



February 13, 2017

**DIVISION MEMORANDUM**

No. 23, s. 2017

**DIVISION SCREENING AND SELECTION OF LEARNING RESOURCE  
EVALUATORS**

To: Assistant Schools Division Superintendent  
Chief, Curriculum and Implementation Division  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors  
Heads, Public and Private Elementary and Secondary Schools


1. The Division, through the Curriculum Implementation Division (CID) informs the field of the screening and selection of potential Learning Resource Evaluators (LREs).
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 to 12.
3. 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 the Division Screening and Selection Committee (DSSC) 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. 3;
  - 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).
4. Minimum Qualification Standard (MQS) of potential Learning Resource Evaluator (LRE) and the documents to be submitted to the Division Screening Committee (DSSC) are found in **Enclosure No. 1.**

5. The activities indicated below are to be observed by the applicants and by the Division Screening and Selection Committee (DSSC).

Activity	Schedule
1. Preparation of required documents	February 13 -20, 2017
2. Submission of the required documents to the Division Screening and Selection Committee (DSSC) and orientation	February 21, 2017
3. Rating and ranking of potential LREs based on documents submitted	February 22, 2017
4. Submission of the documents of top 5 applicants or of applicants with the score of at least 50 points per learning area per key stage (K to 6 and Grade 7 to 12) to the Regional Selection Screening Committee (RSSC)	February 24, 2017 (before noon time)

6. The Division Screening and Selection Committee (DSSC) shall be guided by the 2016 Implementing Guidelines on Screening, Selection, and Training of potential Learning Resource Evaluators (LREs). Composition of the DSSC is found in **Enclosure No. 2**.
7. The Regional Screening and Selection Committee (RSSC) shall consolidate the results submitted by the schools divisions and come up with the shortlist of top 15 qualifiers per learning area per key stage who will undergo in the interview. The final Top 5 qualifiers per learning area per key stage shall be recommended for inclusion in the national pool of Learning Evaluators (LREs).
8. Immediate and wide dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**CONCEPCION A. DELA CRUZ**  
 EPS – English  
**Officer-In-Charge**

Enclosure: As stated  
 Reference: DepED Memorandum 217, s. 2016  
 To be indicated in the *Perpetual Index*  
 under the following subjects:

EVALUATION  
 OFFICIALS  
 TEXTBOOKS  
 WORKSHOPS

LEARNING RESOURCES  
 SELECTION  
 TRAINING PROGRAMS

**MINIMUM QUALIFICATION STANDARDS (MQS)**

**The potential Learning Resource Evaluator (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 s/he is applying as LRE
- Has at least 24 hours relevant training in the development and evaluation of instructional materials
- Not an author, editor, consultant of any commercially- developed learning resources submitted to DepEd for procurement for at least 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 their province/city.

**DOCUMENTS FOR SUBMISSION TO THE DIVISION SCREENING AND SELECTION COMMITTEE (DSSC)**

<b>Region and Division Applicants</b>	<b>Colleges, Universities, Centers of Excellence and Professional Associations</b>	<b>Retired Educators</b>
• Personal Data Sheet (PDS)	• Personal Data Sheet (PDS)	• Personal Data Sheet (PDS)
• Certified true copy of Service/Work Record	• Curriculum Vitae	• Certified true copy of 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 2012 to present)	• Medical Certificates	• Photocopies of cover and copyright of the instructional materials written, edited, evaluated, or proofread
• Photocopies of cover and copyright of the instructional materials written, edited, evaluated, or proofread (include certificate to attest the LRs have been quality assured)		• Medical certificates
• Medical certificates		
<b>Note: Photocopies of documents to be submitted should be authenticated by the duly designated officer of the division office. Original documents must be available for authentication during the interview.</b>		

## COMPOSITION OF THE DIVISION SELECTION AND SCREENING COMMITTEE

**Chairperson** - **Segundina F. Dollete, Ed.D.**  
Chief, CID

**Co-Chairperson** - **Shirley A. De Juan**  
EPS – LRMDS

**Members:**

**Ms. Concepcion A. Dela Cruz** - **EPS – English**  
**Dr. Merlie Rubio** - **EPS – Filipino**  
**Mrs. Elenia Barandan** - **EPS – Math**  
**Mr. Andres Quiachon** - **EPS – Science**  
**Mrs. Sephora Roldan** - **EPS – AP**  
**Mr. Alan Vincent Altamia** - **EPS – EsP**  
**Mr. Wilfredo Reoyo** - **EPS – TLE/EPP**  
**Mr. Ronie Reteracion** - **EPS – MAPEH**  
**Dr. Heidelyn Geromiano** - **Kindergarten Coordinator**

### Distribution of DSSC Member Representatives per Learning Area per Key Stage

No.	Learning Area/Discipline	Key Stage Covered	
		K to Grade 6	Grade 7 to 12
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 Pangkabuhayan/TLE	1	2*
7	Music and Arts	1	1
8	Physical Education and Health	1	1
9	Kindergarten	2	
<b>TOTAL</b>		<b>10</b>	<b>9</b>

\* TLE members should be from different subcomponents

### 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: _____
Civil Status: _____		Citizenship: _____ Sex: _____
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)