


Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2023- 1324

TO : **SCHOOLS DIVISION SUPERITENDENTS**

FROM : **JOCELYN DR ANDAYA**
 Director IV 

SUBJECT : **PARTICIPATION IN THE ORIENTATION WORKSHOP OF TECHNICAL WORKING GROUP FOR THE QUALITY ASSURANCE & MOCK-UP EVALUATION OF TEXTBOOKS AND TEACHER'S MANUAL**

DATE : **December 27, 2023**

1. This is in reference to the attached Memorandum DM-CT-2023-414 from Undersecretary Gina O. Gonong, Curriculum and Teaching, on the above-stated activity to be conducted via online platform, on various dates.
2. Relative to this, the participation of the identified personnel from your SDOs is highly requested.
3. Immediate dissemination of this Memorandum is desired.



Misamis St., Bago Bantay, Quezon City

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List of Technical Working Group for the Online Training Workshop of TWGs for the Quality Assurance and Mock-up Evaluation of Textbooks (TXs) and Teachers Manuals (TMs)

REGION I

No.	Name	Grade Level	Assigned Learning Area	Designation	Office/Station
1	Johnson P. Sunga	Grade 4	English	EPS	Regional Office
2	Editha R. Mabanag	Grade 4	Filipino	EPS	Ilocos Norte
3	Eddie M. Raguindin	Grade 4	Science	EPS	Pangasinan II
4	Redentor Aquino	Grade 4	Mathematics	EPS	Pangasinan II
5	Lalaine C. Rosario	Grade 4	GMRC	EPS	Pangasinan I
6	Michael E. Rame	Grade 4	Araling Panlipunan	EPS	Pangasinan I
7	Delia P. Hufalar	Grade 4	Music & Arts	EPS	La Union
8	Solito S. Cortel	Grade 4	PE & Health	EPS	Vigan City
9	Jackelyn R. Aguinaldo	Grade 4	EPP	EPS	Regional Office
10	Marju R. Miguel	Grade 4	EPP	EPS	Laoag City
11	Lilibeth A. Magtang	Grade 7	English	EPS	San Carlos City
12	Gemma M. Erfelo	Grade 7	Filipino	EPS	Dagupan City
13	Edgardo P. Cosares	Grade 7	Science	EPS	San Fernando City
14	Martina R. Agullana	Grade 7	Mathematics	EPS	Ilocos Norte
15	Edgar F. Olua	Grade 7	Values Education	EPS	Urdaneta City
16	Editha T. Giron	Grade 7	Araling Panlipunan	EPS	Regional Office
17	Delia P. Hufalar	Grade 7	Music & Arts	Principal III	La Union
18	Opresinia Z. Castillo	Grade 7	PE & Health	EPS	Batac City
19	Jowell T. Pilotin	Grade 7	TLE	EPS	Ilocos Sur
20	Feljone G. Ragma	SHS	General Mathematics	EPS	Candon City
21	Jerry R. Junio	SHS	Earth and Life Science	EPS	Pangasinan I
22	Virgilio C. Boado	SHS	Physical Science	EPS	La Union
23	Maria Rhea C. Reyes	SHS	Personal Development	EPS	Urdaneta City
***** NOTHING FOLLOWS *****					

REGION II

No.	Name	Grade Level	Assigned Learning Area	Designation	Office/Station
1	Marilen M. Tappa	Grade 4	English	EPS	Tuguegarao City
2	Marivel G. Morales	Grade 4	Mathematics	EPS	Santiago City

3	Delia D. Blacer	Grade 4	GMRC	EPS	Batanes
4	Cherry Grace DC. Amin	Grade 4	Music & Arts	EPS	Cauayan City
5	Imelda L. Agustin	Grade 4	PE & Health	EPS	Ilagan City
6	Maria Visitacion R. Acosta	Grade 4	EPP	EPS	Ilagan City
7	Anthony M. Navor	Grade 7	English	Principal II	Isabela
8	Cheryl R. Ramiro	Grade 7	Filipino	EPS	Santiago City
9	Rita C. Corpuz	Grade 7	Science	Principal II	Cagayan
10	Alexander G. Geronimo	Grade 7	Mathematics	EPS	Cauayan City
11	Macrino A. Raymundo	Grade 7	PE & Health	EPS	Nueva Vizcaya
12	Carlos G. Mateo	Grade 7	TLE	EPS	Santiago City
13	Jennifer H. Moro	SHS	Earth and Life Science	EPS	Batanes
14	Evangeline D. Castillo	SHS	Physical Science	EPS	Batanes
15	Roberto D. Cutillon	SHS	Personal Development	Principal III	Nueva Vizcaya
***** NOTHING FOLLOWS *****					

REGION III

No.	Name	Grade Level	Assigned Learning Area	Designation	Office/Station
1	Joel S. Guileb	Grade 4	English	EPS	Tarlac
2	Ellen C. Macaraeg	Grade 4	Filipino	EPS	Balanga City
3	Esperanza D. Espanola	Grade 4	Science	EPS	San Jose Del Monte City
4	Francisco B. Macale	Grade 4	Mathematics	EPS	Bulacan
5	Vivian Dumalay	Grade 4	GMRC	EPS	Meycauayan City
6	Josephine S. Tabangay	Grade 4	Araling Panlipunan	EPS	Cabanatuan City
7	Leny B. Delos Reyes	Grade 4	Music & Arts	EPS	San Jose Del Monte City
8	Eduardo M. Canlas, Jr.	Grade 4	EPP	EPS	San Fernando City
9	Rubilita L. San Pedro	Grade 7	English	EPS	Gapan City
10	Jennifer B. Ilagan	Grade 7	Filipino	Principal II	Mabalacat City
11	Marilou J. Tañada	Grade 7	Science	EPS	Balanga City
12	Ma. Esperanza S. Malang	Grade 7	Mathematics	EPS	Angeles City
13	Evelyn P. Solis	Grade 7	Values Education	EPS	Nueva Ecija
14	Vilma T. Arcilla	Grade 7	Araling Panlipunan	EPS	Pampanga
15	Pilar G. Cadaing	Grade 7	Music & Arts	EPS	Malolos City
16	Marlon S. Fernandez	Grade 7	PE & Health	EPS	Mabalacat City
17	Charlie T. Carreon	Grade 7	TLE	EPS	Zambales

18	Joel I. Vosallo	Grade 7	TLE	EPS	Bulacan
19	Pepito Naco	SHS	Statistics and Probability	Asst. Principal II	San Jose City
20	Winnie W. Poli	SHS	General Mathematics	EPS	Science City of Munoz
21	Yvette H. Roque	SHS	Earth and Life Science	EPS	Olongapo City
22	Eduardo P. Ducha	SHS	Physical Science	EPS	Aurora
23	Ma. Cynthia DG. Yanga	SHS	Personal Development	EPS	Malolos City
24	Ryan Laurence M. De Guzman	SHS	Media and Information Literacy	EPS	Gapan City
25	Benedicta B. Santos	SHS	Contemporary Arts from the Regions	EPS	Alaminos City
26	Ricky S. Lumasac	SHS	Health Optimizing Physical Education 1 & 2	EPS	Aurora

