

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

**REGIONAL MEMORANDUM**  
**ORD-2024- 386**

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

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

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

**DATE :** April 2, 2024

1. This is in reference to the attached Memorandum DM-CT-2024-078 from Undersecretary Gina O. Gonong, Curriculum and Teaching, on the above stated subject, to be held on April 1-8, 2024, at Lime Resort Hotel Manila, Seascape Drive, Pasay City, for information and appropriate action.

2. Immediate dissemination of this Memorandum is desired.

CLMD/LRMS



Address: 6 Misamis St. Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <https://www.depedncr.com.ph>

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| Doc. Ref. Code | RO-ORD-F005 | Rev  | 00     |
| Effectivity    | 01.26.23    | Page | 1 of 1 |



Republic of the Philippines


## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM  
DM-CT-2024-078

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 : March 26, 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* at the Lime Resort Manila, Seascape Village, CCP Complex, Atang Dela Rama, Pasay City on 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. **Strictly no replacement of identified BAC-TWG members shall be allowed.**

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;
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 guarantee the effectiveness of the evaluation, TWGs should prioritize maintaining their physical fitness; and
6. Prior to the live-in workshop, all participants are expected to pre-register through this link [https://bit.ly/PreReg\\_TXsTMsQA](https://bit.ly/PreReg_TXsTMsQA) for easier facilitation of the administrative arrangements.

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



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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 **April 1, 2024 (Monday)**. Hotel check-in will be available from 2:00 p.m. onwards. The first meal to be served at the venue is dinner and the last meal (p.m. snack) will be served on **April 8, 2024 (Monday)**. The opening program shall be held on April 2, 2024 at 8:00 a.m. and checkout will be on April 8, 2024 at 12 p.m.

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. ESCOREDO**  
*Undersecretary for Operations*

ANNEX A

List of Committee Technical Working Group (BAC-TWG) Members for the Evaluation of Grades 4, 7, and Senior High School Textbooks (TXs) and Teacher's Manuals (TMs)

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| NAME                     | DIVISION                | Designation                        |
|--------------------------|-------------------------|------------------------------------|
| Dennis R. Mendoza        | Regional Office         | Regional LR Supervisor             |
| Mariel Eugene L. Luna    | SDO Muntinlupa City     | Education Program Specialist       |
| Danny D. Espelico        | Taguig City and Pateros | Public Schools District Supervisor |
| Jovita Consorcia F. Mani | Marikina City           | Education Program Specialist       |
| Myron Willie B. Roque    | Valenzuela City         | Education Program Supervisor       |
| Benjamin M. Castro       | Manila                  | Principal                          |
| Jinabelle V. Prieto      | Manila                  | Principal                          |

\*\*\*\*\*Nothing Follows\*\*\*\*\*

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ANNEX A

List of Committee Technical Working Group (BAC-TWG) Members for the Evaluation of Grades 4, 7, and Senior High School Textbooks (TXs) and Teacher's Manuals (TMs)

REGION I

| NAME                   | DIVISION         | Designation                        |
|------------------------|------------------|------------------------------------|
| Jerry G. Tabrilla      | Ilocos Norte     | Public Schools District Supervisor |
| Gina P. Manzano        | Candon City      | Principal IV                       |
| Ricky Ramirez          | La Union         | Master Teacher I                   |
| Lilibeth A. Daus       | Pangasinan II    | Education Program Supervisor       |
| Oscar SA. Juan         | Pangasinan II    | Principal II                       |
| Bobbit Dale M. Bulatao | San Carlos City  | Head Teacher I                     |
| Christoper G. Macasias | San Carlos City  | Principal I                        |
| Darcy Rio G. Lopez     | SDO Pangasinan I | Principal II                       |
| Michael E. Rame        | Pangasinan I     | Education Program Supervisor       |
| Renan O. Bautista      | SDO Dagupan City | Head Teacher III                   |
| Gina Amoyen            | Regional Office  | Regional LR Supervisor             |
| Santino B. de Jesus    | San Carlos City  | Head Teacher III                   |

\*\*\*\*\*Nothing Follows\*\*\*\*\*

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List of Committee Technical Working Group (BAC-TWG) Members for the Evaluation of Grades 4, 7, and Senior High School Textbooks (TXs) and Teacher's Manuals (TMs)

