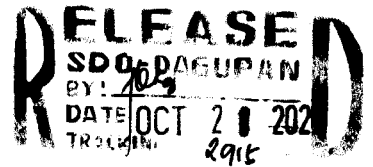




Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OFFICE OF DAGUPAN CITY



**Office of the Schools Division Superintendent**

Division Memorandum  
No. 276 s, 2021

To: Asst. Schools Division Superintendent  
Chief Education Supervisor, CID  
Chief Education Supervisor, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads Elementary & Secondary  
All Others Concerned

From: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Subject: **SCREENING AND SELECTION OF POTENTIAL LEARNING RESOURCE EVALUATORS**

Date: October 19, 2021

1. The Department of Education Regional Office I through the Curriculum and Learning Management Division shall conduct the Screening and Selection of Potential Learning Resource Evaluators (LREs).
2. This activity is in preparation for the evaluation of learning resources (LRs), such as self-learning modules (SLMs), contextualized SLMs, digital LRs, supplementary materials and other types of LRs for the different learning areas, ALS, and, special curricular programs.
3. Relative to this, the Division Office will conduct initial screening and selection of potential learning resource evaluators in the different learning areas in elementary, secondary and senior high school.
4. Eligible applicants are supervisors, school heads and teachers from public and private schools, colleges and universities. Qualified applicants must submit the following documents to the Division Screening and Selection Committee:
  - a. Application Letter signifying interest to serve as Learning Resource Evaluators (LREs);




Address: Burgos St. Poblacion Oeste, Dagupan City, Philippines  
Telephone No: (075) 615-26-45  
Email: dagupan.city@deped.gov.ph




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- b. Duly accomplished Personal Data Sheet for Potential LREs;
  - c. Curriculum Vitae;
  - d. Other pertinent documents such as certified true copies of service records, transcript of record, certificates of specialized trainings attended since 2010;
  - e. 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);
  - f. Medical certificates
5. The deadline of submission of documents of qualified applicants will be on October 29, 2021.
  6. Enclosed are Personal Data Sheet for Potential LR Evaluators and Guide on Rating Qualification Standards.
  7. For queries, please contact Maria Linda R. Ventenilla, Chief Education Supervisor, CID or Renata' G. Rovillos, Education Program Supervisor, Learning Resource.
  8. Immediate and wide dissemination of this memorandum is desired.

  
**AGUEDO C. FERNANDEZ, CESO VI**

 Asst Schools Division Superintendent  
Office of the Schools Division Superintendent



**Address:** Burgos St. Poblacion Oeste, Dagupan City, Philippines  
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**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 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 (i.e., not a writer, contributor, consultant, or editor of any instructional materials 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 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 it, in part or 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)

*o-fur*

Name of Applicant: \_\_\_\_\_ Learning Area: \_\_\_\_\_  
 Designation: \_\_\_\_\_ School: \_\_\_\_\_  
 District: \_\_\_\_\_ Division: \_\_\_\_\_

Qualification Requirements	Points
<b>I. Educational Qualifications (25 points)</b>	
Doctoral	
Doctoral Academic Requirements	
Master of Arts (MA) Degree	
MA Academic Requirements	
Baccalaureate Degree	
<b>II. Work Experience (30 points)</b>	
<b>A. Teaching Experience - public &amp; private (15 points)</b> 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	
8 to 10 years	
11 years and above	
<b>B. Experience Relevant to Evaluating Content, Writing, and Editing (15 points)</b>	
Evaluating textbooks or other instructional materials	
Writing instructional materials (published or unpublished)	
Editing instructional materials (published or unpublished)	
Serving as Coach/Resource Speaker/Discussant	
<b>III. Trainings and Workshops (15 points)</b>	
<b>Specialized Trainings and Workshops</b> Participated in trainings and workshops regarding curriculum development and instruction, evaluating, writing and editing textbooks and other instructional materials	
<b>2 to 3 days:</b> National Regional Division	
<b>4 to 5 days:</b> National Regional Division	
<b>6 to 7 days:</b> National Regional Division	
<b>8 to 9 days:</b> National Regional Division	
<b>10 days and above:</b> National Regional Division	
<b>Total Points -----</b>	

**Accomplished By:** \_\_\_\_\_ **Reviewed By:** \_\_\_\_\_  
 DSSC Member                      DSSC Member                      DSSC Member

**Recommending Approval:** \_\_\_\_\_ **Approved:** \_\_\_\_\_  
 DSSC Chairman                      Schools Division Superintendent