

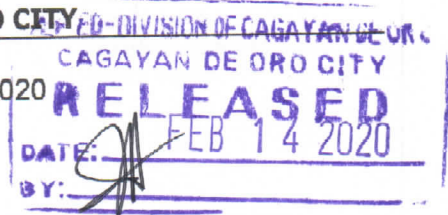


Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Curriculum Implementation Division

February 14, 2020



Division Memorandum
No. 113, s. 2020

**CALL FOR REVIEWERS/EVALUATORS IN THE DIVISION LEARNING RESOURCE
MANAGEMENT CENTER (LRMC)**

To: All Personnel of the Office of the Schools Division Superintendent
All Personnel of the Curriculum and Implementation Division
All Personnel of the School Governance and Operations Division
All Public Elementary and Secondary School Heads
All Public Elementary and Secondary Teachers
All Non-teaching Personnel
This Division

1. To quality assure all various learning resources in the Division Learning Resource Management Center (LRMC), this office calls for internal reviewers/evaluators whose background and experience are related to research and development as well as instructional systems design. Experts in a particular academic discipline are encouraged to be part of the DLRC team.
2. Enclosed is the template for interested teachers, school heads, supervisors and specialists. All submitted applications (in hard copies) will be reviewed by the division LRMC personnel. Results of the evaluation for the final list of the division pool of reviewers and evaluators will be released in a separate memorandum.
3. The selected reviewers and evaluators will receive the following benefits: (1) certificate as a member of the LRMC pool of reviewers/evaluators; (2) recommendation to be a regional/central evaluator of LRs; and (3) opportunities for national/international training and seminars related to LRs.
4. For your information and guidance.

CHERRY MAE L. LIMBACO
Schools Division Superintendent

/jdp'20



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone No: (08822)855-0048

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

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)

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	