



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

*Tanggapan ng Kalihim*  
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DepEd MEMORANDUM  
No. 212, s. 2003

**JUL 03 2003**

**REGIONAL CLUSTER TRAINING PROGRAMS ON TEXTBOOK EVALUATION**

To: Bureau Directors  
Regional Directors  
Directors of Services, Centers and Heads of Units  
Schools Division/City Superintendents  
Heads, Public and Private Elementary and Secondary Schools  
All Others Concerned

1. This Memorandum pertains to the training/retraining of Textbook Evaluators and Regional Textbook Evaluation Coordinators (TECs) from the sixteen regions in preparation for the evaluation of instructional materials in elementary English, Filipino, and Home Economics and Livelihood Education, high school Music and Arts, Physical Education and Health, Social Studies, and Science and Technology and which are being considered for procurement by the Department of Education (DepEd) in FY 2003 and 2004.
2. Potential textbook evaluators must be trained in preparation for the evaluation of textbooks and teacher's manuals to be submitted by bidders this year. The training shall be done following the schedule in Enclosure No 1. The number/breakdown of participants to be trained shall be determined by the DepEd-Instructional Materials Council Secretariat (IMCS) and shall be communicated to the various DepEd Regional Offices. The five-day live-in training shall be managed by DepEd Central Office personnel and resource persons from the private sector.
3. Individuals who are deemed qualified based on the Criteria for Textbook Evaluators (Enclosure No. 2), must each submit an application letter signifying interest to serve as an evaluator and a duly accomplished Personal Data Sheet (Enclosure No. 3) to:  

The Executive Director  
DepEd-Instructional Materials Council Secretariat  
4<sup>th</sup> Floor, Dorm E, DepEd Complex  
Meralco Avenue, Pasig City
4. Each DepEd Regional Office is enjoined to nominate a Regional TEC who must be qualified based on the Terms of Reference for TECs (Enclosure No. 4). Names of nominees must be submitted to DepEd-IMCS not later than **July 4, 2003**. The assistance of the Regional TECs shall be sought in screening and contacting qualified individuals to be trained. ↻

5. Selected applicants will be informed in writing and directly contacted by DepEd - IMCS or their respective TECs before the workshop. Participants are expected to be at the venue by 8:00 a.m. on the first day of the workshop.
6. Necessary and allowable expenses for the training of evaluators and Regional TECs such as board and lodging of participants, venue rental, supplies, overtime pay of training staff, professional fees and travel expenses of trainers and resource persons, and other incidental expenses are chargeable against the trust fund for textbooks. Travel expenses of participants shall be charged against their respective Office's budget for INSET or other allowable source.
7. The DepEd policy prohibiting teachers to be pulled out from their classes during schooldays shall not apply to teachers who will attend this training and later serve as textbook evaluators provided that necessary arrangements are made to ensure continuation of classes even in their absence.
8. The DepEd-IMCS shall communicate directly with the TECs of concerned regions regarding final preparations and arrangements for the trainings. For any queries or clarifications, please contact the DepEd-IMCS Evaluation and Training Division (Attention: Ms. Daisy O. Santos or Ms. Editha Esperida) at tel. nos. 634-1054 or telefax no. 634-1072.
9. Immediate and wide dissemination of this Memorandum is desired.



EDILBERTO C. DE JESUS  
Secretary

Maricar/dm-reg.clustertmg.txt.eva.  
06-25-03

Encls.:

As stated

Reference: N o n e

Allotment: 1—(D.O. 50-97)

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

TEACHERS  
TEXTBOOKS  
TRAINING PROGRAMS

**Schedule of Training-Workshops on Textbook Evaluation  
By Regional Cluster**

A five-day live-in Training Workshop on Textbook Evaluation shall be held for each of the four regional clusters following this schedule:

<b>Regions Covered</b>	<b>Venue</b>	<b>Date</b>
A. I, II, III, CAR	Baguio City	August 4 – 8, 2003
B. NCR, IV-A, IV-B, V	Tagaytay City	August 18 – 22, 2003
C. VI, VII, VIII, IX	Cebu City	August 25 – 29, 2003
D. X, XI, XII, CARAGA	Davao City	September 8-12, 2003

- Host regions shall be CAR, Region IV, Region VII, and Region XI; DepEd - IMCS shall coordinate with the TECs of the host regions in choosing and making arrangements for the training venue, board and lodging of the participants, and other related concerns.
- These schedules are considered final unless decided otherwise and new schedules are communicated to all concerned. ↩

## Criteria for Textbook Evaluators

To become eligible to serve as a DepEd Textbook Evaluator, an individual:

1. Must be a Filipino citizen;
2. Must be either an elementary or high school master teacher, college teacher, subject area supervisor or specialist, or curriculum expert with at least five (5) years relevant experience in a specific learning area;
3. Must not have any conflict of interest (e.g., must not be a writer, contributor, consultant, or editor of any textbook and teacher's manual to be evaluated, must not be related up to the third degree of consanguinity or affinity to any textbook publisher) and must be willing to reveal personal information necessary to ensure no conflict of interest;
4. Must be willing and able to evaluate two to three sets of textbooks and teacher's manuals during the two-week in-house individual and team evaluation workshop;
5. Must be physically fit, willing, and able to travel to attend and participate in an evaluation activity lasting at least 10 days and which may not be held in his/her province/city;
6. Must have been granted permission/authority by his/her immediate supervisor to serve as evaluator and attend necessary activities as such; and
7. Must have very good communication skills and legible handwriting.

