



**RELEASE**  
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**DIVISION MEMORANDUM**

No. 22 s. 2017

**TO:** Education Program Supervisors  
Public Schools District Supervisors  
All Public and Private School Heads (Elementary and Secondary)

**From:**   
**FROSERFINA J. BRAVO**  
OIC, Schools Division Superintendent

**Date:** **February 9, 2017**

**Subject:** **Screening and Selection of Potential Learning Resource Evaluators**

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).
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.
2. Relative to this, the Division will conduct initial screening and selection of potential Learning Resource Evaluators in the different learning areas both elementary and secondary.
3. Eligible applicants are supervisors, school heads and teachers from public and private schools, colleges and universities. Qualified applicants must submit the following documents to the Division Screening and Selection Committee:
  - a. Application Letter signifying interest to serve as Learning Resource Evaluators (LREs);
  - b. Duly accomplished Personal Data Sheet for Potential LREs;
  - c. Curriculum Vitae;
  - d. Other pertinent documents such as certified true copies of service records, transcript of record, certificates of specialized and relevant trainings attended since 2012;
  - e. 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);
  - f. Medical certificates
4. The deadline of submission of documents of qualified applicants will be on February 17, 2017.
5. Enclosed are Personal Data Sheet for Potential LR Evaluators and Guide on Rating Qualification Standards.
6. For more information and inquiries, all concerned may download DepEd Memorandum No. 217, s. 2016.
7. Immediate and wide dissemination of this memorandum is desired.

### 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 qualify assure/ evaluate.)

Preference	Learning Area Specialization	Key Stage / Grade Level
1st preference		
2nd preference		

- Have you ever served as a Learning Resource Evaluator (LRE) for DepEd?  Yes  No  
If Yes, when and for what subject and grade level? \_\_\_\_\_
- What mother tongue languages do you speak and write fluently? \_\_\_\_\_

**Relevant Background** (starting from the most recent and continue on a separate sheet if necessary)

#### Education

Name of School/ College/ University	Degree Earned	Inclusive Dates	Honors Received

**Service Record** (include experience outside government service and continue on a separate sheet if necessary)

Position	Institution/ Agency	Inclusive Dates

#### Experience

Learning Area/s Taught (for at least 5 years)	School/ College/ University	Inclusive Dates

**Learning Resources you have written, edited, evaluated, proofread, or served as consultant** (Continue on a separate sheet if necessary)

Title of Learning Resources	Role (e.g., writer, editor, evaluator, proofreader, etc.)	Publisher	Year Published

**Special Studies, Trainings, Grants, Other Qualifications Relevant to LR Evaluation**

(From 2010 to the present only, continue on a separate sheet if necessary)

Title of Seminar/Conference/Training Course	Level (e.g., international, national, regional, etc.)	Nature of Participation	Conducted by	Inclusive Dates

**References** (Persons not related by consanguinity or affinity to applicant)

Name	Address	Telephone Number

**Evaluator's Declaration**

If selected to serve as a Learning Resource Evaluator, I am aware of and shall abide with the following:

**Conflict of Interest**

1. I do not have conflict of interest (i.e., not a writer, contributor, consultant, or editor of any learning resources assigned to me for evaluation;
2. I am not related or affiliated to any member of the writing/ development team of the learning resources for evaluation assigned to me and I am willing to reveal information necessary to ensure no conflict of interest;

**Performance of Service**

3. I will, to the best of my ability, perform the assigned tasks and ensure that grammatical, computational, social content, typographical, and other errors in content are avoided. I understand that I will be held accountable for glaring errors that I make or miss to point out in the learning resource that I review.
4. I have been granted permission / authority by my superior (if any) to serve as evaluator and to attend all necessary activities relative thereto.

**Confidentiality**

5. I will not duplicate, make unauthorized use, or disclose the materials or my findings on them, in part or full, to any other person other than the designated person to coordinate with and receive any and all materials and outputs from me.

By signing below, I declare under penalties of perjury that the statements and information given above are true and correct to the best of my knowledge and belief. Should I violate or fail to honor any of the above, this could be used as sufficient ground to disqualify me as a DepEd Learning Resource Evaluator.

\_\_\_\_\_  
(Applicant's signature over printed name)

\_\_\_\_\_  
(Date accomplished)

**Learning Resources you have written, edited, evaluated, proofread, or served as consultant** (Continue on a separate sheet if necessary)

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(Date accomplished)