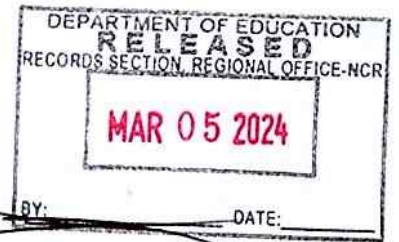





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2024- 166

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Malabon City
SDO Mandaluyong City
SDO Manila
SDO Marikina City
SDO Paranaque City
SDO Taguig City & Pateros
SDO Quezon City

FROM : **JOCELYN DR ANDAYA** 
Director IV

SUBJECT : **EVALUATION WORKSHOP OF GRADES 4, 7 and SENIOR HIGH SCHOOL TEXTBOOKS AND TEACHER'S MANUALS**

DATE : March 4, 2024

1. This is in reference to the attached Memorandum DM-CT-2024-54 from Undersecretary Gina O. Gonong, Curriculum and Teaching, on the conduct of the above-stated activity on March 5-12, 2024, at the Lime Resort Manila, A. Dela Rama St., Seacape Village, Pasay City.
2. Particular attention is invited to paragraphs 2 and 3 of the said Memorandum as regard to terms of reference, certificates, grant of service credit and/or CTO, work-arrangements, pre-registration, and board and lodging, and travel expenses, respectively.
3. Immediate dissemination of this Memorandum is desired.



Republic of the Philippines

Department of Education


OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM

DM-CT-2024- 54

TO : ALL CONCERNED REGIONAL DIRECTORS
ALL OTHER CONCERNED PERSONNEL

ATTENTION : ALL CONCERNED SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
GINA O. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : EVALUATION WORKSHOP OF GRADES 4, 7, AND SENIOR
HIGH SCHOOL TEXTBOOKS AND TEACHER'S MANUALS

DATE : February 20, 2024

The Department of Education (DepEd), through the Bureau of Learning Resources-Quality Assurance Division (BLR-QAD), will conduct an *Evaluation Workshop of Grades 4, 7, and Senior High School Textbooks and Teacher's Manuals* on the following schedule:

Activity	Date	Venue
Evaluation Workshop of Grades 4, 7, and Senior High School Textbooks and Teacher's Manuals (Round 1)	March 5 to 12, 2024	at a venue in Metro Manila to be announced later
Evaluation Workshop of Grades 4, 7, and Senior High School Textbooks and Teacher's Manuals (Round 2)	March 14 to 21, 2024	
Evaluation Workshop of Grades 4, 7, and Senior High School Textbooks and Teacher's Manuals (Round 3)	April 1 to 8, 2024	

Relative to this activity, selected personnel in your region have been identified to serve as Technical Working Group (TWG) members on content per attached Annex A.

The selected LREs are reminded of the following:

1. Guidelines in the Area 1 (competency compliance), Area 3 (instructional design) Evaluation which shall be used to prepare their marginal notes may be accessed through a Microsoft One Drive link;
2. Own laptops, extension cord, and useful reference materials shall be brought during the live-in activity;

1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City
Direct Line: (632) 8633-7202/8687-4146 E-mail: ouct@deped.gov.ph



3. Certificates of Recognition will be awarded to the participants for serving as TWG members in this activity;
4. Service credits or compensatory time-off (CTO) computed against the actual days they served in this workshop may be requested in accordance with Civil Service Commission & DBM Joint Circular No. 2, s. 2004 rules and regulations;
5. To ensure that classes will not be disrupted, teachers who will attend this workshop are advised to adopt blended learning or relievers may be assigned to handle their classes;
6. To guarantee the effectiveness of the evaluation, TWGs should prioritize maintaining their physical fitness; and
7. Prior to the live-in workshop, all participants are expected to pre-register through this link https://bit.ly/PreReg_QATXTM for easier facilitation of the administrative arrangements.

Board and lodging of the participants will be shouldered by the BLR. Travelling expenses will be reimbursed through the funds to be downloaded to the Regional Offices or Schools Division Offices chargeable to the **FY 2024 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 the local funds of the region or division. Participants are required to take the most economical means of transportation in attending the activity. Attached is the Program of Activities for your reference.

All participants are expected to be at the venue on **March 5, 2024 (Tuesday)**. Hotel check-in will be available from 2:00 pm onwards. The first meal to be served by the venue is a.m. snack and last meal (p.m. snack) will be served on March 12, 2024 (Tuesday). The opening program shall be held on March 5, 2024, at 1:00p.m. and checkout will be on March 12, 2024 at 12 noon.

