March 17, 2017

DIVISION MEMORANDUM
No. *144* , s. 2017

SCREENING LEARNING FACILITATORS AS TRAINING ASSESSORS

To: ASDS, CID & SGOD Chiefs
DEPS & PSDS/DIC's
School Heads of Elementary & Secondary
Public and Private Schools

1. Attached is Regional Memorandum No. 69, s. 2017 dated March 10, 2017, Screening of Learning Facilitators as Training Assessors.

2. This regional memorandum is calling all Potential Learning Facilitators to become one of the Training Assessors in the region.

3. Interested individuals may refer to the enclosures of the said memo for the documents to be prepared. Deadline of the submission of pertinent documents at the **NIR Office** will be on **March 14, 2017**.

4. For information and immediate dissemination of this Memorandum is desired.

LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer-in-Charge

STJ/LTC/ENC/rra17
DSSC-LRE

2   MAR 2017

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION
West City Elementary School Campus
Dumaguete City 6206

March 10, 2017

REGIONAL MEMORANDUM   R:3/15/17
No. 69 ,s. 2017

## SCREENING OF LEARNING FACILITATORS AS TRAINING ASSESSORS

TO: All Schools Division Superintendents

1. The Department of Education(DepEd), through the National Educators Academy of the Philippines (NEAP), will conduct a 5-day Capacity Building and Certification of Training Program Facilitators by clusters, as indicated in Memorandum DM-CI-2017.

2. To come up with the allotted number of learning facilitators who shall be sent to the above-training, this office calls for interested and qualified personnel to apply and undergo the screening.

3. Attached are the Guidelines, Mechanics of Selection, and the Criteria.

4. Interested personnel are required to take note of the following dates:
   March 14, 2017 – Submission of documents through:
   depednircares@gmail.com
   March 15, 2017 - Evaluation of Documents and Interview
   March 17, 2017 – Submission of List of Assessors to NEAP

5. Immediate and widest dissemination of this Memorandum is desired.

GILBERT T. SADSAD, PhD, CESO V
Director III
OIC- Regional Director

HRDD/rmav

Attachment 1
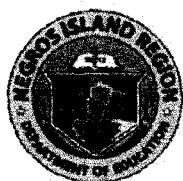
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION
West City Elementary School Campus
Dumaguete City 6206

SELECTION OF DEPED ASSESSORS
MECHANICS OF SELECTION

1. The Region shall select the prospective assessors for the certification of Learning Facilitators using the following qualification:

QUALIFICATIONS	MEANS OF VERIFICATION	REMARKS
1. Preferably Regional, Division, and District Supervisor	Certification of Position	
2. Have served as LF in various DepEd trainings (Division, Region, National trainings)	Certificate of Recognition/Appreciation	
3. Have been rated Outstanding in the sessions handled in the trainings conducted by DepEd	Certificate of Rating	1.00-1.60-Needs Improvement 1.61-2.20-Good 2:21-2:80-Satisfactory 2.81-3.40-Very Satisfactory 3.41-4.00- Excellent
4. Have been evaluated at least VS in the performance evaluation for the past two performance evaluation cycles.	Certificate of Rating	
5. Be physically fit	Medical Certificate by DepEd Medical Officer within 6 months	

6. Should be rated at least 3.5 in the Core Behavioral Competency Assessment	Assessment Result using the prescribed tool (Attachment 2)	*For teachers and school-based personnel:* SHOULD BE RATED BY THE SCHOOL HEAD *For Division-based Personnel:* SHOULD BE RATED BY SDS *For Regional Office-based personnel:* SHOULD BE RATED BY REGIONAL DIRECTOR Submission to Regional HRDD of the rating should be in sealed envelopes.

2. Selected assessors should meet ALL the minimum requirements as indicated in the criteria.
3. For purposes of ranking the candidates, and where necessary, the following shall be the criteria:

CRITERIA	WEIGHT
Rating as Learning Facilitator in the last 5 sessions handled	50%
Performance Evaluation for the last 2 years	20%
Core Behavioral Competency Assessment	20%
Interview (Using Behavioral Even Interviewing process)	10%

4. The Regional Office though the HRDD may constitute a team of three to five members to conduct the screening of prospective assessors.
5. To obtain the rating for the Core Behavioral Competency, the candidates shall be rated by their respective immediate superiors who shall submit the completed Evaluation Form in a sealed and signed envelope.
6. The interview shall use the Behavioral Event Interviewing Principle and process to focus on the core behavioral competencies.

7. To obtain the weighted rating for each of the criteria, all ratings shall be converted into percentage by using the following formula:

Percentage Rating=Rating/ Perfect Score X100

Weighted Percentage Rating=Percentage Rating X Weight of the Criterion

8. The Regional HRDD Chief shall keep a file of the profile of candidates as a ready reference.

DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200
TEL: (035) 422 6227 / E-MAIL: depednir@gmail.com
FB: facebook.com/depednir / WEB: depednir.weebly.com

EVALUATION OF CORE BEHAVIORAL COMPETENCIES
(Integrated in the Endorsement of the Immediate Superior)

Name: _____   Position: _____

School: _____   Division: _____

Region: _____

To the Evaluator: The above-named person is being considered as Assessor for the Certification of learning Facilitators conducted by the National Educators Academy of the Philippines. Kindly rate him/ her along critical competencies using the scale below. Your honest assessment will help us evaluate the potential of this candidate with respect to her role in this activity. Please return this to the Regional Office c/o ROSE MARIE A. VAILOCES, HRDD Lead Coordinator, in a sealed and signed envelope on or before March 15, 2017. Your rating will be treated with confidentiality. Thank you very much.

