13 OCT 2015

DepEd MEMORANDUM
No.   120   , s. 2015

2015 SCREENING, SELECTION, AND REGIONAL CLUSTER TRAINING-WORKSHOPS FOR POTENTIAL LEARNING RESOURCE EVALUATORS (LREs)

To: Bureau Directors
        Regional Directors
        Schools Division Superintendents
        Heads, Public and Private Elementary and Secondary Schools
        All Others Concerned

1.   The Department of Education (DepEd), through the Instructional Materials Council Secretariat (IMCS), will conduct the **2015 Screening, Selection and Regional Cluster Training-Workshops for Potential Learning Resource Evaluators (LREs)** nationwide starting October 2015.

2.   This activity is in preparation for the evaluation of learning resources such as textbooks, teacher's manuals and multimedia material for learning areas in the three key stages of learning, namely: (a) Kindergarten to Grade 3; (b) Grades 7 to 10; and (c) Grades 11 and 12.

3.   Each regional director will appoint regional learning resource evaluation coordinators (RLRECs)/chairperson and co-chairperson, and division learning resource evaluation coordinators (DLRECs)/chairperson and co-chairperson who must be qualified based on the Terms of Reference of RLRECs and DLRECs contained in Enclosure No. 1.

4.   Individuals coming from both public and private sectors, who are deemed qualified based on the Criteria for the LREs for different learning areas and grade levels, must submit personally to their respective RLRECs or DLRECs the following documents:

   a. Application letter signifying interest to serve as LREs;
   b. Duly Accomplished Personal Data Sheet for LREs found in Enclosure No. 2;
   c. Curriculum vitae; and
   d. Other pertinent documents such as service record, transcript of record, certificates of relevant trainings attended since 2010, among other original documents to be shown later for authentication upon the scheduled interview.

5.   Potential LREs from centers of excellence, colleges, or universities in the regions and representatives from education-professional associations are considered as Area 2 or Area 4 LREs. These experts in their respective learning areas are required to undergo an interview. However, they must be highly recommended either by the president or dean of the university or college where they come from. They must also meet the Criteria for Area 2 or Area 4 Content Evaluators contained in Enclosure 1. They are also required to submit the aforementioned pertinent documents and a recommendation letter from the dean or president of the college or university.

6.   Enclosed are the following documents for ready reference:

Enclosure No. 1   : Guidelines for the Screening, Selection and Training
                       of Potential LREs;
Enclosure No. 2   : Personal Data Sheet;
Enclosure No. 3a   : Guide on Rating Qualification Standards;
Enclosure No. 3b   : Qualification Standards Form;
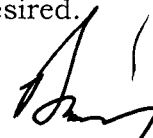Enclosure No. 4   : Summary of Ratings of Potential LREs Based
                       on Qualification Standards;
Enclosure No. 5   : Interview Rating Sheet for Potential LREs; and
Enclosure No. 6   : Summary Matrix of Ratings of Potential Learning
                       Resource Evaluators.

7.   For more information, all concerned may contact **Ms. Besy C. Agamata** or **Ms. Editha F. Esperida**, IMCS Evaluation and Training Division, Department of Education (DepEd) Central Office, 5th Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone nos.: (02) 631-9294; (02) 634-1054 or at telefax no.: (02) 634-1072.

8.   Immediate dissemination of this Memorandum is desired.

BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:
    As stated

Reference:
    DepEd Memorandum: (No. 364, s. 2010)

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

        LEARNING RESOURCES
        TEXTBOOKS
        TRAINING PROGRAMS
        WORKSHOPS

Madel: 2015 Conduct of Screening IMC
0613-September 22, 2015/24/25/29/10-2

Guidelines on Screening, Selection, and Training
of Potential Learning Resource Evaluators (LREs)

I. Rationale

In preparation for the evaluation of the K to 12 learning resources to be submitted by private publishers under a Textbook Call or any other mode of providing learning resources to public schools, the Department of Education (DepEd) will screen, select, and train potential Learning Resource Evaluators (LREs) nationwide. The LREs will ensure that the learning resources provided to public schools sufficiently develop the competencies, are accurate in content, adhere to social content standards, and comply with the instructional design framework envisioned by the Department of Education.

