

Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
 ORD-2024- 281

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

**FROM :** **JOCELYN DR ANDAYA** *Chyf*  
 Director IV

**SUBJECT :** **EVALUATION WORKSHOP OF GRADES 4, 7 & SHS  
 TEXTBOOKS AND TEACHER'S MANUAL**

**DATE :** March 4, 2024

1. This is in reference to the attached Memorandum DM-CT-2024, s. 2024, on the conduct of the above-stated activity on various dates, specific venues to be announced.
2. Relative to this, the participation of the identified field personnel as stated in the list is requested.
3. Immediate dissemination of this Memorandum is desired.



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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;



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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](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](mailto: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 [camelka.sandoval@deped.gov.ph](mailto:camelka.sandoval@deped.gov.ph), copy furnished [blr\\_lrqad@deped.gov.ph](mailto:blr_lrqad@deped.gov.ph).

**ARIZ DELSON ACAY D. CAWILAN**  
Director IV



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LRQAD-03-2024-135

**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 review 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
		Management of Learning (MOL)	MOL	MOL	MOL	MOL	MOL	MOL
8:00 a.m. – 8:30 a.m.		Break Out Sessions: According to the Area of Evaluation All Learning Areas for Grades 4, 7, and SHS:						
8:31 a.m. – 9:00 a.m.		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						
9:31 a.m. – 10:00 a.m.	<b>TRAVEL TIME</b>	Continuation of Break-Out Sessions: Presentation of the Guide in the Individual Evaluation by Area of Evaluation Distribution of TXs and TMs			Plenary B: Presentation of the Guide in the Team Evaluation (Team Evaluation 1)	Continuation of Workshop 2: Team Evaluation 2: 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)
10:01 a.m. – 10:15 a.m.								
10:16 a.m. – 10:30 a.m.	<b>TRAVEL TIME</b>							
10:31 a.m. – 11:00 a.m.		Continuation of Break-Out Sessions: Group 1: Area 1: Discussion of Curriculum Guides According to Learning Area and Grade Level (BCD Learning Area Specialists)						
11:01 a.m. – 11:30 a.m.		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						
11:31 a.m. – 12:00 p.m.	<b>Registration and Attendance</b>		Continuation of Workshop 1: (Reading and Writing Marginal Notes in the TXs & TMs)	Continuation of Workshop 1: (Accomplishing of Evaluation Reading Sheets (ERS) & Summary of Findings, Recommendations & Revisions (SPRRS))	Continuation of Workshop 2: Team Evaluation 1 (Meeting of Same Area of Evaluation)	Continuation of Workshop 2: 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: Team Evaluation 1 (Meeting of Same Title of TXs and TMs Evaluation)
12:01 p.m. – 1:00 p.m.								
1:01 p.m. – 1:30 p.m.	<b>Opening Program</b>	<ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Prayer</li> <li>• Introduction of Participants</li> <li>• Welcome Remarks</li> <li>• Statement of Purpose</li> <li>• House Rules &amp; Workshop Protocols</li> </ul>						
1:31 p.m. – 2:30 p.m.	<b>Plenary 1: Presentation of the Policy on the Procurement &amp; Quality Assurance of TXs &amp; TMs</b>	<b>Workshop 1: Individual Evaluation (Reading and Writing Marginal Notes in the TXs &amp; TMs)</b>	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)	Continuation of 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)
2:31 p.m. – 3:00 p.m.	<b>Plenary 2: Quality Assurance Process Flow</b>					Workshop 3: Team Evaluation 2 (Meeting of Same Title of TXs and TMs Evaluation)		
3:01 p.m. – 3:15 p.m.								
3:16 p.m. – 3:30 p.m.	<b>Plenary 3: Roles and Responsibilities of the BAC-TWG for QA of TXs &amp; TMs Declaration and Signing of Oath of</b>	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 Evaluation)	Continuation of Workshop 3: Team Evaluation 2 (Meeting of Same Title of TXs and TMs Evaluation)	Submission of Revised Outputs

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

**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)**

<b>Name of LREs</b>	<b>Division</b>	<b>Designation</b>
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*****		