Competency	4 (Highest)	3	2	1 (Lowest)
Ability to work with others				
Attitude towards work				
Ability to handle stressful situations				
Flexibility				
Communication Skills				
Initiative				
Creativity				

Average Rating: _____

Other remarkable comments about the recommendee:

_____

Signed: _____
       Immediate Superior

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TEL: (035) 422 6227 / **E-MAIL:** depednir@gmail.com
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DepEd MEMORANDUM

No. **217** , s. 2016

12 DEC 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.

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 (RLERC)

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 Pangkabuhayan / 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 Pangkabuhayan / 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) - Tagaytay City e.2. Cluster B (CAR, I, II, III) - Tagaytay City e.3. Cluster C (VI, VII, VIII, IX) - Cebu City e.4 Cluster D (X, XI, XII, XIII) - Davao City	

    • 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.

Personal Data Sheet
for Potential LR Evaluators

Attach 2 passport size recent photos here with your name at the back of the photo.

Name:

_____

| Family | First | Middle Initial |

Date of Birth:_____ Place of Birth: _____Citizenship: ___Sex :___

Civil Status: _____ Home Address:_____

Designation:_____

Office/ School Address: _____

Tel. Number:_____ Cell Number: _____

Email Address: _____ Fax Number: _____

Name of Superior:_____ Designation:_____

Address:_____Contact Number:_____

Application Details *(Please answer completely. The information provided herein shall serve as reference in assigning materials that the LREs shall be tasked to quality assure/ evaluate.)*

Preference	Learning Area Specialization	Key Stage / Grade Level
1st preference		
2nd preference		

- Have you ever served as a Learning Resource Evaluator (LRE) for DepEd? ☐ Yes
  ☐ No

  If *Yes*, when and for what subject and grade level? _____

- What mother tongue languages do you speak and write fluently?_____

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

Education

Name of School/ College/ University	Degree Earned	Inclusive Dates	Honors Received

Service Record *(include experience outside government service and continue on a separate sheet if necessary)*

Position	Institution/ Agency	Inclusive Dates

Experience

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

Learning Resources you have written, edited, evaluated, proofread, or served as consultant *(Continue on a separate sheet if necessary)*

Title of Learning Resources	Role (e.g., writer, editor, evaluator, proofreader, etc.)	Publisher	Year Published

Special Studies, Trainings, Grants, Other Qualifications Relevant to LR Evaluation
(From 2010 to the present only; continue on a separate sheet if necessary)

Title of Seminar/Conference/Training Course	Level (e.g., international, national, regional, etc.)	Nature of Participation	Conducted by	Inclusive Dates

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

Name	Address	Telephone Number

Evaluator's Declaration

If selected to serve as a Learning Resource Evaluator, I am aware of and shall abide with the following:

Conflict of Interest
1. I do not have conflict of interest (i.e., not a writer, contributor, consultant, or editor of any learning resources assigned to me for evaluation;
2. I am not related or affiliated to any member of the writing/ development team of the learning resources for evaluation assigned to me and I am willing to reveal information necessary to ensure no conflict of interest;

Performance of Service
3. I will, to the best of my ability, perform the assigned tasks and ensure that grammatical, computational, social content, typographical, and other errors in content are avoided. I understand that I will be held accountable for glaring errors that I make or miss to point out in the learning resource that I review.
4. I have been granted permission / authority by my superior (if any) to serve as evaluator and to attend all necessary activities relative thereto.

Confidentiality
5. I will not duplicate, make unauthorized use, or disclose the materials or my findings on them, in part of full, to any other person other than the designated person to coordinate with and receive any and all materials and outputs from me.

By signing below, I declare under penalties of perjury that the statements and information given above are true and correct to the best of my knowledge and belief. Should I violate or fail to honor any of the above, this could be used as sufficient ground to disqualify me as a DepEd Learning Resource Evaluator.

_____

(Applicant's signature over printed name)

_____

(Date accomplished)

(Enclosure No. 3a to DepEd Memorandum No. **217**, s. 2016

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   DSSC Member
Signature over printed name   Signature over printed name

Validated by:

_____   _____   _____
RSSC Member   RSSC Member   RSSC Member
Signature over printed name   Signature over printed name   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: Reviewed by:

_____   _____
DSSC Member   DSSC Member
Signature over printed name   Signature over printed name

Noted by:

_____
DSSC Chairperson
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

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   RSSC Member   RSSC Member
Signature over printed name   Signature over printed name   Signature over printed name

Recommending approval by: Approved by:

_____   _____
RSSC Chairperson   Regional Director
Signature over printed name   Signature over printed name