II. Scope

This set of guidelines intends to provide the Division and Regional Screening and Selection Committee members with guideposts to ensure that the screening and selection of interested applicants will be fair and objective and will result in a pool of qualified and dedicated LREs. It also provides teachers, supervisors, content specialists, retired educators, and other non-teaching personnel of public and private schools, colleges, universities, centers of excellence, and non-government institutions in the regions and their respective divisions with the necessary information for them to decide whether they are qualified and willing to apply as learning resource evaluators or not.

III. Definition of Terms

3.1 Central Office Screening Committee (COSC). The COSC is composed of a Chairperson, a Co-Chairperson, and members from the Curriculum and Instruction Strand (two per bureau – Bureau of Curriculum Development, Bureau of Learning Delivery, and Bureau of Learning Resources).

3.2 Division Learning Resource Evaluation Coordinator (DLREC). The DLREC is the Chief of the Curriculum Implementation Division (CID) and the Chairperson of the Division Screening and Selection Committee (DSSC).

3.3 Division Screening and Selection Committee (DSSC). The DSSC is composed of the DLREC as the chairperson with at least ten (10) Education Program Supervisors as committee members who will conduct the initial screening and selection of LREs for the different learning areas.

3.4 Learning Resource Evaluators (LREs). The LREs are the learning area/curriculum/content experts who passed the screening and selection process and will thoroughly examine the set of manuscripts. They are grouped into the following areas of evaluation:

3.4.1 The LREs for Area 1 (Compliance to Learning Competencies) are learning area experts who will thoroughly examine the set of manuscripts focusing on the coverage and sufficiency of development of the curriculum and learning competencies.

3.4.2 LREs for Area 2 (Accuracy of Content) are content experts who will thoroughly examine the set of manuscripts to ensure that the contents have no conceptual, factual, procedural, pedagogical, computational, and grammatical errors; violations on social content; and other types of errors.

3.4.3 LREs for Area 3 (Presentation and Organization) are teachers, school heads, or learning area supervisors who will thoroughly examine the set of manuscripts to ensure that this is faithful to the instructional design framework.

3.4.4 LREs for Area 4 (Language and Book Design) are language experts who will ensure that the materials are grammatically correct and can easily be understood by the target users and give comments/recommendations on the book design/layout of the materials.

3.5 Manuscript. A manuscript is a material (i.e., text and visuals) submitted to the printer for publication or printing usually as a printout in camera-ready and digital (pdf) forms.

3.6 Regional Learning Resource Evaluation Coordinator (RLREC). The RLREC is the Chief Education Program Supervisor of the Curriculum and Learning Management Division (CLMD) and the Chairperson of the Regional Screening and Selection Committee (RSSC).

3.7 Regional Screening and Selection Committee (RSSC). The RSSC is composed of a Chairperson, a Co-Chairperson, Regional and/or Division Education Program Supervisors (3 members per learning area and main key stage).

IV. Policy Statement

The DepEd establishes the guidelines on the process and standards for the screening and selection of applicants from the regions, divisions, schools, and other institutions who are qualified and willing to serve as LREs. The Guidelines for Screening, Selection, and Training of Potential Learning Resource Evaluators include the terms of reference of the members of the screening and selection committees at the different levels (i.e., central, regional, and division), qualification standards and terms of reference of LREs in the different areas of evaluation, the screening and selection process, and the training of qualified potential LREs.

This set of guidelines enclosed in the Memorandum for the implementation of the Regional Screening and Selection Committee (RSSC) and the Division Screening and Selection Committee (DSSC), issued by the DepEd Central Office and signed by the Secretary, shall ensure that the screening and selection process is fair and objective resulting in a pool of DepEd-LREs, who are the most qualified applicants. These LREs will quality-assure (i.e., review and evaluate) learning resources submitted to the Department to ensure quality learning resources are provided to the learners.

V. Procedures

5.1. Getting Organized

5.1.1. **Designation of Division and Regional Learning Resource Evaluation Coordinator (DLREC and RLREC)**

5.1.1.1. The Regional Learning Resource Evaluation Coordinator (RLREC) who will manage the regional screening and selection of the potential LREs shall be designated by the Regional Director.

5.1.1.2. The Division Learning Resource Evaluation Coordinator (DLREC) who will assist the RLREC in the screening and selection of the potential LREs shall be designated by the Schools Division Superintendent (SDS).