*******NOTHING FOLLOWS*******

Region IV-A CaLaBarZon

No.	Name	Grade Level	Assigned Learning Area	Designation	Office/ Station
1	Marvin Arnaldo	Grade 4	English	Head Teacher VI	Cavite City
2	Marlyn C. Alegro	Grade 4	Filipino	School Head	Imus City
3	Francia C. Silva	Grade 4	Science	EPS	Lipa City
4	Jojiemar M. Obligar	Grade 4	Mathematics	EPS	San Pedro City
5	Nereus V. Malinis	Grade 4	GMRC	EPS	Bacoor City
6	Leonardo C. Cargullo	Grade 4	Araling Panlipunan	EPS	Cavite Province
7	Ricardo P. Borallo	Grade 4	Music & Arts	Head Teacher	Laguna
8	Allan D. Nava	Grade 4	PE & Health	Head Teacher I	Cavite Province
9	Lani Alonte	Grade 4	EPP	EPS	Biñan City
10	Herman Catapang	Grade 4		EPS	Batangas City
11	Ronald E.Uy	Grade 7	English	Head Teacher	Cabuyao City
12	Raquel L. Azur	Grade 7	Filipino	EPS	Biñan City
13	Ma. Leonora M. Natividad	Grade 7	Science	EPS	Cabuyao City
14	Fernando N. Estranero	Grade 7	Mathematics	Head Teacher VI	SDO Muntinlupa
15	Leilani P. Tan	Grade 7	Values Education	Principal I	Lucena City
16	Noel H. Natividad	Grade 7	Araling Panlipunan	EPS	Sta. Rosa City
17	John G. Nepomuceno	Grade 7	Music & Arts	EPS	Dasmariñas City
18	Marino S. Francisco	Grade 7	PE & Health/Music & Arts	EPS	Quezon
19	Ramy R. Dalida	Grade 7	TLE	EPS	General Trias City
20	Eder I. Gallego			EPS	Calamba City
21	Benjie M. Buendicho	SHS	Statistics and Probability	Principal II	Laguna
22	Mirza J. Linga			EPS	Laguna
23	Florendo S. Galang	SHS	Physical Science	PDO II	Rizal
24	Edita T. Olan	SHS	Personal Development	EPS	Lipa City
25	Nerrisa A. Austria	SHS	Media and Information Literacy	EPS	Tanauan City
26	Mary Ann Q. Clanor			EPS	Sto. Tomas City
27	Emily R. Quintos	SHS	Contemporary Arts from the Regions	EPS	Cavite Province
28	Jean L. Danga	SHS	Understanding Culture, Society, and Politics	EPS	Antipolo City
29	Julius Rhyan M. Quine	SHS	Health Optimizing Physical Education 1 & 2	EPS	Tanauan City
30	Carolyn S. Pirante			EPS	Sto. Tomas City
31	Marianne A. Velasco	SHS	Health Optimizing Physical Education 3 & 4	EPS	Cabuyao City
32	Janice Decorion			Principal	Cavite Province
33	Caridad C. Grimaldo	SHS	Earth and Life Science	PSDS	Quezon Province
***** NOTHING FOLLOWS *****					

Region IV-B – MiMaRoPa

No.	Name	Grade Level	Assigned Learning Area	Designation	Office/ Station
1	Mary Therese C. Castro	Grade 4	English	EPS	Palawan
2	Elalbe F. Junio	Grade 4	Filipino	EPS	Romblon
3	Ferdinand J. Gotoy	Grade 4	Science	PSDS	Occidental Mindoro
4	Rogelio B. Candido	Grade 4	Mathematics	EPS	Romblon
5	Clemencia G. Paduga	Grade 4	GMRC	EPS	Palawan
6	Robert Almedilla III	Grade 4	Music and Arts	EPS	Oriental Mindoro
7	Paterno S. Marquez Jr.	Grade 4	PE & Health	PSDS	Palawan
8	Jesusa C. Iglesias, PhD	Grade 4	EPP	Principal III	Occidental Mindoro
9	Marife A. Paredes, EdD.	Grade 7	Filipino	Principal IV	Occidental Mindoro
10	Rosalyn C. Gadiano	Grade 7	Science	EPS	Palawan
11	Shirly M. Masangkay, EdD.	Grade 7	Mathematics	Head Teacher VI	Occidental Mindoro
12	Loida S. Pigon	Grade 7	Values Education	School Head	Oriental Mindoro
13	Emmanuel C. Alveyra	Grade 7	Music & Arts	EPS	Calapan City
14	Alfredo Amor A. Magbanua	Grade 7	PE & Health	EPS	Puerto Princesa City
15	Aurora L. Caguia	Grade 7	TLE	EPS	Regional Office
16	Federico N. Gacasa, Jr.			PSDS	Palawan
17	Paterno S. Marquez Jr.	Grade 7	MAPEH	EPS	Palawan
*****NOTHING FOLLOWS*****					

Region V – Bicol

No.	Name	Grade Level	Assigned Learning Area	Designation	Office/ Station
1	Rene C. Abano	Grade 4	English	PSDS	Masbate
2	Arsur C. Suruiz	Grade 4	Filipino	Principal I	Ligao City
3	Christian M. Espiritu	Grade 4	Science	Principal II	Camarines Norte
4	Imelda E. Rejuso	Grade 4	Mathematics	EPS	Masbate Province
5	Melisa B. Brutas	Grade 4	GMRC	Principal I	Tabaco City
6	Mariben D. Berja	Grade 4	Araling Panlipunan	CES	Camarines Sur
7	Grace F. Buama	Grade 4	Music & Arts	Principal I	Albay
8	Marbel C. Vargas	Grade 4	PE & Health	Principal I	Iriga City
9	Marizza C. Vargas	Grade 4	EPP	EPS	Masbate City
10	Guia P. Dela Cruz	Grade 7	English	Head Teacher I	Legazpi City
11	Zander Macandog	Grade 7	Filipino	Head Teacher VI	Sorsogon Province
12	Rhea SB Samino	Grade 7	Science	EPS	Naga City
13	Rowena F. Zamudio	Grade 7	Mathematics	Principal III	Camarines Norte
14	Maria Lourdes M. Santos	Grade 7	Values Education	Principal II	Camarines Norte

15	Arminda G. David	Grade 7	Araling Panlipunan	Principal II	Camarines Norte
16	Rhodora Blanca L. Mirabuena	Grade 7	Music & Arts	OIC Head Teacher	Albay
17	Felix A. Bale	Grade 7	PE & Health	Head Teacher I	Legazpi City
18	Edison L. Mallapre	Grade 7	EPP	EPS	Albay
19	Juan S. Torreja	SHS	Statistics and Probability	Principal II	Catanduanes
20	Joven V. Gutierrez	SHS	General Mathematics	School Principal I	Camarines Norte
21	Dexter E. Cornejo	SHS	Physical Science	Head Teacher VI	Naga City
22	Elena A. Batalla	SHS	Personal Development	Principal II	Albay
23	Divina M. Diaz	SHS	Understanding Culture, Society, and Politics	EPS	Sorsogon City
24	Nimfa C. Regalado	SHS	Health Optimizing Physical Education 1 & 2	Head Teacher VI	Naga City
25	Clarisa A. Espineda	SHS	Health Optimizing Physical Education 3 & 4	Head Teacher IV	Ligao City
*****NOTHING FOLLOWS*****					

National Capital Region (NCR)

No.	Name	Grade Level	Assigned Learning Area	Designation	Office/ Station
1	Ma. Nimfa R. Gabertan	Grade 4	English	EPS Eng/ OIC Fil	Quezon City
2	Irene N. San Miguel	Grade 4	Filipino	Department Head	Malabon City
3	Marilyn B. Soriano	Grade 4	Mathematics	EPS	Valenzuela City
4	Leilani N. Villanueva	Grade 4	GMRC	EPS	Marikina City
5	Leuvina D. Erni	Grade 4	Araling Panlipunan	EPS	Pasay City
6	Marita D. Aquino	Grade 4	Music & Arts	EPS	Regional Office
7	Jovita Consorcia F. Mani	Grade 4	PE & Health	EPS	Marikina City
8	Rolando C. Julian	Grade 4	EPP	EPS	Pasig City
9	Eloisa F. Ababat	Grade 7	English	Head Teacher	Navotas City
10	Ma. Teresita E. Herrera	Grade 7	Filipino	EPS	Pasig City
11	Elsa R. Mata	Grade 7	Mathematics	EPS	Navotas City
12	Joan T. Betco	Grade 7	Araling Panlipunan	EPS	Caloocan City
13	Luis M. Anchilo	Grade 7	PE & Health	EPS	Manila
14	Lily T. Galangan	Grade 7	TLE	EPS	Malabon City
15	Flor I. Tomas	Grade 7	Araling Panlipunan	EPS	Caloocan City
16	Restituto I. Rodelas	SHS	Statistics and Probability	EPS	Mandaluyong City
17	Maria Pilar O. Capalongan	SHS	Earth and Life Science	EPS	Quezon City
18	Maripaz T. Mendoza	SHS	Physical Science	EPS	Pasay City
19	Rolando C. Julian	SHS	Media and Information Literacy	EPS	Pasig City
20	Amalia C. Solis	SHS	Contemporary Arts from the Regions	EPS	Manila
*****NOTHING FOLLOWS*****					