For any query or clarification and confirmation of attendance, please contact **Ms. Camelka A. Sandoval**, Education Program Specialist II, at the Bureau of Learning Resources-Quality Assurance Division at telephone numbers (02) 8634-1054, 8631-9294, or cell phone number 0917-846-8047. Ms. Sandoval can also be reached through email at camelka.sandoval@deped.gov.ph.

For your information and strict compliance.

Attached: as stated

Copy furnished:

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations



Republic of the Philippines
Department of Education
BUREAU OF LEARNING RESOURCES

Office of the Director

ADVISORY

01 March 2024

Final venue for the conduct of the Evaluation Workshop of Grades 4, 7, and Senior High School (SHS) Textbooks (TXs) and Teacher's Manuals (TMs)

In connection with the upcoming activity on the *Evaluation Workshop of Grades 4, 7, and Senior High School (SHS) Textbooks (TXs) and Teacher's Manuals (TMs)* on March 5 to 12, 2024, please be informed of the final venue to be at **Lime Resort Manila, Atang Dela Rama St., Seascape Village, Pasay City**.

For any query and clarification, please contact **Ms. Camelka Sandoval**, Education Program Specialist II, at the telephone number (02) 8631-9294 or email address cameika.sandoval@deped.gov.ph, copy furnished blr.lrqad@deped.gov.ph.

ARIZ DELSON ACAY D. CAWILAN
Director IV



LRQAD-03-2024-135
(BLRM) Ground, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City, (02) 8634-1072, 8634-0901, 8634-1054
(BLRC) Ecoltech Compound Suidan, Lahug, Cebu City, (032) 200-7933; (032) 230-7948
Email Address: blr.lrqad@deped.gov.ph, lrqad@deped.gov.ph, blr.lrqad@deped.gov.ph, blr.lrqad@deped.gov.ph



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WORKSHOP ON THE EVALUATION OF GRADES 4, 7, AND SENIOR HIGH SCHOOL (SHS) TEXTBOOKS (TXS) & TEACHER'S MANUALS (TMS)

Objectives:

1. To review the DepEd processes, standards, and requirements for quality assurance of TXs and TMs;
2. To perform individual and team evaluations for Areas 1 to 4; and
3. To prepare summary of the results of evaluation for presentation to the Bids and Awards Committee (BAC)

