



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



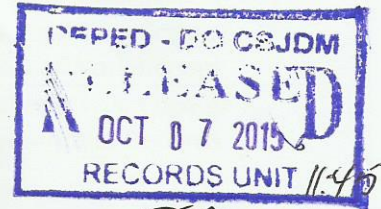
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October 7, 2015

**DIVISION MEMORANDUM**

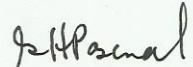

No. 189 s. 2015

To: Education Program Supervisors  
Public Elementary and Secondary School Heads  
Private Elementary and Secondary Principals/Administrators  
HEIs, SUCs, LUCs & TVIs Administrators  
Heads of Centers of Excellence and Professional Associations



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

1. Pursuant to the 2015 Implementing Guidelines on Screening, Selection, and Training of Learning Resource Evaluators issued by the Department of Education, this Office will conduct the **Division Screening and Selection of Learning Resource Evaluators (LREs)** per learning area on October 9, 2015 at the Division Library Hub.
2. Qualified to apply as Learning Resource Evaluators (LREs) are the following:
  - a. Teachers/Master Teachers
  - b. Department Heads
  - c. School Heads
  - d. Education Program Supervisors/District Supervisors
  - e. Content Specialists
  - f. Retired Educators
  - g. Other non-teaching personnel of public and private schools, colleges, universities, centers of excellence, and non-government institution
3. Interested applicants must meet the Minimum Qualification Standards (MQD) as follows:
  - a. Bachelor's Degree holder (preferably in Education)
  - b. With at least 24 hours relevant training in the development and evaluation of instructional materials
  - c. Not an author, editor, consultant of the learning resources submitted to DepEd for procurement
  - d. Is physically fit, willing, and able to travel to attend and participate in an actual content evaluation activity lasting from eight to ten days and which may not be held in their province/city
4. The submission of documents (see attached) is on or before 10:00 A.M. of October 9, 2015.
5. The composition of the Division of the DSSC are the following:
  - a. Chairperson – the Chief of the Curriculum Implementation Division (CID)
  - b. Co-Chairperson – Education Program Supervisor in Charge of LRMDS
  - c. Member- Subject Area Supervisor
6. Immediate and widest dissemination of this memorandum is desired.

  
GERMELINA H. PASCUAL, CESO V  
Schools Division Superintendent 

**DOCUMENTS FOR SUBMISSION**

<b>Region and Division Applicants</b>	<b>Colleges, Universities, Centers of Excellence &amp; Professional Associations</b>	<b>Retired Educators</b>
Personal Data Sheet (PDS)	Personal Data Sheet (PDS)	Personal Data Sheet (PDS)
Certified True Copy of Service/Work Record	Curriculum Vitae	Certified True Copy of Service/Work Record
Certified True Copy of Transcript of Records		Certified True Copy of Transcript of Records
Certificates of Specialized and Relevant Trainings from 2010 to the Present		
Photocopies of cover and copyright of the instructional materials written, edited, evaluated, or proofread		Photocopies of cover and copyright of the instructional materials written, edited, evaluated, or proofread
Medical Certificates		Medical Certificates
Note: Original documents must be available for instruction		