REGION VI

No.	Name	Grade Level	Assigned Learning Area	Designation	Office/Station
1	Ma. Theresa Villagracia	Grade 4	English	PSDS	Capiz
2	Xyzette V. Ganza	Grade 4	Filipino	EPS	Kabankalan City
3	Noreme P. Palomillo	Grade 4	Science	EPS	Passi City
4	Roberto C. Desin, Jr.	Grade 4	Mathematics	EPS	Capiz
5	Glo S. Celeste	Grade 4	GMRC	EPS	Silay City
6	Liberty P. Lego	Grade 4	Araling Panlipunan	EPS	Iloilo City
7	Bernard M. Laguda	Grade 4	Music & Arts	EPS	San Carlos City
8	Rodrigo N. Sarapanan, Jr.	Grade 4	PE & Health	EPS	Antique
9	Jojery V. Dionaldo	Grade 4	EPP	EPS	Sagay City
10	Roxan E. del Castillo	Grade 4	EPP	PDO II	Bago City
11	Evelyn B. Cercado	Grade 7	English	EPS	Roxas City
12	Melva C. Galanza	Grade 7	Filipino	EPS	Guimaras
13	Belen A. Cañete	Grade 7	Science	EPS	Sipalay City
14	Rosemarie P. Demabildo	Grade 7	Mathematics	EPS	Bacolod City
15	Alma C. Sinining	Grade 7	Values Education	EPS	Escalante City
*****NOTHING FOLLOWS*****					

REGION VII

No.	Name	Grade Level	Assigned Learning Area	Designation	Office/Station
1	Rosemary N. Oliverio	Grade 7	Araling Panlipunan	EPS	Cebu
2	Joel B. Umbay	Grade 7	Music & Arts	EPS	Cebu
3	Emilia M. Baydal	Grade 7	PE & Health	EPS	Guihulngan City
4	Elvira N. Vergara	Grade 7	TLE	EPS	Talisay City
5	Cleofe F. Andales	Grade 7	TLE	EPS	Bogo City
6	Ryan B. Redoblado	SHS	Statistics and Probability	Principal II	Carcar City
7	Susie D. Ramirez	SHS	General Mathematics	EPS	Tanjay City
8	Jennifer S. Mirasol	SHS	Earth and Life Science	EPS	Lapu-Lapu City
9	Adonis S. Rivera	SHS	Physical Science	EPS	Bais City
10	Carmen R. Ramos	SHS	Personal Development	EPS	Toledo City
11	Kenn Norway B. Marzado	SHS	Media and Information Literacy	EPS	Mandaue City

12	Rosemary N. Oliverio	SHS	Understanding Culture, Society, and Politics	EPS	Cebu
***** NOTHING FOLLOWS *****					

REGION VIII

No.	Name	Grade Level	Assigned Learning Area	Designation	Office/Station
1	Jovita A. Pagliawan	Grade 4	English	EPS	Catbalogan City
2	Cecilia G. Ason	Grade 4	Filipino	EPS	Samat
3	Rhea N. Coles	Grade 4	Science	EPS	Eastern Samar
4	Maria Cristina N. Pameniano	Grade 4	Mathematics	EPS	Ormoc City
5	Albino S. Lucaban	Grade 4	GMRC	EPS	Catbalogan City
6	Edgar U. Dolorzo	Grade 4	Araling Panlipunan	EPS	Catbalogan City
7	Nova P. Jorge	Grade 4	Music & Arts	EPS	Regional Office
8	Gil Jacinto A. Ampong	Grade 4	PE & Health	EPS	Borongan City
9	Arnold M. Jaraba	Grade 4	EPP	EPS	Guihulngan City
10	Ernani S. Fernandez, Jr.	Grade 4	EPP	EPS	Regional Office
11	Salvador A. Artigo Jr.	Grade 7	English	EPS	Southern Leyte
12	Mauricio M. Catan	Grade 7	Filipino	EPS	Leyte
13	Ryan R. Tiu	Grade 7	Science	EPS	Regional Office
14	Roel C. Tugas	Grade 7	Mathematics	EPS	Maasin City
15	Julieta L. Lim	Grade 7	Values Education	EPS	Tacloban City
***** NOTHING FOLLOWS *****					

REGION IX

No.	Name	Grade Level	Assigned Learning Area	Designation	Office/Station
1	Lilian C. Damaso	Grade 7	Araling Panlipunan	EPS	Zamboanga Sibugay
2	Jesse P. Samaniego	Grade 7	Music & Arts	EPS	Dipolog City
3	Grace M. Forniz	Grade 7	PE & Health	HT III	Zamboanga del Sur
4	Ervie A. Acaylar	Grade 7	TLE	EPS	Zamboanga del Norte
5	Nilda Y. Galaura	Grade 7	TLE	EPS	Zamboanga del Norte
6	Florencio R. Caballero	SHS	Statistics and Probability	EPS	Zamboanga Del Sur
7	Salem T. Uyag	SHS	General Mathematics	EPS	Pagadian City

8	Bryan L. Arreo	SHS	Earth and Life Science	EPS	Surigao Del Sur
9	Sayana S. Hasan	SHS	Physical Science	EPS	Isabela City
10	Vicente Jose V. Suarez II	SHS	Personal Development	EPS	Dapitan City
11	Monina R. Antiquina	SHS	Understanding Culture, Society, and Politics	EPS	Dipolog City
12	Jane M. Dela Torre	SHS	Health Optimizing Physical Education 1 & 2	EPS	Zamboanga City
***** NOTHING FOLLOWS *****					

REGION X

No.	Name	Grade Level	Assigned Learning Area	Designation	Office/Station
1	Himaya B. Sinatao	Grade 4	English	EPS	Gingoog City
2	Levi M. Coronel	Grade 4	Filipino	EPS	Iligan City
3	Joann May T. Lumanog	Grade 4	Science	HT II	Gingoog City
4	Lorraine C. Olavides-Edrea	Grade 4	Mathematics	EPS	Lanao del Norte
5	Romel E. Huertas	Grade 4	GMRC	EPS	Tangub City
6	Romeo B. Aclo	Grade 4	Araling Panlipunan	EPS	Cagayan de Oro
7	Roger F. Duhaylungsod	Grade 4	Music & Arts	EPS	Tangub City
8	Jourven B. Okit	Grade 4	PE & Health	EPS	Valencia City
9	Danilo P. Arroyo	Grade 4	EPP	EPS	Ozamiz City
10	Nardicelyn M. Pernitez	Grade 4	EPP	HT V	Iligan City
11	Rone Ray M. Portacion	Grade 7	English	EPS	Misamis Occidental
12	Helen R. Lucman	Grade 7	Filipino	EPS	Cagayan de Oro City
13	Nick C. Pañares	Grade 7	Science	EPS	Regional Office
14	Arlene C. Gantalao	Grade 7	Mathematics	HT III	Malaybalay City
15	Erl C. Villagonzalo	Grade 7	Values Education	EPS	Lanao del Norte
***** NOTHING FOLLOWS *****					

REGION XI

No.	Name	Grade Level	Assigned Learning Area	Designation	Office/Station
1	Gierson B. Rosa	Grade 7	Araling Panlipunan	EPS	Davao Oriental

