

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



11 April 2024

**Regional Memorandum**

No.258 s.2024

**CALL FOR APPLICATIONS FOR REGIONAL LEARNING  
RESOURCE EVALUATORS (LREs) IN TLE,  
MAPEH, AND SNED**

To **Schools Division Superintendents**

1. The Department of Education Region IV-A CALABARZON, through the Learning Resource Management Section (LRMS) of the Curriculum and Learning Management Division (CLMD), will conduct a Screening and Selection of potential Learning Resource Evaluators (LREs) in accordance with the guidelines stipulated in DepEd Memorandum No. 217, series 2016.
2. The primary aim of this activity is to conduct an initial screening and selection of potential LREs in preparation for the development of learning resources for TLE, particularly for Rural Farm Schools (RFS); MAPEH; and Special Needs Education (SNED) programs.
3. This opportunity is open to all Master Teachers, Head Teachers, School Heads, District Supervisors, and Education Program Supervisors in the Region with a strong background on teaching learners in RFS, MAPEH, and SNED.
4. Below are the Minimum Qualification Standards (MQS) that interested LRE Applicants shall meet:
  - a. Bachelors Degree holder (preferably in Education);
  - b. With at least five (5) years of teaching experience in the learning area s/he is applying as LRE;
  - c. Has at least 24 hours relevant training in the development and evaluation of learning resources;
  - d. 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; and
  - e. Is physically fit, willing, and able to travel to attend and participate in an actual content evaluation activity.



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



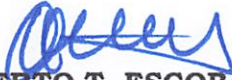


Certificate No. PHP QMS  
22 93 0085

5. Interested LRE applicants must submit the following documents to this email address: [lrmd.calabarzon@deped.gov.ph](mailto:lrmd.calabarzon@deped.gov.ph) on or before **April 19, 2024**.
  - a. Application Letter (signed by immediate head of office) signifying interest to serve as LREs
  - b. Duly accomplished Personal Data Sheet for Potential LREs found in Enclosure No. 2
  - c. Curriculum Vitae
  
6. Applicants are advised to prepare other pertinent documents to support their application as LRE. Original copies of these documents shall be presented later for verification during the scheduled interview. Photocopies should be duly authenticated by a designated officer at the SDO. These supporting documents include, but are not limited to, the following:
  - a. Certified true copies of service records
  - b. Transcript of records
  - c. Certificates of relevant training attended since 2019
  - d. Photocopies of cover and copyright page/s of learning resources written, edited, evaluated, or proofread (include a certificate to attest the LRs have been quality assured)
  - e. Proof of awards/recognition in relation to learning resource development
  
7. Please see the following Enclosures for the documents in relation to the screening and selection of potential LREs.

Enclosure No. 1	Timeline of Activities
Enclosure No. 2	Technical Working Group
Enclosure No. 3	Terms of Reference
Enclosure No. 4	Personal Data Sheet for LREs
Enclosure No. 5	Guide on Rating Qualification Standards
Enclosure No. 6	Qualification Standards From
Enclosure No. 7	Summary of Ratings of LRE Applicants Based on Qualification Standards
Enclosure No. 8	Interview Rating Sheet for LRE Applicants
Enclosure No. 9	Summary Matrix of Ratings of LRE Applicants
  
8. The Regional Screening and Selection Committee (RSSC) shall consolidate the results and come up with a shortlist of paper screening qualifiers per learning area. These qualifiers will undergo the interview which will be scheduled by the Committee. The top qualifiers per learning area shall be part of DepEd CALABARZON's Pool of LREs.
  
9. All expenses to be incurred in activities relative to the orientation; screening and selection; and training and workshops, such as transportation and per diem of the participants, supplies and materials, and other incidental expenses shall be charged to local funds, subject to existing auditing and accounting rules and regulations.

10. For clarification and further inquiries, you may contact **HAZEL ANGELYN E. TESORO**, Education Program Supervisor, and **VIERNALYN M. NAMA**, CLMD Chief Education Supervisor, at (02) 8681-2114 local 420.

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

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director 

cc:02/ROC10

**Enclosure No. 1****Timeline of Activities relative to the Screening and Selection of Applicants for Learning Resource Evaluators (LREs) in TLE/RFS, MAPEH, and SNED**

