



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Mericao Avenue, Pasig City

OFFICE OF THE SECRETARY

October 8, 1996

DECS O R D E R
No. 72, s. 1996

TRAINING OF ADDITIONAL TEXTBOOK EVALUATORS BY REGIONAL CLUSTERS

To: Bureau Directors
Regional Directors
Schools Superintendents
Heads of Public/Private Schools
All Others Concerned

1. The Book Publishing Industry Development Act (RA 8047), approved in June 1995, provides for the phasing in of private sector publishers to assume DECS' elementary and secondary textbook publication and distribution functions within a three year period. DECS has started this process by issuing a textbook call last December for the private sector to submit new textbooks and teachers manuals by August 15, 1996. The August 15 deadline has since been extended to November 4, 1996. These materials shall be for Grades I-III and High School I-II and are intended for use in the public schools starting SY 1998-1999. RA 8047 also provides that DECS shall be responsible for testing, evaluating, selecting and approving the manuscripts or books to be submitted by publishers for multiple adoption.
2. This DECS Order pertains to the training of at least 250 additional textbook evaluators under a new textbook evaluation system which was developed with DECS and private sector collaboration. These evaluators are expected to complement the services of over 450 evaluators trained last July and August 1996, as per DECS Order No. 44, s. 1996, who indicated their willingness and ability to serve as evaluators starting this year.
3. Textbook evaluators coming from throughout the country who have been or shall be trained this year shall be harnessed to evaluate a total of at least 650 sets of textbooks and teacher's manuals received from the private sector by November 4, 1996. Three trainings shall be conducted in October and November following the groupings and schedules in Annex I and number and breakdown of participants in Annex 2 of this DECS Order. These trainings shall be conducted by senior officials from the DECS Bureaus of Elementary and Secondary Education and other relevant offices.
4. DECS Regional Offices through their respective Textbook Evaluation Coordinators (TECs) are hereby directed to immediately identify and tap qualified individuals from both the public and private sectors to serve as evaluators for this Textbook Call and


undergo training (see Annex 3 for criteria and qualifications of evaluators and Annex 4 for guidelines for DECS regional offices). These individuals must each bring to the training a copy of any textbook and teacher's manual used in school preferably for the subject and grade/year level they are assigned. Each evaluator must also bring a copy of his/her curriculum vitae or bio-data with two copies of 1"x 1" recent identification card photo.

5. Necessary and allowable expenses for the training of evaluators from DECS such as for travel and registration fees, for materials, board and lodging of trainers and participants shall be chargeable against their respective Office's budget for INSET or other allowable source. The Regions and Divisions are also enjoined to finance the services of substitute teachers who may be needed to take the place of DECS Textbook Evaluators in the latter's schools during the training.

6. The DECS policy prohibiting teachers to be pulled out from their classes during schooldays shall not apply to teachers who serve as textbook evaluators provided that necessary arrangements are made to ensure continuation of classes even in their absence.

7. The Office of Assistant Secretary Marcial Salvatierra shall communicate directly with the TEC of each region re. final preparations and arrangements for the trainings. For any query or clarification on this matter, please contact Mr. Jay Fernandez at the Office of Assistant Secretary Salvatierra (tel. 633-7202 or 633-7231).

8. For immediate dissemination and appropriate guidance of all concerned.


RICARDO T. GLORIA
Secretary
10.8.96

Incls.:
As stated

Reference:
DECS Order: (No. 44, s. 1996)

Allotment: 1-2-4--(M.O. 1-87)

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

OFFICIALS
RULES & REGULATIONS
TEACHERS

TEXTBOOKS
TRAINING PROGRAMS

ANNEX 1

GROUPINGS AND SCHEDULE OF TRAINING OF TEXTBOOK EVALUATORS

A two-day training shall be held for each of the three trainings of textbook evaluators. The training for NCR shall be live-out while the other two trainings shall be live-in with participants expected to be at the training venue the night before the scheduled training.

CLUSTER	REGIONS COVERED*	VENUE	DATE**
A	NCR	Manila	Oct. 29-30
B	<u>CAR</u> , I, II, III, IV, V	Baguio City	Nov. 21-22
C	VI, <u>VII</u> , VIII, IX, X, XI XII, XIII, ARMM	Cebu City	Nov. 21-22

* underlined regions represent the **host regions** which shall be responsible for choosing and making arrangements for the training venue, board and lodging and determination of fees to be collected from participants; DECS Central Office shall be responsible for these arrangements for the live-out training for NCR

** Schedule considered final unless decided otherwise and new schedule is communicated to all concerned

*** Refer to **ANNEX 2** for number and breakdown of participants by region and regional cluster

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TRAINING OF ADDITIONAL EVALUATORS

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CLUSTER	REGION	NO. OF PARTICIPANTS	VENUE	TARGET DATE
A	NCR	50-100	MANILA live-out	Oct. 29-30
	SUB-TOTAL	50-100		
B	CAR	25	BAGUIO live-in	Nov. 21-22
	Region I	20		
	Region II	5		
	Region III	25		
	Region IV	20		
	Region V	5		
	SUB-TOTAL	100		
C	Region VI	20	CEBU live-in	Nov. 21-22
	Region VII	20		
	Region VIII	10		
	Region IX	15		
	Region X	5		
	Region XI	15		
	Region XII	5		
	Region XIII	5		
	ARMM	5		
	SUB-TOTAL	100		
	TOTAL	250-300		