2	Noel R. Perez	Grade 7	Music & Arts	PSDS	Mati City
3	Romulo Eliseo	Grade 7	PE & Health	EPS	Samal City
4	Alpha D. Palconit	Grade 7	TLE	EPS	Tagum City
5	Alfredo B. Siason, Jr.	Grade 7	TLE	Principal I	Mati City
6	Juvy B. Nitura	SHS	Statistics and Probability	EPS	Cotabato Province
7	Antonio L. Palma Gil	SHS	General Mathematics	EPS	Davao Oriental
8	Ylcy B. Manguilimotan	SHS	Earth and Life Science	EPS	Panabo City
9	Rosalia V. Bautista	SHS	Physical Science	EPS	Davao del Sur
10	Gloria B. Subong	SHS	Personal Development	EPS	Davao del Norte
11	Aris B. Juanilo	SHS	Understanding Culture, Society, and Politics	EPS	Davao City
12	Hilda D. Gales	SHS	Health Optimizing Physical Education 1 & 2	Principal I	Davao de Oro
***** NOTHING FOLLOWS *****					

REGION XII

No.	Name	Grade Level	Assigned Learning Area	Designation	Office/Station
1	Michael A. Poblador	Grade 4	English	EPS	Sultan Kudarat
2	Analiza A. Domingo	Grade 4	Filipino	EPS	Saranggani
3	Elizabeth G. Torres	Grade 4	Science	EPS	Saranggani
4	Ivy P. Lamintao	Grade 4	Mathematics	EPS	Tacurong City
5	Cynthia G. Diaz	Grade 4	GMRC	EPS	Regional Office
6	Judith B. Alba	Grade 4	Araling Panlipunan	EPS	Saranggani
7	Eden Ruth D. Tejada	Grade 4	Music & Arts	EPS	General Santos City
8	Lito S. Fernandez	Grade 4	PE & Health	EPS	Cotabato
9	Aileen A. Jamero	Grade 4	EPP	EPS	General Santos City
10	Hazel G. Aparece	Grade 4	EPP	EPS	Kidapawan City
11	Sally A. Palomo	Grade 7	English	EPS	General Santos City
12	Leonardo B. Mission	Grade 7	Filipino	EPS	Regional Office
13	Evelyn C. Frusa	Grade 7	Science	EPS	Koronadal City
14	Rian S. Linao	Grade 7	Mathematics	PSDS	Cotabato
15	Ronnie C. Cabaya	Grade 7	Values Education	EPS	Kidapawan City
***** NOTHING FOLLOWS *****					

CAR

No.	Name	Grade Level	Assigned Learning Area	Designation	Office/Station
1	Francis Peckley	Grade 4	English	EPS	Benguet
2	Marilyn Apiit	Grade 4	Filipino	EPS	Baguio City
3	Judith A. Sagayo	Grade 4	Science	P-II	Tabuk City
4	Dolores M. Anecang	Grade 4	Mathematics	EPS	Mt. Province
5	Belen Yagao	Grade 4	GMRC	EPS	Kalinga
6	Marlene C. Abaoag	Grade 4	Araling Panlipunan	EPS	Abra
7	Jerry C. Ymson	Grade 4	Music & Arts	EPS	Baguio City
8	Judy S. Gallardo	Grade 4	PE & Health	School Head	Tabuk City
9	Anicia M. Barcelona		EPP	School Head	Abra
10	Nover Keithley Mente	Grade 7	English	EPS	Regional Office
11	Gemma D. Bangayan	Grade 7	Filipino	HT III	Tabuk City
12	Asterio C. Madalla	Grade 7	Science	EPS	Regional Office
13	Bryan A. Hidalgo	Grade 7	Mathematics	EPS	Regional Office
14	Nicasio Sumarita	Grade 7	Values Education	EPS	Tabuk City
15	Jenner Lingayo	Grade 7	Araling Panlipunan	EPS	Kalinga
16	Edgar D. Vicente	Grade 7	Music & Arts	EPS	Regional Office
17	Jacinto S. Bose	Grade 7	PE & Health	Principal III	Abra
18	Flavia Ahuday	Grade 7	TLE	School Head	Ifugao
19	Mary Jane N. Malihod	Grade 7	TLE	EPS	Baguio City
20	Jane R. Ramos	SHS	General Mathematics	EPS	Apayao
21	Merlyn Conchita O. de Guzman	SHS	Earth and Life Science	EPS	Benguet
22	Michelle Joan Balicao	SHS	Physical Science	EPS	Kalinga
23	Wilber G. Gondales	SHS	Personal Development	Sch. Head	Benguet
24	Maribel Bravo	SHS	Media and Information Literacy	EPS	Tabuk City
25	Federico S. Flores	SHS	Contemporary Arts from the Regions	EPS	Tabuk City
26	Vicenta C. Danigos	SHS	Understanding Culture, Society, and Politics	SP-I	Benguet
27	Emmanuel B. Bugtong	SHS	Health Optimizing Physical Education 1 & 2	EPS	Apayao
28	Ricahrd B. Simisim	SHS	Health Optimizing Physical Education 3 & 4	EPS	Apayao
*****NOTHING FOLLOWS*****					

CARAGA

No.	Name	Grade Level	Assigned Learning Area	Designation	Office/Station
1	Larry G. Morandante	Grade 7	Araling Panlipunan	EPS	Surigao del Norte
2	Narcie Fe M. Solloso	Grade 7	Music & Arts	EPS	Bislig City
3	Tessie C. Dolores	Grade 7	PE & Health	EPS	Surigao City
4	Ruby C. Limen	Grade 7	TLE	EPS	Cabadbaran City
5	Vilma L. Gorgonio	Grade 7	TLE	EPS	Surigao City
6	Vicente P. Balbuena	SHS	Statistics and Probability	Principal I	Digos City
7	Iraida E. Napoles	SHS	General Mathematics	Principal II	Bayugan City
8	Bryan L. Arreo	SHS	Earth and Life Science	Principal II	Surigao Del Sur
9	Rene G. Ebol	SHS	Physical Science	EPS	Dinagat Islands
10	Corazon Adrales	SHS	Personal Development	EPS	Bayugan City
11	Marites P. Alzate	SHS	Contemporary Arts from the Regions	Principal III	Surigao del Sur
12	Rodelio B. Pasion	SHS	Understanding Culture, Society, and Politics	Teacher III	Butuan City
13	Danny O. Baldos	SHS	Health Optimizing Physical Education 1 & 2	EPS	Agusan del Sur
***** NOTHING FOLLOWS *****					

ORIENTATION OF TECHNICAL WORKING GROUP FOR QUALITY ASSURANCE & MOCK-UP EVALUATION OF TEXTBOOKS (TXs) & TEACHERS MANUAL (TMs)
(December 18, 19, 27, and 28, 2023)

Objectives:

- To inform participants on the DepEd policy, process, standards, and requirements for quality TXs and TMs
- To train participants how to use the Areas 1 to 4 evaluation tools

- To simulate the process in the quality assurance of the TXs and TMs
- To gain insights on the role of LREs in the QA of TXs and TMs