<b>Date and Time</b>	<b>Activity</b>	<b>Venue/Platform</b>	<b>Person/s Involved</b>
April 01 – 03, 2024	Planning Meetings	CLMD Office	<ul style="list-style-type: none"> <li>• CLMD Chief</li> <li>• LR EPSs</li> <li>• TLE/RFS EPS</li> <li>• MAPEH EPS</li> <li>• SNED Regional Coordinator</li> <li>• Regional Librarian</li> <li>• Teaching Aid Specialist</li> <li>• Administrative Assistant II</li> </ul>
April 11 – 19, 2024	Submission Period	Email <a href="mailto:lrmd.calabarzon@deped.gov.ph">lrmd.calabarzon@deped.gov.ph</a>	<ul style="list-style-type: none"> <li>• LRE Applicants</li> </ul>
April 22 – 26, 2024	Phase 1: Initial Paper Screening	CLMD Office	<ul style="list-style-type: none"> <li>• CLMD Chief</li> <li>• LR EPSs</li> <li>• TLE/RFS EPS</li> <li>• MAPEH EPS</li> <li>• SNED Regional Coordinator</li> </ul>
April 29 – 30, 2024	Shortlisting Qualified LREs for TLE/RFS, MAPEH, and SNED	CLMD Office	<ul style="list-style-type: none"> <li>• CLMD Chief</li> <li>• LR EPSs</li> <li>• TLE/RFS EPS</li> <li>• MAPEH EPS</li> <li>• SNED Regional Coordinator</li> </ul>
May 02 – 03, 2024	Phase 2: Validation of Supporting Documents	Venue TBA	<ul style="list-style-type: none"> <li>• CLMD Chief</li> <li>• LR EPSs</li> <li>• TLE/RFS EPS</li> <li>• MAPEH EPS</li> <li>• SNED Regional Coordinator</li> <li>• Regional Librarian</li> <li>• Teaching Aid Specialist</li> <li>• Administrative Assistant II</li> </ul>
	Phase 3: Interview to LRE Applicants		
May 06, 2024	Publishing the List of Qualified LREs	DepEd CALABARZON Website	<ul style="list-style-type: none"> <li>• CLMD Chief</li> <li>• LR EPSs</li> <li>• TLE/RFS EPS</li> <li>• MAPEH EPS</li> <li>• SNED Regional Coordinator</li> </ul>

**Enclosure 2**

**Regional Technical Working Group**

**Chairperson:** VIERNALYN M. NAMA  
Chief Education Supervisor

**Co-Chairpersons:** DIANNE CATHERINE T. ANTONIO  
Education Program Supervisor – LR

HAZEL ANGELYN E. TESORO  
Education Program Supervisor – LR

**Members:** VIRGILIO O. GUEVARRA, JR.  
Education Program Supervisor – TLE/RFS

LOWIESITO O. ERNI  
Education Program Supervisor – MAPEH

NORMITA M. DATINGGALING  
Regional Coordinator – SNED

**Secretariat:** LHOVIE C. DAMIAN  
Teaching Aids Specialist

NENETH ARCELLE JOY P. LARINAY  
Regional Librarian

REDGYNN A. BERNALES  
Administrative Assistant II

**Enclosure 3****Terms of Reference****a. The Regional Technical Working Group (TWG)**

- shall craft the proposal, memorandum, and RBA (for the focal person)
- shall coordinate with the interview venue management and prepare the contract for the event
- shall coordinate with the Supplies Officer for the supplies needed
- shall lead the review and evaluation of presentations to be used for the activity/ies
- shall facilitate the conduct of the activity/ies in the assigned venues
- shall join the team in the conduct of debriefing sessions

**b. The Secretariat**

- shall prepare the completion report
- shall request the preparation of contracts and supplies
- shall coordinate with the RLREC and RSSC regarding the materials/supplies needed for the screening and selection processes
- shall coordinate with the RLREC and RSSC regarding the documents that need to be accomplished
- shall prepare the documents needed for liquidation
- shall prepare and print certificates of recognition, participation, and appearance
- shall submit the necessary requirements to respective functional divisions after the conduct of the activity/ies

**c. The Regional Learning Resource Evaluation Coordinator (RLREC)**

- is the CLMD Chief designated by the Regional Director
- is the Chairperson of the RSSC
- shall convene, consult, and orient the RSSC on the Guidelines for the Screening, Selection, and Training of potential LREs
- shall discuss the roles and functions of key players in the screening and selection process
- shall lead, manage, and facilitate the screening and selection process (interview) of LRE applicants conducted by RSSC members
- will simulate the selection process
- will inform the Phase 1 screening qualifiers of the initial screening results and the next steps in the process

**d. The Regional Screening and Selection Committee (RSSC)**

- is composed of a Chairperson, Co-Chairpersons, and Regional Supervisors per learning area
- shall be organized by the RLREC
- shall review the completeness and authenticity of submitted documents
- shall screen, rate, and rank LRE applicants based on documents they submitted and based on the MQS
- shall interview applicants
- shall rate each applicant using the Interview Rating Sheet