5.1.1.3. The DRLEC and RLREC shall be a member of the RSSC.

5.1.2. **Convening of the Regional Learning Resource Evaluation Coordinator (RLREC)**

5.1.2.1. The Department of Education, through the Bureau of Learning Resources (BLR), shall convene, consult, and orient the RLRECs and their alternates on the Guidelines on Screening, Selection, and Training of Potential Learning Resource Evaluators; discuss the roles and functions of key players in the screening and selection process; and simulate the selection process.

5.1.3. **Organization of Division Screening and Selection Committee (DSSC)**

5.1.3.1. The Division Screening and Selection Committee (DSSC) shall be organized by the DLREC to initially screen and rate the potential LREs based on the documents submitted.

5.1.3.2. The DSSC shall be composed of the following:
    a.   Chairperson – the Chief of the Curriculum Implementation Division (CID) and the DLREC
    b.   Co-chairperson – Education Program Supervisor
    c.   One member for each learning area / discipline and main key stage (Please refer to the table for the details of the members of the DSSC.)

Table 1. Members of Each DSSC

No.	Learning Area/Discipline	Key Stages Covered	
		1 to 6	7 to 10
1	Languages (Filipino, English, MTB-MLE)	1	1
2	Mathematics	1	1
3	Science	1	1
4	Araling Panlipunan	1	1
5	Edukasyon sa Pagpapakatao	1	1
6	Edukasyong Pantahanan at Pangkabuhayan / TLE	1	2*
7	Music and Arts	1	1
8	Physical Education and Health	1	1
9	Kinder	2	
	Total	**10**	**10**

* The members for TLE should be from different subcomponents.

5.1.4. Organization of Regional Screening and Selection Committee (RSSC)

5.1.4.1.   The Regional Screening and Selection Committee (RSSC) shall be organized by the RLREC to validate initial DSSC screening results, interview applicants recommended by the DSSC, and recommend qualified LRE applicants.

5.1.4.2.   The RSSC shall be composed of the following:
    a.   Chairperson – the Chief of the Curriculum and Learning Management Division (CLMD) and the RLREC
    b.   Co-Chairperson – Regional Education Program Supervisor
    c.   Other members – Regional or Division Supervisors (Please refer to the table.)

Table 2. Members of Each RSSC

No.	Learning Area/Discipline	Key Stages Covered	
		1 to 6	7 to 12
1	Kinder	3	-
2	Filipino	3	3
3	English	3	3
4	Mathematics	3	3
5	Science	3	3
6	Araling Panlipunan	3	3
7	Edukasyon sa Pagpapakatao	3	3
8	Edukasyong Pantahanan at Pangkabuhayan / TLE	3	4*
9	Music and Arts	3	3
10	Physical Education and Health	3	3
	Total	**30**	**27**

* The members for the TLE should be from different TLE subcomponents.

5.2. Getting Started

5.2.1. Minimum Qualification Standards (MQS)
The potential LRE must meet the following Minimum Qualification Standards (MQS):
- Bachelor's Degree holder (preferably in Education)
- With at least 5 years teaching experience in the learning area
- Has at least 24 hours relevant training in the development and evaluation of instructional materials
- Not an author, editor, consultant of the learning resources submitted to DepEd for procurement
- Is physically fit, willing, and able to travel to attend and participate in an actual content evaluation activity lasting from eight to ten days and which may not be held in his / her province/city

5.2.2. Submission of Documents

5.2.2.1. The potential LREs shall submit the following documents to the Division Screening and Selection Committee (DSSC):

Table 3. Documents for Submission

Region and Division Applicants	Colleges, Universities, Centers of Excellence and Professional Associations	Retired Educators
• Personal Data Sheet (PDS)	• Personal Data Sheet (PDS)	• Personal Data Sheet (PDS)
• Certified true copy of Service/Work Record	• Curriculum Vitae	• Certified true copy Service/Work Record
• Certified true copy of transcript of records	• Nomination or Letter of Recommendation from the dean and/or president of college, university, center of excellence, or professional association	• Certified true copy of transcript of records
• Certificates of specialized and relevant trainings from 2010 to the present	• Medical certificates	• Photocopies of cover and copyright of the instructional materials written, edited, evaluated, or proofread
• Photocopies of cover and copyright of the instructional materials written, edited, evaluated, or proofread		• Medical certificates
• Medical certificates		
Note: Original documents must be available for authentication		