		P R O G R A M M E O F A C T I V I T I E S			
Time	Day 1 (Monday) December 18, 2023	Day 2 (Tuesday) December 19	Dec. 20 – 26 (Asynchronous)	Day 3 (Thursday) December 27	Day 4 (Friday) December 28
8:00 a.m. – 8:30 a.m.		Management of Learning (DepEd NCR)		Management of Learning (DepEd R-IVA)	Management of Learning (DepEd R-IVB)
8:31 a.m. – 9:00 am		Focused Group Discussion: (Breakout Room per Learning Area) A. Discussion of Curriculum Guides According to Learning Area and Grade Level B. How to Determine if the Learning Competencies are Accurately Unpacked in the TXs and TMs	Continuation of Workshop 1: Evaluation of Area 1 and 3 TXs & TMs	Plenary 9: Mechanics in Reporting and Critiquing (Mr. Robert P. Martin) Reporting & Critiquing (Moderator: Mr. Juan Carlos D. Sarmiento & Ms. Jodi B. Bermundo)	Plenary 11: Mechanics in Reporting and Critiquing (Mr. Juan Carlos D. Sarmiento)
10:01 a.m. – 10:15 a.m.	H E A L T H B R E A K				
10:16 a.m. – 11:00 a.m.	Opening Program <ul style="list-style-type: none"> Philippine National Anthem Prayer Introduction of Participants (Ms. Evelyn B. Morante, TA II, BLR-QAD) Welcome Remarks (Dir. Edward C. Jimenez-Director III, BLR-Manila) Inspirational Message – (Dir. Ariz Delson Acay D. Cavilan- Director IV, BLR) Statement of Purpose- (Mr. Juan Carlos D. Sarmiento, SEPS, BLR-QAD). House Rules & Workshop Protocols (Ms. Riza May S. Fortunato, TA II, BLR-QAD) 	Focused Group Discussion: C. Discussion on the Required Learning Competencies on the Assigned TXs and TMs for Evaluation (Facilitators per LA: BLR-QAD Staff) Plenary 5: Quality Assurance Process Flow (Ms. Daisy Asuncion O. Santos, Chief EPS, BLR-QAD)		Continuation of Plenary 9	Continuation of Plenary 11: Sharing of Insights on the Team Evaluation (Moderator: Ms. RoseAnn S. Callueng & Mr. Elesto Tuyor)
10:31 a.m. – 11:00 a.m.					
11:01 a.m. – 12:00 a.m.	Plenary 1: Presentation of the Policy on the Procurement & Quality Assurance of TXs & TMs: (Ms. Maria Leonor M. Barraquias, SEPS, BLR-QAD)	Plenary 6: Discussion of Evaluation Tools - Area 1 (Ms. Maria Leonor M. Barraquias) Q&A Moderator (Ms. Riza May S. Fortunato)		Plenary 10: Presentation of the Guide in the Team Evaluation (Ms. Maria Leonor M. Barraquias)	Closing Program: (DepEd R-V)
12:01 p.m. – 1:00 p.m.	L U N C H B R E A K				
1:01 p.m. – 2:00 p.m.	Plenary 2: Overview of DepEd Instructional Design for TXs & TMs (Learning Area Specialist-BLD)	Plenary 7: Discussion of Evaluation Tools - Area 3 (Mr. Robert P. Martin, SEPS BLR-QAD) Q&A Moderator (Ms. FhelJoy Leones-Visaya)	Continuation of Workshop 1	Workshop 2: Team Evaluation (Breakout Room by Learning Area)	
2:01 p.m. – 3:00 p.m.	Plenary 3: Social Content Guidelines (Ms. Sharon B. Buti, SEPS, BLR-PD)	Plenary 8: Presentation of the Guide in the Individual Evaluation (Mr. Eric U. Labre, SEPS, BLR-QAD) Technical Aspects in Placing the Marginal Notes (Ms. FhelJoy Leones-Visaya, CAS II)			
3:01 p.m. – 3:15 p.m.	H E A L T H B R E A K				

Time	Day 1 (Monday) December 18, 2023	Day 2 (Tuesday) December 19	Dec. 20 – 26 (Asynchronous)	Day 3 (Thursday) December 27	Day 4 (Friday) December 28
3:16 p.m. – 4:00 p.m.	Plenary 4: Overview of the MATATAG Curriculum (<i>Curriculum Specialist, BCD</i>)	Workshop 1 Break Out Sessions per Grade Level: Evaluation of Area 1 TXs and TMs Group 1: Grade 4 Group 3: SHS Group 2: Grade 7	Continuation of Workshop 1:	Continuation of Workshop 2	
4:00 p.m. - 5:00 p.m.	Plenary: Open Forum Announcements		Participants are able to perform individual evaluation	Participants are able to perform team evaluation	
Expected Outputs	Participants gained knowledge on the TX policy and DepEd standards and requirements	Participants gained knowledge on the use of evaluation tools			
Officer of the Day	Maria Leonor M. Barraquias	Robert P. Martin	Eric U. Labre	Juan Carlos D. Sarmiento	RoseAnn S. Callueng
Emcee	Robert P. Martin	Evelyn B. Morante		Elesito Tuyor	Jodi B. Bermundo
Technical Operator	Elesito Tuyor	Elesito Tuyor		John Mark M. Cabotaje	John Mark M. Cabotaje



Republic of the Philippines
Department of Education

DepEd MEMORANDUM
No. **217**, s. 2016

12 DEC 2016

**SCREENING, SELECTION, AND REGIONAL CLUSTER TRAINING-WORKSHOPS
OF POTENTIAL LEARNING RESOURCE EVALUATORS**

To: Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Learning Resources (BLR), will conduct the **Screening, Selection, and Regional Cluster Training-Workshops of Potential Learning Resource Evaluators (LREs)** starting November 2016.

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. Each regional director will re/appoint Regional Learning Resource Evaluation Coordinators (RLRECs) chairperson and co-chairperson, and Division Learning Resource Evaluation Coordinators (DLRECs) who must be qualified based on the Terms of Reference of RLRECs and DLRECs contained in Enclosure No. 1.

4. Individuals coming from both public and private sectors, who are deemed qualified based on the Criteria for the LREs for different learning areas and grade levels, must submit personally to their respective RLRECs or DLRECs the following documents:

- a. Application Letter signifying interest to serve as LREs;
- b. Duly accomplished Personal Data Sheet for Potential LREs found in Enclosure No. 2;
- 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 later for authentication during the scheduled interview).


5. Potential LREs from centers of excellence, colleges, or universities in the regions and representatives from education-professional associations are considered as Area 2 or Area 4 LREs. These experts in their respective learning areas are **not** required to undergo an interview. However, they must be highly recommended either by the president or dean of the university or college where they come from. They must also meet the criteria for Area 2 or Area 4 contained in Enclosure No. 1. They are also required to submit the aforementioned pertinent documents and a recommendation letter from the dean or president of the college or university.

6. Enclosed are the following documents for ready reference:

- Enclosure No. 1 : Guidelines for the Screening, Selection, and Training of Potential Learning Resource Evaluators (LREs);
- Enclosure No. 2 : Personal Data Sheet for Potential LREs;
- Enclosure No. 3a : Guide on Rating Qualification Standards;
- Enclosure No. 3b : Qualification Standards Form;
- Enclosure No. 4 : Summary of Ratings of Potential LREs Based on Qualification Standard;
- Enclosure No. 5 : Interview Rating Sheet for Potential LREs; and
- Enclosure No. 6 : Summary Matrix of Ratings of Potential LREs.

7. For more information and inquiries, all concerned may contact either **Ms. Nonie M. Barraquias** or **Ms. Editha F. Esperida**, Bureau of Learning Resources-Learning Resources Quality Assurance Division (BLR-LRQAD), Department of Education (DepEd) Central Office, Ground Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 631-9294; (02) 634-1054 or telefax no. (02) 634-1072.

8. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:

As stated

References:

DepEd Memorandum: Nos. 120, s. 2015; and 364, s. 2010

To be indicated in the Perpetual Index
under the following subjects:

EVALUATION
LEARNING RESOURCES
OFFICIALS
SELECTION
TEXTBOOKS
TRAINING PROGRAMS
WORKSHOPS

Guidelines on the Screening, Selection, and Training of Potential Learning Resource Evaluators (LREs)

I. Rationale

In preparation for the evaluation of the K to 12 learning resources to be submitted by private publishers under a Textbook Call or any other mode of providing learning resources to public schools, the Department of Education (DepEd) will screen, select, and train potential Learning Resource Evaluators (LREs) nationwide. The LREs will ensure that the learning resources provided to public schools sufficiently develop the competencies, are accurate in content, adhere to social content standards, and comply with the instructional design framework envisioned by the Department of Education.

