



DIVISION MEMORANDUM
No. 14, S. 2017

Date: Jan. 10, 2017

**DIVISION SCREENING, SELECTION AND TRAINING POTENTIAL
LEARNING RESOURCE EVALUATORS (DLREs)**

To: Chief Education Supervisors
Education Program Supervisors/Designates
Public Schools District Supervisors
Elementary and Secondary School Heads, Public and Private
Head Teachers, Master Teachers
Teachers, Public and Private
Colleges and Universities
All Others Concerned


1. Pursuant to DepEd Memorandum No. 217, S. 2016 dated December 12, 2016 (Screening, Selection and Regional Cluster Training-Workshops of Potential Learning Resource Evaluators), this office announces the **Division Screening, Selection and Training Potential Learning Resource Evaluators (DLREs)** in preparation for the evaluation of learning resources for all key stages: K to 6 and Grades 7 to 10.
2. Moreover, all the Public Schools District Supervisors, School Heads in all public and private elementary and secondary schools, colleges, and universities are advised to inform and encourage interested applicants to submit their documents to the Division Office on or before **January 20, 2017** c/o LRMDs Staff.
3. The Minimum Qualification Requirements (MQRs) and documents for submission of nominees/applicants are hereto attached as the following:

Enclosure No. 2 of DepED Memo No. 217 S. 2016	Personal Data Sheet for Potential LR Evaluators
Enclosure No. 3 of DepED Memo No. 217 S. 2016	Guide on Rating Qualification Standards
Enclosure No. 3b of DepED Memo No. 217 S. 2016	Qualification Standards Form

4. The review and assessment of the submitted documents as to completeness and authenticity shall be on **January 24 and 25, 2017**.
5. Results of the initial screening shall be posted at the Division Office on **January 26, 2017**.
6. Names of qualified applicants who shall undergo for the interview will be submitted to the Regional Screening and Selection Committee (RSSC) on **January 26, 2017**.
7. Learning Resource Evaluators (LREs) who were trained previously by the Bureau of Learning Resources (BLR) in 2015 and 2016 need not to apply in the Division Screening of LREs.
8. Immediate dissemination and strict compliance to this memorandum is highly desired.

ATTY. AUGUSTIN P. LABAN III
Attorney III
Officer-In-Charge
Office of the Schools Division Superintendent

For The Schools Division Superintendent:


ELMA D. DONAAL, Ed., D
Chief Education Supervisor, SGOD

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

Personal Data Sheet for Potential LR Evaluators

Name:

Family	First	Middle Initial
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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
1 st preference		
2 nd preference		

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

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

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

Relevant Background (starting from the most recent, 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 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

Relevant Trainings on Curriculum, Pedagogy, Assessment, etc. (minimum of 24hs)

(From 2010 to 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 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 that I make or miss to point out in the learning resources 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 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 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

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

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	