5.3. Program Implementation

5.3.1. Screening of Documents and Selection of Applicants

5.3.1.1. Roles and Responsibilities of Program Implementors

a. **Division Screening and Selection Committee (DSSC)**
- Reviews the completeness and authenticity of the submitted documents based on Table 3
- Categorizes the potential LREs based on first preference of the learning area and key stage

- Conducts initial screening and selection of applicants for the different learning areas based on the MQD in item 5.2.1.
- Rates and ranks the potential LREs based on the documents submitted
- Submits to the DLREC / DSSC Chairperson or Co-chairperson the duly accomplished Qualification Standards Form and documents of screened and selected LRE applicants who garnered at least 50 points
- Summary of Ratings of Potential LREs Based on Qualification Standards (by learning area and main key stage)

b. **Regional Screening and Selection Committee (RSSC)**
- Reviews and validates DSSC initial screening results
- A panel of at least three (3) members per learning area interviews the top three (3) applicants from the DSSC
- Rates each applicant using Interview Rating Sheet (Annex 3)
- Deliberates and decides on the final rating for the MQS and interview of each applicant
- Accomplishes Summary Matrix of Ratings of LREs (Annex 4) arranged from highest to lowest
- Submits to the RLREC Chairman / Co-chairman the duly accomplished Summary Matrix of Ratings of LREs and documents of screened and selected LRE applicants who garnered at least 70 points
- Ensures that LREs tapped in his / her region have no conflict of interest and must reveal personal information necessary to ensure no conflict of interest
- Does not give in to undue influence or compromise the integrity of the screening and selection of applicants and content evaluation process

c. **Division Learning Resource Evaluation Coordinator (DLREC)**
- Coordinates with RLREC
- Leads, manages, and facilitates the screening and selection of LRE applicants conducted by DSSC members
- Submits to the RLREC the following duly accomplished documents of the shortlisted LREs for the interview by the RSSC through courier:
  - ✓ Personal Data Sheet (PDS) Forms
  - ✓ Certificates of specialized and relevant trainings from 2010 to the present included in the rating of the applicants
  - ✓ Qualification Standards Forms
  - ✓ Other relevant documents
- Informs top three (3) applicants per learning area of the initial screening results and the next steps in the process
- Submits documents of all applicants with the score of at least fifty (50) points to the RLREC / RSSC Chairperson or Co-chairperson
- Summary of Ratings of Potential LREs Based on Qualification Standards (by learning area and main key stage)

d. **Regional Learning Resource Evaluation Coordinator (RLREC)**
- Conducts orientation of DSSC on the screening and selection process
- Leads, manages, and facilitates the screening and selection (interview) of LRE applicants conducted by RSSC members
- Submits to the DepEd-BLR, Quality Assurance Division (QuAD) the following duly accomplished documents of the top five (5) qualified LREs for each learning area through courier:
  - ✓ Personal Data Sheet (PDS) Forms
  - ✓ Certificates of specialized and relevant trainings from 2010 to the present included in the rating of the applicants
  - ✓ Qualification Requirement Forms
  - ✓ Interview Rating Sheet for LREs

  ✓ Summary Matrix of Ratings by learning area and main key stage in digital and printed copies

  ✓ List of top five (5) qualified LREs for each learning area and main key stage (i.e., Kinder to Grade 6 and Grades 7 to 12) using the   Summary Matrix of Ratings of LREs form and the required documents.

  (Ranks 1 to 3 will attend the regional cluster training; ranks 4 and 5 are alternates in case any of the top three (3) LREs will not be available for the regional cluster training-workshop and the evaluation workshops.)

