Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE II, KARANGALAN VILLAGE
1900 CAINTA, RIZAL

DEPED-4A-02-RM-21-557

05 November 2021

Regional Memorandum

**REGIONAL VIRTUAL ORIENTATION ON THE SCREENING AND SELECTION OF
POTENTIAL LEARNING RESOURCE EVALUATORS (LREs)**

To: **SCHOOLS DIVISION SUPERINTENDENTS**

1. The Department of Education Region IV-A CALABARZON through the Curriculum Learning Management Division (CLMD) and Learning Resource Management Section will conduct a **Regional Virtual Orientation on the Screening and Selection of Potential Learning Resource Evaluators** (LREs) in accordance with the guidelines stipulated in DepEd Memorandum No. 217, series 2016 on November 17, 2021, via google meet.

2. The primary aim of this activity is to orient the Regional Screening Committee and Division Learning Resource Evaluation Coordinators (DLRECs) who will assist in the conduct of initial screening and selection of potential learning resource evaluators (LREs).

3. Participants to this activity are the CLMD Chief, CLMD Education Program Supervisors, Chief of the Curriculum Implementation Division (CID) who shall be the Chairperson of the Division Screening and Selection Committee (DSSC), Division Education Program Supervisor in Learning Resource Management Section and Project Development Officer of LRMS.

4. Participants are encouraged to register at https://tinyurl.com/VirtOrieScreLREs using their DepEd email account on or before November 17, 2021. The meeting link shall be sent a day before the scheduled orientation through the DepEd email account.

5. Please see the following Enclosures for the program of virtual orientation, timeline of the succeeding activities, flatform to be used by the SDOs during the division orientation, and documents reference in relation to screening and selection of potential learning resource evaluators (LREs)

    Enclosure No 1   : Program of the Virtual Orientation
    Enclosure No 2   : Timeline of Activities
    Enclosure No 3   : Flat form to be used during Division Orientation
    Enclosure No 4   : Personal Data Sheet of Potential LREs
    Enclosure No.5a   : Guide on Rating Qualification Standards;
    Enclosure No.6b   : Qualification Standard From

Enclosure No. 7	: Summary of Ratings of Potential LREs Based on Qualification Standard;
Enclosure No. 8	: Interview Rating Sheet for Potential LREs; and
Enclosure No. 9	: Summary Matrix of Ratings of Potential LREs

6. For more inquiries, you may contact **Mr. ROMYR L. LAZO, Education Program Supervisor -LR** at 091966-55-070 or via email at romyr.lazo001@deped.gov.ph

7. Immediate dissemination of this Memorandum is desired.

FRANCIS CESAR B. BRINGAS
Regional Director

REGIONAL VIRTUAL ORIENTATION ON THE SCREENING AND SELECTION OF POTENTIAL LEARNING RESOURCE EVALUATORS (LREs)

November 17, 2021 1:00 PM to 4:00 PM
Via Google Meet

PARTS	ACTIVITIES	IN-CHARGE/FACILITATOR
PART I Opening Program	Philippine National Song Opening Prayer CALABARZON March Presentation of Participants	AVP AVP AVP **FE M. ONG-ONGOWAN** Regional Librarian
	Message	**CHERRY LOU D. REPIA** Officer-In-Charge Office of the Assistant Regional Director
PART II Orientation Proper	Statement of Purpose	**ROMYR L. LAZO** Education Program Supervisor Learning Resource Management Section
	Introduction of Resource Speaker	
	Orientation on the Selection and Screening of Potential Learning Resource Evaluators (LREs)	**REYANGIE V. SANDOVAL** Education Program Specialist II BLR-Quality Assurance Division DepEd Central Office
PART III Group Discussion	Question and Answer/Clarification	**LHOVIE A. CAUILAN** Teaching Aid Specialist
PART IV Closing Remarks	Nationalistic Song Closing Prayer Closing Remarks	AVP AVP **ROMYR L. LAZO** Education Program Supervisor

Emcee: LHOVIE A. CAUILAN

Enclosure No. 2

TIMELINE OF ACTIVITIES

ACTIVITIES/TASK	IINCLUSIVE DATES	IN-CHARGE/PAX	VENUE/ FLATFROMS	NO. OF PARTICIPANTS
Planning and Scheduling of Activities/Preparation of Memo	November 10 to 12, 2021	RO-EPS-LR	RO-LRMS Office	0
Regional Virtual Orientation for Division Learning Resource Evaluation Coordinators (DLREC)	November 17, 2021	RO-LRMS	Via Google Meet	22, CID Chiefs, EPS-LR and PDO
Orientation of Division Screening and Selection Committee (DSSC)	SDO Announcement	SDO-LRMS and DLRECs	SDO Announce ment	SDO- 20 Pax per Division
Screening of Documents and Selection of Potential LREs (Division Level)	SDO Announcement	SDO-LRMS and DSSC	SDO Announce ment	C/O SDO
Deadline for the submission of Qualified Potential LREs/Division Top 5/learning area per key stage with documents) to Regional Office	December 16, 2021	RO/ SDO-LR and DSSC	SDO to RO	0
Regional Online review, validation and interview of Potential LREs	December 20, 22 and 23, 2021	RO-LRMS and RSSC	Via Google Meet for the Participants	RO - 12 pax
Preparation of Ratings of Regional Potential LREs Based on Qualification Standards and Interview.	December 24 to 27 and 28, 2021	RO-LRMS	RO-LRMS Office	0
Submission of Reports to Central Office	December 29, 2021	RO-LRMS	N/A	0

FLAT FROM TO BE USED DURING THE DIVISION ORIENTATION ON THE SCREENING AND SELECTION OF POTENTIAL LEARNING RESOURCE EVALUATORS (LREs)

Name of SDOs	Flat from to be Used
SDO Antipolo City	Face to Face
SDO Bacoor City	Face to Face
SDO Batangas City	Online Flat form
SDO Province	Online Flat form
SDO Binan City	Face to Face
SDO Cabuyao City	Face to Face
SDO Calamba City	Face to Face
SDO Cavite City	Face to Face
SDO Cavite Province	Online Flat form
SDO Dasmarinas	Online Flat form
SDO General Trias City	Face to Face
SDO Imus City	Face to Face
SDO Laguna Province	Online Flat form
SDO Lucena City	Online Flat form
SDO Lipa City	Online Flat form
SDO Quezon Province	Online Flat form
SDO Rizal Province	Face to Face
SDO San Pablo City	Online Flat form
SDO Sta. Rosa City	Online Flat form
SDO San Pedro City	Online Flat form
SDO Tanauan City	Online Flat form
SDO Tayabas City	Face to Face

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 language do you speak and write fluently? _____

Relevant Background *(starting from 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/school/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 2019 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)

Guide on Rating Qualification Standards

Use this guide 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 Master 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 Workshop (15 points)**	
A.	**Specialized Trainings and Workshops (10 points)** Participated in trainings and workshop regarding writing, editing, evaluating, and proof reading 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 / Specification: _____ Key Stage / Grade: _____

Rate each applicant using validated data in the document 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 / Courses, 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. Working 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 / Resources 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	
		Overall Total Points	

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

Enclosure No. 7

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. 8

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. White 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** Present well organized and precise ideas with marked command of the language used			
3. **Alertness** Manifests presence of mind and awareness of the environment			
4. **Judgement** Demonstrate sound judgement			
5. **Leadership ability** Able to make decision 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** Exercise high degree of tolerance for tension resulting form increasing volume of work, organizational change, environment 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 printer name

_____
Date accomplished

Enclosure No. 9

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		Total
			Qualification Standards	Interview	
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