**Note:** The DepEd Regional Textbook Evaluation Coordinators (TECs) will be advised of the available slots for public and private sector participants. For the 2003 Training of TX Evaluators, only individuals with specialization in the following learning areas will be considered:

Elementary	High School
Gr. 4, 5, and 6 Edukasyong Pantahanan	Yr. I and II Music
Gr. 4, 5, and 6 Gawaing Pang-agrikultura	Yr. I and II Arts
Gr. 4, 5, and 6 Gawaing Pang-industriya	Yr. I and II Physical Education
Gr. 4, 5, and 6 Tingiang Pangangalakal	Yr. I and II Health
Gr. 4, 5, and 6 Computer Education	Yr. I Science and Technology (General Science)
	Yr. II Science and Technology (Biology)
	Yr. III Science and Technology (Chemistry)
	Yr. IV Science and Technology (Physics)
	Yr. III Social Studies (World History)
	Yr. IV Social Studies (Economics)

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(Revised June 2003)  
Evaluator from (Please check):

\_\_\_\_ DepEd  
\_\_\_\_ Others

(Note: Please accomplish this form in your own handwriting.)

For DepEd-IMCS use:

Subject: \_\_\_\_\_  
Gr./Yr. Level \_\_\_\_\_

Attach passport size recent photo here.

### Personal Data Sheet of DepEd Textbook (TX) Evaluator

Name: \_\_\_\_\_  
(Print legibly)                      Family                      First                      Middle Initial

Designation: \_\_\_\_\_

Office/School Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Tel. (Fax) Number: \_\_\_\_\_  
Tel. Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Who to contact in case of emergency: \_\_\_\_\_ Tel. Number: \_\_\_\_\_

#### A. Subject Area(s) of Specialization and Grade/Year Level(s)

Subject Area	Grade/Year Levels
1 <sup>st</sup> preference _____	_____
2 <sup>nd</sup> preference _____	_____
3 <sup>rd</sup> preference _____	_____

Have you ever served as a Textbook Evaluator for DepEd?  Yes  No  
If Yes, when and for what subject and grade/year level? \_\_\_\_\_

#### B. Relevant Background

##### 1. Educational Background

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

##### 2. Service Record (Include experience outside government service)

Position	Institution/Agency	Inclusive Dates

##### 3. Special Studies, Trainings, Grants, Other Qualifications Relevant to Evaluation: (Continue on separate sheet if necessary)

Title of Seminar/Conference/Training Course	Conducted by	Inclusive Dates

## 4 Instructional Materials you have written, edited, contributed to, or served as consultant:

Title of Instructional Material	Publisher	Year Published

**C. Contact Persons**

Please indicate the name and address of your employer/superior.

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Employer's consent required for you to serve as TX Evaluator:  Yes  No**D. References** (Persons not related by consanguinity or affinity to applicant)

Name	Address	Telephone Number

**E. Other Concerns**

If selected to serve as a DepEd Textbook Evaluator:

1. What is the quickest way of contacting you and sending you documents?  
\_\_\_\_\_2. If you travel by air for the forthcoming Evaluation Workshop, please indicate the nearest airport and the airlines servicing your locality.  
\_\_\_\_\_3. Are you or your office/school willing to pay in advance your plane fare which will be reimbursed during the forthcoming Evaluation Workshop?  Yes  No

## 4. Evaluator's Declaration

- I meet the eligibility criteria to serve as DepEd Textbook Evaluator.
- I am willing and able to perform the responsibilities of a Textbook Evaluator.
- I am not a writer, contributor, editor, or consultant of any textbook and teacher's manual already approved and/or submitted to DepEd for evaluation.
- I am willing to reveal personal information necessary to ensure no conflict of interest.
- I will keep my identity as evaluator and the materials to be given me for evaluation confidential.
- I will not compromise the integrity of the evaluation process.
- I am willing to cooperate with IMCS in responding to publisher's queries regarding specific areas in the Team Evaluation Reports I will help finalize.

By signing below, I declare under penalties of perjury that the statements and answers 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 Textbook Evaluator.

\_\_\_\_\_  
Applicant's Signature\_\_\_\_\_  
Date

## **Textbook Evaluation Coordinators (TECs) Terms of Reference**

1. Must preferably be a chief / assistant chief of either the elementary or secondary division in his / her region;
2. Initiate, in coordination with DepEd-Instructional Materials Council Secretariat (IMCS), the preliminary screening of potential evaluators in his/her region and exercise fairness and objectivity in the selection process;
3. Gather, check for completeness, and send to DepEd-IMCS, according to an agreed schedule, duly accomplished Personal Data Sheets of potential evaluators identified in the region;
4. Coordinate with potential evaluators, their immediate superiors, and DepEd-IMCS regarding textbook evaluation concerns;
5. Facilitate immediate dissemination of information (i.e., schedule of evaluation activities, workshop venues) to evaluators and / or their immediate superiors;
6. Keep the identity of evaluators and his / her identity as TEC confidential;
7. Ensure that s/he and the evaluators tapped in his / her region have no conflict of interest (e.g., must not be a writer, contributor, consultant, or editor of any textbook and teacher's manual already approved and / or submitted to DepEd for evaluation in the last three years) and must reveal personal information necessary to ensure no conflict of interest;
8. Serve as coordinator, facilitator, and / or checker during the individual and team evaluation workshops, if so assigned by DepEd-IMCS;
9. Must be physically fit, willing, and able to travel to attend and participate in the individual and team evaluation workshops lasting between three (3) to ten (10) days and which may or may not be held in his / her province / city.
10. Will not give in to undue influence or compromise the integrity of the evaluation process (e.g., must not accept any gift or favor extended by any party who may want certain materials approved and / or disapproved for reasons beyond merit);
11. Must complete and submit a Personal Data Sheet and one copy of his/her comprehensive Curriculum Vitae with passport size latest photo to DepEd-IMCS;
12. Will be given a certificate of recognition for services rendered as TEC.