REGION II

| NAME                  | DIVISION        | Designation                        |
|-----------------------|-----------------|------------------------------------|
| Rocky T. Banatao      | Tuguegarao City | Principal II                       |
| Anthony M. Navor      | Isabela         | Principal II                       |
| Marilen M. Tappa      | Tuguegarao City | Assistant Principal II             |
| Jonalyn D. Callueng   | Tuguegarao City | Principal III                      |
| Janette Maramag-Dulin | Tuguegarao City | Public Schools District Supervisor |

\*\*\*\*\*Nothing Follows\*\*\*\*\*

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List of Committee Technical Working Group (BAC-TWG) Members for the Evaluation of Grades 4, 7, and Senior High School Textbooks (TXs) and Teacher's Manuals (TMs)

REGION III

| NAME                | DIVISION                   | Designation                        |
|---------------------|----------------------------|------------------------------------|
| Leny B. Delos Reyes | San Jose del Monte City    | Education Program Supervisor       |
| Julietta C. Pahati  | Bulacan                    | Education Program Supervisor       |
| Marie Ann C. Ligsay | Regional Office            | Education Program Supervisor       |
| Dharyl C. Bucad     | San Fernando City Pampanga | Education Program Supervisor       |
| Christian C. Halili | San Jose City              | Education Program Supervisor       |
| Edgar E. Garcia     | Bataan                     | Education Program Supervisor       |
| Lynniel P. Carbonel | SDO Nueva Ecija            | Public Schools District Supervisor |
| Pepito DL. Naco     | San Jose City              | Principal I                        |
| Marlon P. Daclis    | San Jose del Monte City    | Education Program Supervisor       |
| Khristian Liwanag   | Bulacan                    | Principal III                      |
| Pilar G. Cadaing    | Malolos Cit                | Education Program Supervisor       |
| Charina S. Sogue    | Cabanatuan City            | Education Program Specialist       |

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List of Committee Technical Working Group (BAC-TWG) Members for the Evaluation of Grades 4, 7, and Senior High School Textbooks (TXs) and Teacher's Manuals (TMs)

REGION IV-A

| NAME                | DIVISION        | Designation                    |
|---------------------|-----------------|--------------------------------|
| Melodessa P. Verola | Tanauan City    | Principal II                   |
| Mary Ann Q. Clanor  | Sto. Tomas City | Education Program Specialist   |
| Florendo S. Galang  | Rizal           | Project Development Officer II |
| Marianne A. Velasco | Cabuyao City    | Education Program Supervisor   |
| Carolyn S. Pirante  | Sto. Tomas City | Education Program Supervisor   |
| Edita T. Olan       | Lipa City       | Education Program supervisor   |
| Nida C. Tagalag     | Santa Rosa City | Education Program supervisor   |

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List of Committee Technical Working Group (BAC-TWG) Members for the Evaluation of Grades 4, 7, and Senior High School Textbooks (TXs) and Teacher's Manuals (TMs)

REGION VI

| NAME                | DIVISION        | Designation                  |
|---------------------|-----------------|------------------------------|
| Mark Anthony Durana | Regional Office | Regional LR Supervisor       |
| Jason R. Alpay      | Escalante City  | Education Program Specialist |

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ANNEX A

List of Committee Technical Working Group (BAC-TWG) Members for the Evaluation of Grades 4, 7, and Senior High School Textbooks (TXs) and Teacher's Manuals (TMs)

REGION VII

| NAME                | DIVISION    | Designation                   |
|---------------------|-------------|-------------------------------|
| Merly J. Omambac    | Naga City   | Education Program Supervisor. |
| Glenda T. Catacutan | Tanjay City | Education Program Supervisor. |

\*\*\*\*\*Nothing Follows\*\*\*\*\*

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List of Committee Technical Working Group (BAC-TWG) Members for the Evaluation of Grades 4, 7, and Senior High School Textbooks (TXs) and Teacher's Manuals (TMs)

REGION X

| NAME                      | DIVISION         | Designation                  |
|---------------------------|------------------|------------------------------|
| Marie Emerald C. Alonsabe | Regional Office  | Regional LR Supervisor       |
| Norebel A. Balagulan      | Gingoog City     | Education Program Supervisor |
| Cresente E. Glariana      | Misamis Oriental | Principal I                  |

