number: _____
 Email Address: _____ Cell Number: _____
 Name of Superior: _____ Designation: _____
 Address: _____ Contact Number: _____

Preference	Learning Area Specialization	Key Stage
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/year level? _____

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

Educational Background

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

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

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	Nature of Participation	Conducted by	Inclusive Dates

Instructional materials you have written, edited, evaluated, proofread, contributed to, or served as a consultant:

(Continue on a separate sheet if necessary)

Title of Instructional Material	Publisher	Year Published

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

Name	Address	Telephone Number

Evaluator's Declaration

Conflict of Interest

1. I do not have conflict of interest;
2. I am not related or affiliated to any member of the writing/development team of the learning resources for evaluation 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, procedural, 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 in full, to any 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 Requirements for Doctoral Degree	20
Master's Degree	15
Complete Academic Requirements for Master's 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 instructional materials (published or unpublished)	5
Editing instructional materials (published or unpublished)	5
Evaluating textbooks or other instructional materials	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 instructional materials	
Writing	3
Editing	3
Evaluating	2
Proofreading	2
B. Relevant Trainings (5 points) (A minimum of 24 hours is required to be given a point on relevant training. 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: _____

Rate each applicant using validated data in the documents submitted and the Guide on Rating the Qualification Standards (Annex 2)

Qualification Standards	Details	Points
I. Educational Qualifications (25 points) Assign points only to the highest level	(Indicate the Degree Title/Course, No. of Units Completed, if applicable)	
a. Doctoral Degree		
b. Complete Academic Requirements for Doctoral Degree		
c. Master's Degree		
d. Complete Academic Requirements for Master's Degree		
e. Bachelor's Degree		
f. Doctoral Degree		
Total:		
II. Work Experience (30 points)	No. of Years	
A. Teaching Experience (15 points)		
Total:		
B. Experience Relevant to Evaluating Content, Writing, and Editing (15 points)	Indicate Title of the Material/s	
b.1 Writing instructional materials (published or unpublished)		
b.2 Editing instructional materials (published or unpublished)		
b.3 Evaluating textbooks or other instructional materials		
b.4 Serving as Coach/Resource Speaker/Discussant		
Total:		
III. Trainings and Workshops (15 points)	Indicate Highest Level of Training Rated	
A. Specialized Trainings and Workshops (10 points)		
3.a.1 Writing		
3.a.2 Editing		
3.a.3 Evaluating		
3.a.4 Proofreading		
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		
Total:		

Overall Total

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 Printer Name

Summary of Ratings of Potential LREs Based on Qualification Standards

Division: _____ Region: _____
 Learning Area / Specialization: _____ Main Key Stage (Elem. and HS)

Name (List of Qualified Applicants Arranged from the Highest to Lowest Score)	Key Stage	Learning Area	SCORES
			Qualification Standards *
Examples:			
1. Rosauro, Ma. Elena	Elem	Math	69
2. Abania, Trinidad	Elem	Math	58

* Include only those who got 50 points and above 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

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 the applicant 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 Influences others to do the tasks			
6. Human Relations Takes initiative to organize work groups, adopt procedures, and standards in his / her own level			
7. Decisiveness Considers alternatives and recommends solution when faced with problem/situation			
8. Stress Tolerance Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflict, etc.			
9. Time Management Demonstrates good time management			
10. Building Trust Keeps commitments, confidentiality, integrity, and honesty with colleagues/team mates, 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.

 Interviewer's signature over printed name

 Interviewer's signature over printed name

 Interviewer's signature over printed name

Summary Matrix of Ratings of Potential Learning Resource Evaluators

Division: _____ Region: _____
 Learning Area / Specialization: _____ Main Key Stage (Elem. and HS) _____

Name (List of Qualified Applicants - Arranged from the Highest to Lowest Score)	Key Stage	Learning Area	SCORES		
			Qualification Standards	Interview	Total*
Examples:					
1. Rosauro, Ma. Elena	Elem	Math	60	27	87
2. Abania, Trinidad	Elem	Math	58	27	85

♦ Include only those who got a total score of 70 and above.

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