**ELIGIBILITY CRITERIA FOR AN INDIVIDUAL TO BE CONSIDERED
AS A TEXTBOOK EVALUATOR**

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

- a. Must be a Filipino citizen;
- b. Must be a teacher, subject area specialist and/or curriculum expert for one or more subject in Grades I-III or High School I-II with at least five years of relevant experience in said subject(s) and preferably not more than 55 years old;
- c. Must not have, and must not have had in the last two years, any employee-employer relationship with or received any form of compensation from any private publisher who is likely and will actually submit textbooks for evaluation during this First Textbook Call;
- d. Must not have any conflict of interest (e.g., must not be a writer/author/contributor of any textbooks 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;
- e. Must be willing and able to evaluate around 4 to 8 sets of textbooks and teachers manuals in his/her own time (i.e., during the months of November, December, and January for this First Call) and, later, willing and able to travel to attend and participate in a group evaluation activity expected to last about 5 days (during January 1996 also for this First Call) and which may or may not be held in his/her province/city;
- f. Must have been granted permission/authority by his/her principal/schoolhead or employer to serve as evaluator and attend/perform necessary activities as such;
- g. Must not give in to any 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);
- h. Must have very good communication skills;
- i. Must keep his/her identity as evaluator confidential; and
- j. Must complete and submit a DECS Textbook Evaluator's Application Form (to be distributed during the Training of Evaluators) and 2 copies of his/her Curriculum Vitae with 1" x 1" latest photo (also during the training).

**GUIDELINES FOR DECS REGIONAL OFFICES FOR THE TRAINING OF
TEXTBOOK EVALUATORS**

1. Each Region must have a Textbook Evaluation Coordinator or TEC who must be a senior official among his/her staff to ensure immediate and appropriate action on the provisions of this DECS Order. The TEC could be the Chief of the Elementary Education Division or the Chief of the Secondary Education Division of the Region or another senior official who does not have any conflict of interest (e.g., the TEC must not be a writer of any textbook, should not have any employee-employer relationship with nor be a relative of any private publisher). All regions must officially communicate the name of their TEC to the Office of Assistant Secretary Marcial Salvatierra (telefax 633-7231 or 631-8492).
2. The TEC should oversee the identification and invitation of qualified individuals to serve as evaluators. He/she must coordinate with all Divisions under the Region to ensure that the maximum number and breakdown of evaluators indicated in Annex 2 of this DECS Order are met and that the eligibility criteria for an individual to serve as a textbook evaluator included in Annex 3 of this DECS Order are followed.
3. In the identification of evaluators in the region, equitable sourcing of evaluators from and within the various schools divisions/provinces in the region should be pursued. It shall be the task of the Region and/or Division Offices to seek the assistance of or secure the permission of principals/schoolheads to allow qualified individuals in their schools to serve and participate as evaluators.
4. No two evaluators from elementary or secondary schools in the same region should come from (be working in) the same school; no two evaluators from private/public tertiary institutions in the same region should come from (be working in) the same college.
5. Potential evaluators from both the public and private schools shall be allowed to attend and participate in the training of evaluators and other necessary activities in the actual conduct of evaluation of textbooks even during schooldays. The DECS policy prohibiting teachers to be pulled out from their classes during schooldays shall not apply to teachers who shall be trained and/or who shall serve as textbook evaluators provided that necessary arrangements are made to ensure continuation of classes even in their absence.
6. Necessary and allowable expenses for the training of evaluators from DECS such as for travel and registration fees for materials, board and lodging of trainers and participants shall be chargeable against their Office's budget for INSET or other allowable source. The Regions and Divisions are also enjoined

to finance the services of substitute teachers who may be needed to take the place of DECS Textbook Evaluators in the latter's schools during the training and group evaluation activities.

7. The identities of and other information about evaluators should be kept confidential by the TEC and all others concerned especially at the regional and division offices.
8. The TECs of CAR and Region VII shall decide and make arrangements re. the training venue, board and lodging and determination of fees to be collected from participants. They shall communicate this information to Central Office as well as other concerned regional offices as soon as possible.
9. The training venue to be selected by the TEC must have a large hall to accommodate all participants and all trainers at the same time and another room to accommodate around half of the participants at any one time (i.e., the elementary and high school evaluators shall be split into two groups).

EXPECTATIONS FROM AND BENEFITS OF BEING A TEXTBOOK EVALUATOR

1. Evaluators shall be tasked to review textbooks and teachers manuals submitted to DECS by the private sector. Their task is to ensure that materials submitted to DECS meet a desired level of quality from such materials being considered for use in the public schools. After the training of evaluators, textbooks and teachers manuals received at the DECS Central Office from private publishers shall be sent to evaluators as soon as possible.
2. After doing individual (i.e., own-time) review of materials during the months of November, December, and January, group evaluation workshops shall be held late January 1997. In these workshops, evaluators will interact with other evaluators to ascertain whether or not the materials they have evaluated meet the desired level of quality to make them worthy of being availed of by any public elementary or secondary school in the country starting SY1998-1999.
3. Evaluators shall make use of the DECS Learning Competencies and a textbook evaluation instrument which has already been pre-tested, finalized and approved for this purpose. These and other relevant materials shall be distributed to evaluators during the training.
4. Evaluators who are actually tapped to evaluate materials during this First Call shall be given certificates of recognition for performing this function. They shall also be given additional compensation from evaluation fees collected from private publishers.