\*\*\*\*\*Nothing Follows\*\*\*\*\*

*Handwritten marks: a scribble and a signature.*

ANNEX A

List of Committee Technical Working Group (BAC-TWG) Members for the Evaluation of Grades 4, 7, and Senior High School Textbooks (TXs) and Teacher's Manuals (TMs)

REGION V

| NAME             | DIVISION        | Designation                    |
|------------------|-----------------|--------------------------------|
| Cesar T. Arriola | Naga City       | Education Program Supervisor   |
| Gilbert Apostol  | Sorsogon        | Education Program Supervisor   |
| Randy P. Bacares | Naga City       | Master Teacher I               |
| Brian Navarro    | Regional Office | Project Development Officer II |

\*\*\*\*\*Nothing Follows\*\*\*\*\*

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ANNEX A

List of Committee Technical Working Group (BAC-TWG) Members for the Evaluation of Grades 4, 7, and Senior High School Textbooks (TXs) and Teacher's Manuals (TMs)

REGION VIII

| NAME                | DIVISION        | Designation                  |
|---------------------|-----------------|------------------------------|
| Joy Bihag           | Regional Office | Regional LR Supervisor       |
| Abelardo G. Campani | Eastern Samar   | Education Program Specialist |
| Eduardo E. Legantin | Southern Leyte  | Education Program Supervisor |

\*\*\*\*\*Nothing Follows\*\*\*\*\*

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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<br>(M)<br>April 1 | Day 2<br>(T)<br>April 2  | Day 3 (W)<br>April 3              | Day 4<br>(TH)<br>April 4 | Day 5<br>(F)<br>April 5  | Day 6 (SAT)<br>April 6 | Day 7<br>(SUN)<br>April 7  | Day 8 (M)<br>April 8 |  |
|-------------------------|-------------------------|--|-----------------------------------|--------------------------|--|------------------------|--|----------------------|--|
| 8:00 a.m. - 9:00 a.m.   | <b>TRAVEL TIME</b>      | Attendance and Registration  | MOL                               | MOL                      | MOL  | MOL                    | MOL  | MOL                  |  |
| 9:01 a.m. - 9:30 a.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>   | <b>Continuation of Workshop 1</b> |                          | <b>Plenary 6:<br/>Presentation of the Guide in the Team Evaluation (Team Evaluation 1)</b> |                        | <b>Continuation of Workshop 2</b>  |                      |  |
| 9:31 a.m. - 10:00 a.m.  |                         | <b>Plenary 1: Accountability of TWG Members as Civil Servants -Legal Service Representative</b><br><br><b>Oath of Confidentiality and Commitment</b>   | <b>Continuation of Workshop 1</b> |                          | <b>Plenary 6:<br/>Presentation of the Guide in the Team Evaluation (Team Evaluation 1)</b> |                        | <b>Continuation of Workshop 2</b>  |                      | <b>Plenary 7:<br/>Presentation of the Guide in the Team Evaluation (Team Evaluation 2)</b> |
| 10:01 a.m. - 10:15 a.m. | <b>TRAVEL TIME</b>      | <b>Plenary 2: Quality Assurance Process Flow and Roles and Responsibilities of LREs as BAC-TWGs</b><br><br><b>Plenary 3: Reminders in the Evaluation of TXs and TMs</b>  | <b>Continuation of Workshop 1</b> |                          | <b>Workshop 2: Team Evaluation 1 (Meeting of Same Area of Evaluation)</b>                  |                        | <b>Workshop 3:<br/>Team Evaluation 2 (Meeting of Same Title of TXs and TMs Evaluation)</b> |                      |  |
| 10:16 a.m. - 11:30 a.m. |                         |  | <b>Continuation of Workshop 1</b> |                          | <b>Workshop 2: Team Evaluation 1 (Meeting of Same Area of Evaluation)</b>                  |                        | <b>Workshop 3:<br/>Team Evaluation 2 (Meeting of Same Title of TXs and TMs Evaluation)</b> |                      |  |
| 11:31 a.m. - 12:00 a.m. |                         |  | <b>Continuation of Workshop 1</b> |                          | <b>Workshop 2: Team Evaluation 1 (Meeting of Same Area of Evaluation)</b>                  |                        | <b>Workshop 3:<br/>Team Evaluation 2 (Meeting of Same Title of TXs and TMs Evaluation)</b> |                      |  |
| 12:01 p.m. - 1:00 p.m.  | <b>TRAVEL TIME</b>      |  | <b>Continuation of Workshop 1</b> |                          | <b>Continuation of Workshop 2</b>  |                        | <b>Continuation of Workshop 3</b>  |                      |  |
| 1:01 p.m. - 1:30 p.m.   | <b>TRAVEL TIME</b>      | <b>Plenary 4: Break Out Sessions: According to the Area of Evaluation for All Learning Areas in Grades 4,7, &amp; SHS</b><br><i>Discussion of Evaluation Tools According to Area of Evaluation</i><br>Group 1: Area 1 Group 2: Area 3<br>Group 3: Area 2 and Area 4  | <b>Continuation of Workshop 1</b> |                          | <b>Continuation of Workshop 2</b>  |                        | <b>Continuation of Workshop 3</b>  |                      |  |
| 1:31 p.m. - 2:00 p.m.   |                         | <b>Plenary 5: Break Out Sessions:</b><br>Presentation of the Guide in the Individual Evaluation<br><b>Continuation of Break-Out Sessions:</b><br>Group 1: Area 1<br>- Discussion of Curriculum Guides and Determination of Required Number of Learning Competencies for Unpacking in the TXs and TMs by Learning Area and Grade Level (BCD Learning Area Specialists)<br>Group 2: Area 3 | <b>Continuation of Workshop 1</b> |                          | <b>Continuation of Workshop 2</b>  |                        | <b>Continuation of Workshop 3</b>  |                      |  |
| 2:01 p.m. - 3:00 p.m.   |                         | <b>Plenary 4: Break Out Sessions: According to the Area of Evaluation for All Learning Areas in Grades 4,7, &amp; SHS</b><br><i>Discussion of Evaluation Tools According to Area of Evaluation</i><br>Group 1: Area 1 Group 2: Area 3<br>Group 3: Area 2 and Area 4  | <b>Continuation of Workshop 1</b> |                          | <b>Continuation of Workshop 2</b>  |                        | <b>Continuation of Workshop 3</b>  |                      |  |