II. Scope

This set of guidelines intends to provide the Division and Regional Screening and Selection Committee members with guideposts to ensure that the screening and selection of interested applicants will be fair and objective and will result in a pool of qualified and dedicated LREs. It also provides teachers, supervisors, content specialists, retired educators, and other non-teaching personnel of public and private schools, colleges, universities, centers of excellence, and non-government institutions in the regions and their respective divisions with the necessary information for them to decide whether they are qualified and willing to apply as learning resource evaluators or not.

III. Definition of Terms

- 3.1 Central Office Screening Committee (COSC).** The COSC is composed of a Chairperson, a Co-chairperson, and members from the Curriculum and Instruction Strand (two persons from the Bureau of Curriculum Development, Bureau of Learning Delivery, Bureau of Learning Resources, and Bureau of Evaluation and Assessment).
- 3.2 Division Learning Resource Evaluation Coordinator (DLREC).** The DLREC is the Chief of the Curriculum Implementation Division (CID) and the Chairperson of the Division Screening and Selection Committee (DSSC).
- 3.3 Division Screening and Selection Committee (DSSC).** The DSSC is composed of the DLREC as the chairperson with at least ten (10) Education Program Supervisors as committee members who will conduct initial screening and selection of potential LREs for the different learning areas.
- 3.4 Learning Resource Evaluators (LREs).** The LREs are the learning area/curriculum/content experts who passed the screening and selection process and will thoroughly examine an assigned set of manuscripts. In the Textbook Call, LREs are grouped into the following areas of evaluation:
- 3.4.1 LREs for Area 1 (Compliance to Learning Competencies)** are learning area experts who will thoroughly examine the set of manuscripts focusing on the coverage and sufficiency of development of the curriculum and learning competencies.
- 3.4.2 LREs for Area 2 (Accuracy of Content)** are content experts who will thoroughly examine the set of manuscripts to ensure that the contents have no conceptual, factual, procedural, pedagogical, computational, and grammatical errors; violations on social content; and other types of errors.
- 3.4.3 LREs for Area 3 (Presentation and Organization)** are teachers, school heads, or learning area supervisors who will thoroughly examine the set of manuscripts to ensure that these comply with the instructional design framework for K to 12 learning resources.

3.4.4 LREs for Area 4 (Language and Book Design) are language experts who will ensure that the manuscripts are grammatically correct and can easily be understood by the target users and give comments / recommendations on the book design / layout of the materials.

3.5 Manuscript. A manuscript is the material (i.e., texts and visuals) submitted to the printer for publication or printing usually as a printout in camera-ready and digital (pdf) forms.

3.6 Regional Learning Resource Evaluation Coordinator (RLREC). The RLREC is the Chief Education Program Specialist of the Curriculum Learning Management Division (CLMD) and the Chairperson of the Regional Screening and Selection Committee (RSSC).

3.7 Regional Screening and Selection Committee (RSSC). The RSSC is composed of a Chairperson, a Co-Chairperson, Regional and/or Division Supervisors (3 members per learning area).

IV. Policy Statement

The DepEd establishes the guidelines on the process and standards for the screening and selection of applicants from the regions, divisions, schools, and other institutions who are qualified and willing to serve as LREs. The *Guidelines for Screening and Selection of Learning Resource Evaluators* include the terms of reference of the members of the screening and selection committees at the different levels (i.e., central, regional, and division), qualification standards, and terms of reference of LREs in the different areas of evaluation, the screening and selection process, and the training of qualified potential LREs.

The set of guidelines described in this Memorandum for the implementation of the Regional Screening and Selection Committee (RSSC) and the Division Screening and Selection Committee (DSSC), issued by the DepEd Central Office, and signed by the Secretary, shall ensure that the screening and selection process is fair and objective, resulting in a pool DepEd-LREs who are the most qualified applicants. These LREs will quality-assure (i.e., evaluate and review) learning resources submitted to the Department to ensure quality learning resources are provided to the learners. They may also be tapped to assure the quality of localized or contextualized learning resources developed at the school, division, and regional levels.

V. Procedures

5.1. Getting Organized

5.1.1. Designation of Division and Regional Learning Resource Evaluation Coordinators (DRLEC and RLREC)

5.1.1.1. The Regional Learning Resource Evaluation Coordinator (RLREC) who will manage the regional screening and selection of the potential LREs is the CLMD chief who shall be designated by their respective Regional Directors.

5.1.1.2. The Division Learning Resource Evaluation Coordinator (DLREC) who will assist the RLREC in the screening and selection of the potential LREs is the CID chief who shall be designated by their respective Schools Division Superintendents (SDS).

5.1.1.3. The RLREC and DRLEC shall be the core group of the Regional Screening and Selection Committee (RSSC).

5.1.2. Convening of the Regional Learning Resource Evaluation Committee (RLERC)

5.1.2.1. The Department of Education through the Bureau of Learning Resources (BLR) shall convene, consult, and orient the RLRECs and their alternates on the Guidelines for the Screening, Selection and Training of Potential LREs; discuss the roles and functions of key players in the screening and selection process; and simulate the selection process.

5.1.3. Composition of Division Screening and Selection Committee (DSSC)

5.1.3.1. The Division Screening and Selection Committee (DSSC) shall be organized by the DLREC to initially screen and rate the potential LREs based on documents submitted by the applicants.

- 5.1.3.2. The DSSC shall be composed of the following:
- Chairperson – the Chief of the Curriculum Implementation Division (CID) and DLREC
 - Co-chairperson – Education Program Supervisor (LRMDS manager/QA coordinator)
 - One member representing each learning area / discipline and main key stage (Please refer to the table for details)

Table 1: DSSC Member Representatives

No.	Learning Area/ Discipline	Key Stages Covered	
		K to Gr 6	Gr 7 to 10
1	Languages (Filipino, English, MTB-MLE)	1	1
2	Mathematics	1	1
3	Science	1	1
4	Araling Panlipunan	1	1
5	Edukasyon sa Pagpapakatao	1	1
6	Edukasyong Pantahanan at Pangkabuhayan / TLE	1	2*
7	Music and Arts	1	1
8	Physical Education and Health	1	1
9	Kindergarten	2	
	Total	10	10

*TLE members should be from different subcomponents.

5.1.4. Composition of Regional Screening and Selection Committee (RSSC)

- 5.1.4.1. The Regional Screening and Selection Committee (RSSC) shall be organized by the RLREC to validate initial screening results, interview applicants recommended by the DSSC, and recommend qualified LRE applicants to the COSC.
- 5.1.4.2. The RSSC shall be composed of the following:
- Chairperson – the Chief of the Curriculum and Learning Management Division (CLMD) and RLREC
 - Co-chairperson – Education Program Supervisor (LRMDS manager/QA coordinator)
 - One member representing each learning area / discipline and main key stage (Please refer to the table for details)

Table 2: RSSC Member Representatives

No.	Learning Area/ Discipline	Key Stages Covered	
		K to Gr 6	Gr 7 to 10
1	Kindergarten	3	-
2	Filipino	3	3
3	English	3	3
4	Mathematics	3	3
5	Science	3	3
6	Araling Panlipunan	3	3
7	Edukasyon sa Pagpapakatao	3	3
8	Edukasyong Pantahanan at Pangkabuhayan / TLE	3	4*
9	Music and Arts	3	3
10	Physical Education and Health	3	3
	Total	30	27

* TLE members should be from different subcomponents.