  ✓ Scanned copy of the above documents saved in a CD

- Safekeeps the documents of all applicants with a score of at least fifty (50) points based on the MQD

5.3.2. Validation of Documents

5.3.2.1. The Central Office Screening Committee (COSC) is composed of Education Program Specialists from BLR-QuAD, BCD, and BLD:

a. BLR-QuAD Staff
- Checks completeness of required documents of the top five (5) LREs per region
- Validates ratings of the LREs by the RSSC
- Informs the regions of the LREs who will attend the regional cluster training-workshop
- Engages the services of encoders to prepare database of potential LREs

b. Education Program Specialist (BCD and BLD)
- Assists in validating the accuracy of ratings of the top 5 LREs per learning area from each region
- Assists in ranking the LREs per learning area and key stage
- Serves as a resource person, if so assigned

5.3.3. Regional Cluster Training-Workshop for LREs

5.3.3.1. Features
- It is a Three-Day Regional Cluster Training-Workshop to prepare the qualified LREs for the actual evaluation of learning resources.
- It will be managed by BLR-QuAD in coordination with the National Educators Academy of the Philippines (NEAP), RLRECs, and DLRECs.
- It discusses K to 12 curriculum, guidelines, standards, and instructional design framework, and development and evaluation of learning resources standards.
- The DepEd policy prohibiting teachers to be pulled out from their classes during schooldays shall not apply to teachers who will attend the training workshop and later serve as learning resource evaluators provided that necessary arrangements are made to ensure continuation of classes even in their absence.

5.3.3.2. Participants (LREs)
- The participants are the qualified LREs who attest under oath that they:
  - ✓ Have no conflict of interest and must be willing to reveal information necessary to ensure no conflict of interest;
  - ✓ Have been granted permission / authority by his / her superior to serve as evaluator and attend all necessary activities as such;
  - ✓ Are willing and able to review one or two sets of textbooks and teacher's guides during the in-house individual and team evaluation workshop; and
  - ✓ Are physically fit, willing, and able to travel to attend and participate in an actual content evaluation activity lasting from eight to ten days and which may not be held in their province/city.

5.3.3.3. Training on the Evaluation Process
- A team of two (2) members will be assigned to evaluate the same set of materials.
- Each LRE will practice using the evaluation tool of the area of evaluation to which s/he is assigned.

- Individual evaluation is done independently before the team members discuss, compare, and validate their findings
- The teams of evaluators for Areas 1 and 3 meet to discuss, compare, and validate their findings, comments, and recommendations on the materials assigned to them.

5.3.3.4. **Roles and Functions of the Training Team**

a. BLR-QuAD Staff
- Plans and prepares the logistics for the Regional Cluster Training-Workshops in coordination with NEAP, RLRECs, and DLRECs
- Sends letters of invitation and contacts directly the qualified LREs or RLRECs/DLRECs to inform them of the details of the training workshops
- Manages the Regional Cluster Training-Workshops for LREs
- Serves as a resource person

b. Regional Learning Resource Evaluation Coordinator (RLREC)
- Serves as a resource person/facilitator during the regional cluster training-workshops, if so assigned by BLR-QuAD
- Attends the 3-day training-workshop
- Critiques outputs of participants to the regional cluster training-workshops

c. CO-Education Program Specialist
- Serves as a resource person/facilitator during the regional cluster training- workshops
- Critiques evaluation outputs during the regional cluster training-workshops

VI. Funding Sources

6.1. All expenses to be incurred in activities relative to orientation, screening and selection, training, and workshops such as transportation and per diem of the participants and resource persons, board and lodging, supplies and materials, payment of honorarium of external resource persons and other incidental expenses shall be charged against BLR and DepEd local funds.

6.1.1. **Eligible Activities and Source of Funds**

Activity	Source of Funds
a. Submission of documents from Division Office to Regional Office and vice-versa and to BLR	Local Funds
b. Travel expenses of applicants to the venue for the interview and in attending the regional cluster training-workshop	Local Funds
c. Travel expenses, board and lodging, and allowable expenses for the DSSC and RLREC during the orientation on screening and selection process	HRTD Funds
d. Travel expenses, board and lodging, and allowable expenses for the RSSC during the consultative meeting	DepEd-BLR
e. Travel expenses, board and lodging, and allowable expenses from the Region and Division Offices, private schools/institutions during the regional cluster training-workshop e.1. Cluster A (NCR, IV-A, IV-B, V) - Tagaytay City – Oct. 19 - 21 e.2. Cluster B (CAR, I, II, III) - Tagaytay City – Oct. 22 - 24 e.3. Cluster C (VI, VII, VIII, IX) - Cebu City – Oct. 27 - 29 e.4. Cluster D (X, XI, XII, XIII) - Davao City – Oct. 27 -29	

VII. Monitoring and Evaluation

7.1. The implementation of this set of guidelines shall be discussed thoroughly during the orientation meeting with the Chairperson and Co-Chairperson of the RSSC of the sixteen (16) regions. An BLR-QuAD staff will coordinate with RLREC, and the DLREC if necessary, to ensure that the schedules of the initial screening and selection process in the divisions, the submission of required documents to the RSSC, and the submission of these documents to the COSC are within the agreed upon dates. The COSC will validate the result of the screening and selection process in the divisions and regions.