**Continuation of Workshop 3:**  
 Checking of Outputs & Revisions )  
 Submission of Revised Outputs  
 Preparation of Summary of Evaluation Results of Grades 4, 7, & SHS

| Time                             | Day 1 (M) April 1              | Day 2 (T) April 2  | Day 3 (W) April 3                                       | Day 4 (TH) April 4                     | Day 5 (F) April 5                               | Day 6 (SAT) April 6               | Day 7 (SUN) April 7                          | Day 8 (M) April 8                                       |
|----------------------------------|--------------------------------|--|---|--|---|-----------------------------------|--|---|
|                                  |                                | <p>Discussion of Instructional Design by Learning Area (BLD Learning Area Specialists)</p> <p>Accomplishment of Preliminary Evaluation Checklist by Area 3 BAC-TWGs only</p> <p>Distribution of TXs and TMs by BAC-TWG Members</p> <p><b>Workshop 1: Individual Evaluation</b></p> <p><b>Group 3: Area 2 and 4</b></p> <p>Start of Workshop 1: Individual Evaluation (Reading and Writing Marginal Notes in the TXs &amp; TMs)</p> |   |  |   |                                   |  |   |
| 3:01 p.m. - 3:15 p.m.            | <b>H E A L T H B E R E A K</b> |  |   |  |   |                                   |  |   |
| 3:15 p.m. - 5:00 p.m.            | <b>TRAVEL TIME</b>             |  | <b>Continuation of Workshop 1</b>                       |  |   | <b>Continuation of Workshop 2</b> |  | <b>Continuation of Workshop 3</b>                       |
| <b>Officers of the Day/Emcee</b> |                                | RoseAnn S. Callueng<br>Emcee: Evelyn B. Morante  | Maria Leonor M. Barracijas<br>Emcee: Fiel-Joy L. Vilaya | Robert P. Marín<br>Emcee: Elesto Tuyar | Camelita A. Sandoval<br>Emcee: Marlon G. Ormesc | Editha P. Esperida<br>Emcee: -    | RoseAnn S. Callueng<br>Emcee: Jodi Bernaundo | Maria Leonor M. Barracijas<br>Emcee: John Mark Caboteja |