



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III  
DIVISION OF CITY SCHOOLS  
City of San Jose del Monte



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By: *Jemie* 9.49  
Records Unit

February 23, 2017

**DIVISION MEMORANDUM**

No. 25 s. 2017

To : Assistant Schools Division Superintendent  
CID Chief  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

**DIVISION SCREENING AND SELECTION OF POTENTIAL LEARNING RESOURCE EVALUATORS**

1. Pursuant to DepEd Order No. 217 s. 2016, **Screening, Selection and Regional Cluster Training-Workshops of Potential Learning Resource Evaluators**, this Office will conduct the **Division Screening and Selection of Learning Resource Evaluators** on March 3, 2017 (8:00 A.M.- 5:00 P.M.) at the Division Library Hub.
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. Interested teachers from public and private elementary and secondary schools and Higher Education Institutions are requested to submit the following on or before March 2, 2017:
  - a. Application Letter signifying interest to serve as LREs;
  - b. Duly Accomplished Personal Data Sheet for Potential LREs;
  - 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 for authentication during the scheduled interview).
4. The Division Screening and Selection Committee is composed of the following:

**Chairperson** : Dr. Rolando T. Sotelo, CID Chief  
**Co-Chairperson** : Marlon P. Daclis, LRMS Supervisor  
**Members**

  - a. Science : EPS Cynthia Berdos & PSDS Belen De Jesus
  - b. Mathematics : PSDS Teresita Padilla & PSDS Angelina Lim
  - c. Languages : PSDS Mary Ann Neira & PSDS Socorro Lindo
  - d. Araling Panlipunan : EPS Emmanuel De Mesa & PSDS Epifania De Leon
  - e. EP & Kindergarten : PSDS Dr. Jennifer Quinto, PSDS Dolores Lavilla
  - f. EPP/TLE : EPS Dr. Ruby Cagadas, EPS Senen Jane & Filipina Gutierrez
  - g. MAPEH : EPS Leny Delos Reyes, PSDS Dr. Lydia Velunta & PSDS Darlan Grajeda
5. Enclosed are the following documents for ready reference:
  - a. Personal Data Sheet for Potential LREs; and
  - b. Guide on Rating Qualification Standards.
6. Immediate and widest dissemination of this memorandum is desired.

*[Signature]*  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent

(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



### 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>