5.2. Getting Started

5.2.1. Minimum Qualification Standards (MQS)

- 5.2.1.1. The potential LRE shall meet the following minimum qualification standards (MQS):
- Bachelor's Degree holder (preferably in Education)
 - With at least five (5) years teaching experience in the learning area s/he is applying as LRE
 - Has at least 24 hours relevant training in the development and evaluation of learning resources

- 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
- 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 his / her province / city

5.2.2. Submission of Documents

5.2.2.1. The potential LREs shall submit the following documents to the Division Screening and Selection Committee (DSSC):

Table 3. Documents for Submission

Region and Division Applicants	Colleges, Universities, Centers of Excellence and Professional Associations	Retired Educators
<ul style="list-style-type: none"> • Personal Data Sheet (PDS) 	<ul style="list-style-type: none"> • Personal Data Sheet (PDS) 	<ul style="list-style-type: none"> • Personal Data Sheet (PDS)
<ul style="list-style-type: none"> • Certified true copy of Service/Work Record 	<ul style="list-style-type: none"> • Curriculum Vitae 	<ul style="list-style-type: none"> • Certified true copy Service/ Work Record
<ul style="list-style-type: none"> • Certified true copy of transcript of records 	<ul style="list-style-type: none"> • Nomination or Letter of Recommendation from the dean and/or president of college, university, center of Excellence, or professional association 	<ul style="list-style-type: none"> • Certified true copy of transcript of records
<ul style="list-style-type: none"> • Certified true copy of Certificates of specialized and relevant trainings (from 2010 to the present) 	<ul style="list-style-type: none"> • Medical certificates 	<ul style="list-style-type: none"> • Photocopies of cover and copyright page of the learning resources written, edited, evaluated, or proofread
<ul style="list-style-type: none"> • Photocopies of cover and copyright page of the learning resources written, edited, evaluated, or proofread (include certificate to attest the LRs have been quality assured) 		<ul style="list-style-type: none"> • Medical certificates
<ul style="list-style-type: none"> • Medical certificates 		
<p>Note: Photocopies of documents to be submitted should be authenticated by the duly designated officer at the division office. Original documents must be available for authentication during the interview.</p>		

5.3. Program Implementation

5.3.1. Screening of Documents and Selection of Applicants

5.3.1.1. Roles and Responsibilities of Program Implementors

- a. **Division Screening and Selection Committee (DSSC)**
 - Reviews the completeness and authenticity of the submitted documents based on Table 3.
 - Categorizes the potential LREs based on first preference (learning area and key stage) as indicated in the applicant’s Personal Data Sheet
 - Conducts initial screening and selection of applicants for the different learning areas based on the MQS in item 5.2.1.

- Rates and ranks the potential LREs based on the documents submitted
 - Submits to the DLREC / DSSC Chairperson or Co-chairperson the duly accomplished Qualification Standards Form and documents of screened and selected LRE applicants who garnered at least 50 points
- b. Regional Screening and Selection Committee (RSSC)**
- Reviews and validates DSSC initial screening results
 - A panel of at least three (3) members per learning area Interviews the top five (5) applicants from the DSSC
 - Rates each applicant using Interview Rating Sheet (Annex 3)
 - Deliberates and decides on the final rating for the MQS and interview of each applicant
 - Accomplishes the Summary Matrix of Ratings of LREs (Annex 4) arranged from highest to lowest
 - Submits to the RLEC Chairperson / Co-chairperson the duly accomplished Summary Matrix of Ratings of LREs and documents of screened and selected LRE applicants who garnered at least 70 points
 - Ensures that LREs tapped in his / her region have no conflict of interest and must reveal personal information necessary to ensure no conflict of interest
 - Does not give in to undue influence or compromise the integrity of the screening and selection of applicants and content evaluation process
- c. Division Learning Resource Evaluation Coordinator (DLREC)**
- Coordinates with RLREC
 - Leads, manages, and facilitates the screening and selection of LRE applicants conducted by DSSC members
 - Submits to the RLREC the following duly accomplished documents of the shortlisted LRE applicants for the interview by the RSSC through courier:
 - ✓ Personal Data Sheet (PDS) forms
 - ✓ Certificates of specialized and relevant trainings from 2010 to the present included in the rating of the applicants
 - ✓ Qualification Standard Forms
 - ✓ Other relevant documents
 - Informs top five (5) applicants per learning area of the initial screening results and next steps in the process
 - Submits documents of all applicants with scores of at least fifty (50) points to the RLREC / RSSC Chairperson or Co-chairperson
 - Submits the Summary of Ratings of Potential LREs based on Qualification Standards (by learning area and key stage)
- d. Regional Learning Resource Evaluation Coordinator (RLREC)**
- Conducts orientation of DSSC on the screening and selection process
 - Leads, manages, and facilitates the screening and selection (interview) of LRE applicants conducted by RSSC members
 - Submits to the DepEd-BLR Quality Assurance Division (QuAD) the following duly accomplished documents of the top five (5) qualified LREs for each learning area through courier:
 - ✓ Personal Data Sheet (PDS) forms
 - ✓ Certificates of specialized and relevant trainings from 2010 to the present included in the rating of the applicants
 - ✓ Qualification Standard Forms
 - ✓ Interview Rating Sheet for LREs
 - ✓ Accomplished Summary Matrix of Ratings
 - ✓ Summary Matrix of Ratings by learning area and main key stage in digital and printed copies
 - ✓ List of top five (5) qualified LREs for each learning area and main key stage (i.e., Kinder to Grade 6 and Grades 7 to 12) using the Summary Matrix of Ratings of LREs form and the required documents
 - ✓ Scanned copy of the above documents saved in a CD

- Safekeeps the documents of all applicants with a score of at least fifty (50) points based on the MQD.

5.3.2. Validation of Documents

5.3.2.1. The Central Office Screening Committee (COSC) is composed of Education Program Specialists from BLR-QuAD, BCD, and BLD shall:

a. BLR-QuAD Staff

- Checks completeness of required documents of the top five (5) LREs per learning area per region
- Validates ratings of the LREs by the RSSC
- Informs the regions of the LREs who will attend the regional cluster training-workshop
- Engages the services of encoders to prepare database of potential LREs

b. Education Program Specialists (BCD and BLD)

- Assists in validating the accuracy of ratings of the top five (5) LREs per learning area per region
- Assists in ranking the LREs per learning area and key stage
- Serves as a resource person, if so assigned

5.3.3. Regional Cluster Training-Workshop for LREs

5.3.3.1. Features

- It is a Five-Day Regional Cluster Training-Workshop to prepare the qualified LREs for the actual evaluation of learning resources.
- It will be managed by DepEd-QuAD in coordination with the National Educators Academy of the Philippines (NEAP), RLRECs, and DLRECs.
- It discusses K to 12 curriculum, guidelines, standards, and instructional design framework and development and evaluation of learning resources standards.
- The DepEd policy prohibiting teachers to be pulled out from their classes during schooldays shall not apply to teachers who will attend the training workshop and later serve as LREs provided that necessary arrangements are made to ensure continuation of classes even in their absence.

5.3.3.2. Participants (LREs)

- The participants are the 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;
 - ✓ Have been granted permission / authority by his / her superior to serve as evaluator and attend all necessary activities as such;
 - ✓ Are willing and able to review one or two sets of textbooks and teacher's guides during the in-house individual and team evaluation workshop; and
 - ✓ Are 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.

5.3.3.3. Training on the Evaluation Process

- A team of two (2) members will be assigned to evaluate the same set of materials.
- Each LRE member will practice using the evaluation tool of the area of evaluation to which s/he is assigned.
- Individual evaluation is done independently before the team members discuss, compare, and validate their findings
- The team of evaluators from Areas 1 and 3 meet to discuss, compare, and validate their findings, comments, and recommendations on the materials assigned to them.