P R O G R A M M E O F A C T I V I T I E S

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
8:00 a.m. - 8:30 a.m.		Management of Learning (MOL)	MOL	MOL	MOL	MOL	MOL	MOL
8:31 a.m. - 9:00 a.m.		Break-Out Sessions: According to the Area of Evaluation All Learning Areas for Grades 4, 7, and SHS: Discussion of Evaluation Tools According to Area of Evaluation Group 1: Area 1 Group 3: Area 2 Group 2: Area 3 Group 4: Area 4 Continuation of Break-Out Sessions: Presentation of the Guide in the Individual Evaluation by Area of Evaluation Distribution of TXs and TMs	Continuation of workshop 1: (Reading and Writing Marginal Notes in the TXs & TMs)		Plenary 8: Presentation of the Guide in the Team Evaluation (Team Evaluation 1) Workshop 2: Team Evaluation 1 (Meeting of Same Area of Evaluation)	Continuation of Workshop 2: Team Evaluation 1 (Meeting of Same Area of Evaluation)	Continuation of Workshop 3: Team Evaluation 2 (Meeting of Same Title of TXs and TMs Evaluation)	Continuation of Workshop 3: Team Evaluation 1 (Meeting of Same Title of TXs and TMs Evaluation)
9:31 a.m. - 10:00 a.m.	TRAVEL TIME							
10:01 a.m. - 10:15 a.m.								
10:16 a.m. - 10:30 a.m.								
10:31 a.m. - 11:00 a.m.	TRAVEL TIME							
11:01 a.m. - 11:30 a.m.		Continuation of Break-Out Sessions: Group 1: Area 1 Discussion According to Learning Area and Grade Level (BCD Learning Area Specialists) Determination of Required Number of Learning Competencies (LCs) and LCs for Unpacking in the TXs and TMs (BCD Learning Area Specialists) Group 3: Area 3 Accomplishment of Preliminary Evaluation Checklist	Continuation of Workshop 1: (Reading and Writing Marginal Notes in the TXs & TMs)	Continuation of Workshop 1: (Accomplishing of Evaluation Rating Sheets (ERS) & Summary of Findings, Recommendations & Revisions (SFRRS))	Continuation of Workshop 2: Team Evaluation 1 (Meeting of Same Area of Evaluation)	Continuation of Workshop 2: Team Evaluation 1 (Meeting of Same Area of Evaluation)	Continuation of Workshop 3: Team Evaluation 2 (Meeting of Same Title of TXs and TMs Evaluation)	Continuation of Workshop 3: Team Evaluation 1 (Meeting of Same Title of TXs & TMs)
11:31 a.m. - 12:00 nn.	Registration and Attendance							
12:01 p.m. - 1:00 p.m.	Opening Program • Philippine National Anthem • Prayer • Introduction of Participants • Welcome Remarks • Statement of Purpose • House Rules & Workshop Protocols							
1:01 p.m. - 1:30 p.m.	Plenary 1: Presentation of the Policy on the Procurement & Quality Assurance of TXs & TMs	Workshop 1 Individual Evaluation (Reading and Writing Marginal Notes in the TXs & TMs)	Continuation of Workshop 1: (Reading and Writing Marginal Notes in the TXs & TMs)	Continuation of Workshop 1: (Checking and Revision of Outputs)	Continuation of Workshop 2: Team Evaluation 1 (Meeting of Same Area of Evaluation)	Plenary 9: Presentation of the Guide in the Team Evaluation (Team Evaluation 2) Workshop 3: Team Evaluation 2 (Meeting of Same Title of TXs and TMs Evaluation)	Continuation of Workshop 3: Team Evaluation 2 (Meeting of Same Title of TXs and TMs Evaluation)	Continuation of Workshop 3: Checking of Outputs & Revisions)
1:31 p.m. - 2:30 p.m.								
2:31 p.m. - 3:00 p.m.	Plenary 2: Quality Assurance Process Flow							
3:01 p.m. - 3:15 p.m.								
3:16 p.m. - 3:30 p.m.	Plenary 3: Roles and Responsibilities of the BAC-TWQ for QA of TXs & TMs Declaration and Signing of Oath of	Continuation of Workshop 1:	Continuation of Workshop 1:	Continuation of Workshop 1:	Continuation of Workshop 2: Team Evaluation 1	Continuation of Workshop 2: Team Evaluation 2 (Meeting of Same Title of TXs and TMs	Continuation of Workshop 3: Submission of Revised Outputs	

3:31 p.m. - 4:00 p.m.	Confidentiality Plenary 4: Overview of the MATATAG Curriculum	(Reading and Writing Marginal Notes in the TXs & TMs)	(Checking and Revision of Outputs)	(Meeting of Same Area of Evolution)	Evaluation)	Preparation of Summary of Evolution Results of Grades 4, 7, & SHS
4:01 p.m. - 4:30 p.m.	Plenary 5: Overview of the DepEd Instructional Design for TXs & TMs	Participants gained knowledge of the TX policy and DepEd standards and requirements				
4:31 p.m. - 5:00 p.m.	Plenary 6: Presentation of Social Content Guidelines					
5:01 p.m. - 5:15 p.m.	Plenary 7: Reminders in the Evaluation of TXs and TMs Announcement of Area Evaluators					
Expected Outputs Participants gained knowledge of the TX policy and DepEd standards and requirements						
Officer of the Day/Emcee						

Annex A

List of Learning Resource Evaluators (LREs) for Evaluation Workshop of Grades 4, 7, and Senior High School Textbooks and Teacher's Manuals

NATIONAL CAPITAL REGION (NCR)

Name of LREs	Division	Designation
Restituto I. Rodelas	SDO Mandaluyong	EPS
Mariel Eugene L. Luna	SDO Muntinlupa City	EPS
Jovita Consorcia F. Mani	SDO Marikina	EPS
Edwin R. Mabilin	SDO Manila	EPS
Daisy L. Mataac	SDO Taguig City	EPS
Dennis M. Mendoza	Regional Office	EPS
Corazon A. Javier	SDO Parañaque City	EPS / OIC Principal - Parañaque Elementary School - Unit II
Vivian B. Intatano	SDO Manila	Head Teacher VI
Alcar E. Saraza	SDO Quezon City	Head Teacher III - Bagong Silangan High School
*****Nothing Follows*****		

Annex A

**Additional List of Learning Resource Evaluators (LREs) for Evaluation Workshop
of Grades 4, 7, and Senior High School Textbooks and Teacher's Manuals**

NATIONAL CAPITAL REGION (NCR)

Name of LREs	Division	Designation
Roxane S. Villanueva	SDO Mandaluyong	EPS
Dalisay E. Esguerra	SDO Malabon City	EPS LRMS
*****Nothing Follows*****		