7.2. During the regional cluster training workshop where the selected LRE applicants shall be trained on the proper accomplishment of the evaluation tools, the participants will be screened further by assigning them to the appropriate evaluation area based on their performance during the simulation of the evaluation process.

VIII. Reference

DepEd Memorandum No. 364, s. 2010, DepEd Memorandum No. 385, s. 2008, DepEd Memorandum No. 192, s. 2008, and DepEd Memorandum No. 206, s. 2007 were used as references in modifying the guidelines.

IX. Effectivity

This memorandum will take effect immediately.

Personal Data Sheet

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:_____ Fax Number:_____

Email Address: _____ Cell Number: _____

Name of Superior:_____ Designation:_____

Address:_____Contact Number:_____

Preference	Learning Area Specialization	Key Stage
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/year level? _____

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

Educational Background

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

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

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	Nature of Participation	Conducted by	Inclusive Dates

Instructional materials you have written, edited, evaluated, proofread, contributed to, or served as a consultant:

(Continue on a separate sheet if necessary)

Title of Instructional Material	Publisher	Year Published

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

Name	Address	Telephone Number

Evaluator's Declaration

Conflict of Interest

1. I do not have conflict of interest;
2. I am not related or affiliated to any member of the writing/development team of the learning resources for evaluation 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, procedural, 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 in full, to any 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)

Guide on Rating Qualification Standards

Use this guide to assess the required documents submitted to be able to rank all applicants for a specific learning area, grade level/key stage, and area of evaluation. Assign the appropriate points to complete the equivalent total scores in ranking the applicants.

Qualification Standards	Point Assignment
I. Educational Qualifications (25 points)	
Doctoral Degree	25
Complete Academic Requirements for Doctoral Degree	20
Master's Degree	15
Complete Academic Requirements for Master's Degree	10
Bachelor's Degree	8
II. Work Experience (30 points)	
A. Teaching Experience (15 points) Length of experience in teaching, curriculum instruction and/or development, and other relevant jobs related to the subject area where s/he will serve as evaluator:	
5 to 7 years	5
8 to 10 years	10
11 years and above	15
B. Experience Relevant to Evaluating Content, Writing, and Editing (15 points)	
Writing instructional materials (published or unpublished)	5
Editing instructional materials (published or unpublished)	5
Evaluating textbooks or other instructional materials	3
Serving as Coach/Resource Speaker/Discussant	2
III. Trainings and Workshops (15 points)	
A. Specialized Trainings and Workshops (10 points) Participated in trainings and workshops regarding writing, editing, evaluating, and proofreading of instructional materials	
Writing	3
Editing	3
Evaluating	2
Proofreading	2
B. Relevant Trainings (5 points) (A minimum of 24 hours is required to be given a point on relevant training. Assign points only to the highest level, regardless of the number of trainings attended.)	
International	5
National	4
Regional	3
Division	2
District/School	1
Total Points -- 70	

Qualification Standards Form

Name of Applicant: _____ **Region / Division:** _____

Learning Area / Specialization: _____ **Key Stage:** _____

Rate each applicant using validated data in the documents submitted and the Guide on Rating the Qualification Standards (Annex 2)

Qualification Standards	Details	Points
I. **Educational Qualifications (25 points)** Assign points only to the highest level	**(Indicate the Degree Title/Course, No. of Units Completed, if applicable)**	
a. Doctoral Degree		
b. Complete Academic Requirements for Doctoral Degree		
c. Master's Degree		
d. Complete Academic Requirements for Master's Degree		
e. Bachelor's Degree		
f. Doctoral Degree		
Total:		
II. **Work Experience (30 points)** A. Teaching Experience (15 points)	**No. of Years**	
Total:		
B. Experience Relevant to Evaluating Content, Writing, and Editing (15 points)	**Indicate Title of the Material/s**	
b.1 Writing instructional materials (published or unpublished)		
b.2 Editing instructional materials (published or unpublished)		
b.3 Evaluating textbooks or other instructional materials		
b.4 Serving as Coach/Resource Speaker/Discussant		
Total:		
III. **Trainings and Workshops (15 points)**	**Indicate Highest Level of Training Rated**	
A. Specialized Trainings and Workshops (10 points)		
3.a.1 Writing		
3.a.2 Editing		
3.a.3 Evaluating		
3.a.4 Proofreading		
Total		
B. Relevant Trainings (5 points)		
3.b.1 International		
3.b.2 National		
3.b.3 Regional		
3.b.4 Division		
3.b.5 District/School		
Total:		