5.3.3.4. Roles and Functions of the Training Team

a. BLR-QuAD Staff

- Plans and prepares the logistics for the Regional Cluster Training-Workshops in coordination with NEAP, RLRECs, and DLRECs
 - Sends letter of invitation and contacts directly the qualified LREs or RLRECs/ DLRECs to inform them of the details of the training workshops
 - Manages the Regional Cluster Training-Workshops for LREs
 - Serves as resource person/ facilitator
- b. Regional Learning Resource Evaluation Coordinator (RLREC)
- Serves as resource person/ facilitator during the regional cluster training workshops, if so assigned by BLR-QuAD
 - Attends the training-workshop
 - Critiques outputs of participants to the regional cluster training workshops
- c. CO Education Program Specialist
- Serves as resource person/ facilitator during the regional cluster training-workshops
 - Critiques evaluation outputs during the regional cluster training-workshop

VI. Funding Sources

6.1. All expenses to be incurred in activities relative to the orientation, screening and selection, training and workshops such as transportation and per diem of the participants and resource persons, board and lodging, supplies and materials, payment of honorarium of external resource persons, and other incidental expenses shall be charged against BLR and DepEd local funds.

6.1.1. Eligible Activities and Source of Funds

Activity	Source of Funds
a. Submission of documents from Division Office to Regional Office and vice-versa and to BLR	Local Funds and other sources of funds
b. Travel expenses of applicants to the venue for the interview	
c. Travel expenses, board and lodging, and allowable expenses for the DSSC and RLREC during the orientation and the screening and selection process (division and regional level)	DepEd-BLR
d. Travel expenses, board and lodging, and allowable expenses for the RSSC during the consultative meeting (national level)	
e. Travel expenses, board and lodging, and allowable expenses from the Region and Division Offices, private schools/ institutions during the regional cluster training-workshop*	
e.1. Cluster A (NCR, IV-A, IV-B, V) - Tagaytay City e.2. Cluster B (CAR, I, II, III) - Tagaytay City e.3. Cluster C (VI, VII, VIII, IX) - Cebu City e.4. Cluster D (X, XI, XII, XIII) - Davao City	

- Schedule of the regional cluster training workshops shall be announced at a later date

VII. Monitoring and Evaluation

7.1. The implementation of this set of guidelines shall be discussed thoroughly during the orientation meeting with the Chairpersons and Co-Chairpersons of the RSSC of the eighteen (18) regions. A BLR-QuAD staff will coordinate with RLREC, and the DLREC if necessary, to ensure that the schedules of the initial screening and selection process in the divisions, the submission of required documents to the RSSC, and the submission of these documents to the COSC are within the agreed upon dates. The COSC will validate the result of the screening and selection process in the divisions and regions.

7.2. During the regional cluster training workshop where the selected LRE applicants shall be trained on the quality assurance process and proper accomplishment of the evaluation tools, the participants will be screened further by assigning them to the appropriate evaluation area based on their performance during the simulation of the evaluation process.

VIII. Reference

8.1. DepEd Memorandum No. 120, s. 2015, DepEd Memorandum No. 364, s. 2010, and DepEd Memorandum 26, s. 1999 were used as references in modifying the guidelines.

IX. Effectivity

This memorandum will take effect immediately.

(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

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 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 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
I. Educational Qualifications (25 points)	
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
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 Workshops (15 points)	
A. Specialized Trainings and Workshops (10 points) 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. 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

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

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: _____
DSSC Member
Signature over printed name

Reviewed by: _____
DSSC Member
Signature over printed name

Noted by: _____
DSSC Chairperson
Signature over printed name

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




Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM
DM-CT-2023- 414

TO : ALL REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL LR SUPERVISORS
ALL CONCERNED PERSONNEL

FROM : 
GINA O. GONZONG
Undersecretary for Curriculum and Teaching

SUBJECT : PARTICIPATION IN THE ORIENTATION WORKSHOP
OF TECHNICAL WORKING GROUP (TWG) FOR THE
QUALITY ASSURANCE (QA) AND MOCK-UP EVALUATION OF
TEXTBOOKS (TXs) AND TEACHER'S MANUALS (TMs)

DATE : December 13, 2023

The Bureau of Learning Resources (BLR) will conduct an *Orientation Workshop of the Technical Working Group (TWG) for the Quality Assurance (QA) and Mock-Up Evaluation of Textbooks (TXs) and Teacher's Manuals (TMs)*. This activity aims to provide information on the Department of Education process, standards, and requirements for quality assurance of TXs and TMs and train participants on how to use the Areas 1 to 4 evaluation tools.

The following are the schedules, venue, and pre-registration link for your reference:

Cluster	Involved Regions	Inclusive Dates	Venue	Pre-Registration Link
A	NCR, IV-A, IV-B, and V	December 18, 19, 27, and 28, 2023	On respective working areas (Online via MS Teams)	https://bit.ly/ClusterAVirtualMockEval
B	I, II, III, and CAR	January 8 to 12, 2024	within NCR or Region III	https://bit.ly/Mock-upEvaluation_ClusterB
C	VI, VII, VIII, IX, X, XI, XII, and Caraga	January 8 to 12, 2024	within Region VII	https://bit.ly/Mock-upEvaluation_ClusterC

Relative to this, selected personnel in your region who have undergone previous capacity-building workshops conducted by BLR have already been identified to serve as TWG members and attend this activity per attached *Annex A*. For the learning



(BLRM) Ground, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City; (02) 8634-1072; 8634-0901; 8634-1054;
(BLRC) Ecotech Compound Sudlon, Lahug, Cebu City; (032) 230-7939; (032) 230-7948
Email Address: blr.od@deped.gov.ph; blr.lrpd@deped.gov.ph; blr.lrqad@deped.gov.ph; blr.cebu@deped.gov.ph



DepEd Philippines



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areas which do not have identified participants yet, may we request the regional Learning Resource (LR) Supervisors to recommend qualified field personnel who have undergone skills enhancement training or workshops on quality assurance of LRs in their respective region or division. Attached for your reference is the Minimum Qualification Standards (MQS) stated in the DepEd Memo 217 s. 2016 Screening and Selection of Potential LREs for your guidance. We would appreciate receiving the complete final list of participants through the official email address of BLR-Learning Resource Quality Assurance Division at blr.lrqad@deped.gov.ph on or **December 14, 2023**, for Cluster A and **December 29, 2023**, for Clusters B & C.

The selected participants are reminded of the following:

1. Own laptops, extension cord, and useful reference materials shall be brought during the live-in activity;
2. Certificates of Participation will be awarded to the participants for attending in this activity;
3. To ensure that classes will not be disrupted, teachers who will attend this workshop are recommended to adopt blended learning or a reliever may be assigned to handle their classes;
4. Prior to the live-in workshop, all participants are expected to pre-register through the link stated above for easier facilitation of the administrative arrangements, and
5. For Cluster A only, here is the Microsoft Teams link for the online workshop, **<https://bit.ly/Mock-upEvalClusterA>**.

Board and lodging of the participants will be shouldered by the BLR. Travel expenses will be reimbursed through the funds to be downloaded to the Region or Schools Division Offices chargeable to BLR F.Y. 2023 Textbooks and Other Instructional Materials Fund subject to the usual government accounting and auditing rules and regulations upon submission of required documents. If the downloaded fund for travel expenses is not enough, the excess amount shall be charged against local funds. Participants must take the most economical means of transportation to attend this activity.

For any query or clarification and confirmation of attendance, please contact the BLR-LRQAD (Attention: **Ms. Camelka A. Sandoval**) at telephone numbers (02) 8634-1054, 8631-9294, or cell phone number 0998 163 0908.

For your information and appropriate action.

Attached: as stated

Copy Furnished:

Atty. Revsee A. Escobedo
Undersecretary for Operations

*DepEd Memo 217, s. 2016 – Screening, Selection, and Regional Cluster Training-Workshops
of Potential LREs*

Minimum Qualification Standards (MQS)

The potential LRE shall meet the follow minimum qualification standards (MQS):

- Bachelor's Degree holder (preferably in Education)
- With at least five (5) years teaching experience in the learning area s/he is applying as LRE;
- Has at least 24 hours of relevant experience in the development and evaluation of learning resources;
- Not an author, editor, or consultant of any commercially developed learning resources submitted to DepEd for procurement for the least three (3) years from the date of his/her application; and
- 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 his/her province/city.