- shall validate screening results
- shall deliberate and decide on the final rating for the MQS and interview of each LRE applicant
- shall accomplish the Summary Matrix of Ratings of LRE applicants arranged from highest to lowest
- shall recommend qualified LRE applicants to be part of DepEd CALABARZON's Regional Pool of LREs
- shall submit to the RLREC the duly accomplished Qualification Standards Form and documents of screened and selected LRE applicants who garnered at least 50 points
- shall submit to the RLREC the duly accomplished Qualification Standards Form and documents of screened and selected LRE applicants who garnered at least 70 points
- shall ensure that LREs by the Region have no conflict of interest and must reveal personal information necessary to ensure no conflict of interest
- must not give in to undue influence or compromise the integrity of the screening and selection of applicants and content evaluation process
- shall safekeep the documents of all LRE applicants

**e. The Regional Pool of Learning Resource Evaluators (LREs)**

- are learning area/curriculum/content experts who passed the screening and selection process
- are 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
- are qualified LREs who attest under oath that they have been granted permission/authority by his/her superior to serve as evaluator and attend all necessary activities as such
- are qualified LREs who attest under oath that they are willing and able to review materials during the in-house individual and team evaluation workshop
- are qualified LREs who attest under oath that they are physically fit, willing, and able to travel to attend and participate in an actual content evaluation activity lasting from eight (8) to ten (10) days and which may not be held in their province/city
- will quality-assure (i.e., evaluate and review) learning resources submitted to the Department to ensure that quality learning resources are provided to learners
- will thoroughly examine an assigned set of manuscripts for the following aspects: (1) Compliance to Learning Competencies, (2) Accuracy of Content, (3) Presentation and Organization, and (4) Language and Book Design
- may be tapped to assure the quality of localized or contextualized learning resources developed at the school, division, and regional levels

Enclosure No. 4

**Personal Data Sheet for LREs**

(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



MEMORANDUM FOR THE RECORD

Subject: [Illegible]

1. [Illegible]

2. [Illegible]

3. [Illegible]

4. [Illegible]

5. [Illegible]

6. [Illegible]

7. [Illegible]

8. [Illegible]

9. [Illegible]

10. [Illegible]

11. [Illegible]

12. [Illegible]

13. [Illegible]

14. [Illegible]

15. [Illegible]

16. [Illegible]

17. [Illegible]

18. [Illegible]

19. [Illegible]

20. [Illegible]

**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 or 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. 5

## Guide on Rating Qualification Standards

(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
<b>I. Educational Qualifications (25 points)</b>	
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
<b>II. Work Experience (30 points)</b>	
<b>A. Teaching Experience (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	5
8 to 10 years	10
11 years and above	15
<b>B. Experience Relevant to Evaluating Content, Writing, and Editing (15 points)</b>	
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
<b>III. Trainings and Workshops (15 points)</b>	
<b>A. Specialized Trainings and Workshops (10 points)</b> 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>B. Relevant Trainings (5 points)</b> 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
<b>Total Points</b>	<b>70</b>

## Enclosure No. 6

## Qualification Standards Form

(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	

**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 LRE Applicants Based on Qualification Standards**

(Enclosure No. 4 to DepEd Memorandum No. 217, s. 2016)

**Summary of Ratings of Potential LREs Based on Qualification Standards**

Division: \_\_\_\_\_  
 Learning Area/ Specialization: \_\_\_\_\_

Region: \_\_\_\_\_  
 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: \_\_\_\_\_  
 DSSC Member  
 Signature over printed name

Reviewed by: \_\_\_\_\_  
 DSSC Member  
 Signature over printed name

Noted by: \_\_\_\_\_  
 DSSC Chairperson  
 Signature over printed name

**Enclosure No. 8**

**Interview Rating Sheet for LRE Applicants**

(Enclosure No. 5 to DepEd Memorandum No. 217s. 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. <b>Communication Skills</b> Speaks and writes effectively in Filipino and English			
2. <b>Ability to present ideas</b> Presents well organized and precise ideas with marked command of the language used			
3. <b>Alertness</b> Manifests presence of mind and awareness of the environment			
4. <b>Judgment</b> Demonstrates sound judgment			
5. <b>Leadership ability</b> Able to make decisions and resolve issues			
6. <b>Human relations</b> Takes initiative to organize work groups, adopt procedures and standards in his/her own level			
7. <b>Decisiveness</b> Considers alternatives and recommends solutions when faced with problem situations			
8. <b>Stress tolerance</b> Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflict, etc.			
9. <b>Time Management</b> Demonstrate good time management			
10. <b>Building trust</b> 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			
<b>Total Points</b>			

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

Enclosure No. 9

Summary Matrix of Ratings of LRE Applicants

(Enclosure No. 6 to DepEd Memorandum No. 217, s. 2016

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  
Signature over printed name

\_\_\_\_\_  
RSSC Member  
Signature over printed name

\_\_\_\_\_  
RSSC Member  
Signature over printed name

Recommending approval by:

Approved by:

\_\_\_\_\_  
RSSC Chairperson  
Signature over printed name

\_\_\_\_\_  
Regional Director  
Signature over printed name