Overall Total [ ]

Qualification Standards Form

Accomplished by:

_____
DSSC Member
Signature over Printed Name

_____
DSSC Member
Signature over Printed Name

Validated by:

_____
RSSC Member
Signature over Printed Name

_____
RSSC Member
Signature over Printed Name

_____
RSSC Member
Signature over Printed Name

Recommending Approval by:

_____
RSSC Chairperson
Signature over Printed Name

Approved by:

_____
Regional Director
Signature over Printer Name

13

Summary of Ratings of Potential LREs Based on Qualification Standards

Division: _____Region: _____

Learning Area / Specialization: _____Main Key Stage (Elem. and HS)_____

Name (List of Qualified Applicants Arranged from the Highest to Lowest Score)	Key Stage	Learning Area	SCORES
			Qualification Standards *
Examples:			
1. Rosauro, Ma. Elena	Elem	Math	60
2. Abania, Trinidad	Elem	Math	58

❖   Include only those who got 50 points and above in the Qualification Standards

Accomplished by: Reviewed by:

_____   _____
DSSC Member   DSSC Member
Signature over Printed Name   Signature over Printed Name

Noted by:

_____
DSSC Chairperson
Signature over Printed Name

Interview Rating Sheet for Potential Learning Resource Evaluators

Applicant: _____ _____ _____

                (Family Name)   (First Name)   (M.I.)

Designation: _____ Subject Area / Specialization: _____

Grade Level: _____ Area of Evaluation: _____ School/Office: _____

School Address: _____Division: _____ Region: _____

Rate the applicant according to this numerical scale: 3 - Excellent; 2 - Very Satisfactory; 1- Satisfactory by checking the appropriate column per item. Write other information which may be helpful in the final selection of the applicant in the space provided below.

Criteria	3	2	1
1. **Communication Skills** Speaks and writes effectively in Filipino and English			
2. **Ability to Present Ideas** Presents well-organized and precise ideas with marked command of the language used			
3. **Alertness** Manifests presence of mind and awareness of the environment			
4. **Judgment** Demonstrates sound judgment			
5. **Leadership Ability** Influences others to do the tasks			
6. **Human Relations** Takes initiative to organize work groups, adopt procedures, and standards in his / her own level			
7. **Decisiveness** Considers alternatives and recommends solution when faced with problem/situation			
8. **Stress Tolerance** Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflict, etc.			
9. **Time Management** Demonstrates good time management			
10. **Building Trust** Keeps commitments, confidentiality, integrity, and honesty with colleagues/team mates, is open to views of others, and takes responsibility for own actions in a conflict resolution			
Total Points			

Please provide your comments on this applicant.

_____

_____

_____
Interviewer's signature over printed name

_____   _____
Interviewer's signature over printed name   Interviewer's signature over printed name

Summary Matrix of Ratings of Potential Learning Resource Evaluators

Division: _____ Region: _____

Learning Area / Specialization: _____ Main Key Stage (Elem. and HS)_____

Name (List of Qualified Applicants Arranged from the Highest to Lowest Score)	Key Stage	Learning Area	SCORES		
			Qualification Standards	Interview	Total*
Examples:					
1. Rosauro, Ma. Elena	Elem	Math	60	27	87
2. Abania, Trinidad	Elem	Math	58	27	85

❖   Include only those who got a total score of 70 and above.

Accomplished by:

_____	_____	_____
RSSC Member Signature over Printed Name	RSSC Member Signature over Printed Name	RSSC Member Signature over Printed Name

Recommending Approval by: Approved by:

_____	_____
RSSC Chairperson Signature over Printed Name	Regional Director Signature over Printed Name