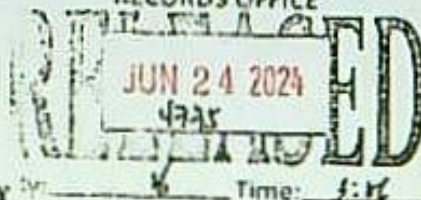




Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

Division Memorandum
No. 241 s, 2024

June 21, 2024

**SCREENING AND SELECTION OF POTENTIAL LEARNING RESOURCE EVALUATORS
(LREs) FOR THE SCHOOL YEAR 2024-2025 ONWARDS**

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

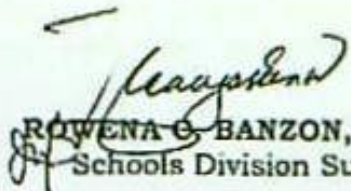
1. This is in reference to the Regional Memorandum No. 685 s. 2024 dated June 20, 2024 re: Screening and Selection of Potential Learning Resource Evaluators (LREs) for the School Year 2024-2025 Onwards.
2. To efficiently facilitate the quality assurance of the different learning resources (LRs) used in all public schools nationwide, the Bureau of Learning Resources (BLR) is currently expanding the list of potential LREs for the school year 2024-2025 onwards.
3. The screening of potential LREs must be guided by the attached DepEd Memorandum No. 217 s. 2016 or the Guidelines on the Screening, Selection, and Training of Potential Learning Resource Evaluators (LREs).
4. Relative hereto, this Office encourages the public school district supervisors, principals, assistant principals, head teachers, and other non-teaching and teaching-related personnel to be a potential LRE and submit 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

DepEd
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- 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. Moreover, the potential LREs must meet the following minimum qualifications:
- bachelor's degree
 - with at least five (5) years of teaching experience in the learning area being applied as LRE;
 - has at least 24 hours of relevant training on the development and evaluation of LRs; and
 - not an author, editor, or consultant of any commercially developed LRs submitted to DepEd for procurement in the last three years from the date of application.
6. The potential LREs must be physically fit, willing, and able to travel and participate in the series of content evaluation workshops at a venue which may not be near their city or province. In addition pursuant to the rationalization of teacher's workload as stipulated in DepEd Order No. 005 s. 2024, potential LREs must be limited only to public schools district supervisors (PSDS), principals, assistant principals, head teachers (HT), and other non-teaching and teaching-related personnel who meet the minimum requirements.
7. Education Program Supervisors are requested to assist the Division Screening and Selection Committee to ensure that the potential LREs have excellent track records in their respective content areas and shall be included in the database of potential LREs subject to capability-building activities of the BLR.
8. Please be advised that names of previously trained LREs must not be submitted as potential LREs, however, they are requested to update their profiles in the same link as the submission link. The DSSC, through the Chief of the Implementation Division (CID) and Education Program Supervisor for Learning Resource Management Section (LRMS), as chairperson and co-chairperson respectively, are requested to facilitate the efficient compliance and submission using the attached template on this link: tinyurl.com/LREs2425Onward.
9. The deadline for the submission of documents for all interested applicants will be on July 5, 2024.
10. For immediate dissemination and compliance of this memorandum is desired.


ROWENA G. BANZON, EdD, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education

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. They are also required to submit the aforementioned pertinent documents and a recommendation letter from the dean or president of the college or university.

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.

- 5.1.3.2. The DSSC shall be composed of the following:
- Chairperson – the Chief of the Curriculum Implementation Division (CID) and DLREC
 - Co-chairperson – Education Program Supervisor (LRMDS manager/QA coordinator)
 - 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:
- Chairperson – the Chief of the Curriculum and Learning Management Division (CLMD) and RLREC
 - Co-chairperson – Education Program Supervisor (LRMDS manager/QA coordinator)
 - 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

- 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

- 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 OSSC 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.

(Enclosure No. 2 to DepEd Memorandum No. 217, s. 2016)

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

(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

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

