



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Meralco Avenue
Pasig City, Philippines



*Sama-Sama
sa DECS*

DECS ORDER
No. 26, s. 1999

March 12, 1999

TRAINING ON TEXTBOOK EVALUATION

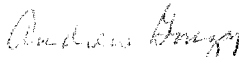
To: Bureau/Center/Regional Directors
Schools Superintendents
Heads of Public/Private Schools
All others concerned

1. This DECS Order pertains to the training/retraining of Textbook Evaluators and Regional Textbook Evaluation Coordinators from the various regions in preparation for the evaluation of learning materials to be submitted by private publishers under the Third Textbook Call. Materials submitted under this Textbook Call which pass evaluation by DECS shall be eligible for purchase and use in public schools starting SY2000-2001.
2. Textbook Evaluators must be trained in preparation for the evaluation of materials to be submitted by private publishers in June 1999. The training shall be done following the schedule in **Annex 1**. The number/breakdown of new participants to be trained shall be determined by DECS Instructional Materials Council Secretariat (IMCS) and shall be communicated to the various DECS Regional Offices. The 5-day live-in training shall be conducted by DECS Central Office personnel and resource persons from the private sector.
3. Individuals who are interested and deemed qualified based on the Criteria for Textbook Evaluators (**Annex 2**), must each submit to DECS IMCS a handwritten application letter signifying interest to serve as an evaluator, a duly accomplished Personal Data Sheet (**Annex 3**), a notarized Evaluator's Declaration (**Annex 4**) attesting that s/he is willing and able to perform the responsibilities of an evaluator not later than March 31, 1999. Preference will be given to individuals who have served as textbook evaluator and/or have undergone relevant training under PRODED, SEDP, PROBE, PELT, etc.
4. Each DECS Regional Office is also requested to nominate a Regional Textbook Evaluation Coordinator (TEC) who must be qualified based on the Terms of Reference for TECs (**Annex 5**) to DECS IMCS not later than March 15, 1999. The assistance of the Regional TECs shall be sought in contacting qualified individuals to be trained.
5. Necessary and allowable expenses for the training of evaluators and Regional TECs from DECS such as travel and registration fees for board and lodging of participants shall be chargeable against their respective Office's budget for INSET or other allowable source. Evaluators from the private sector, however, will have to fund their own participation to these trainings. DECS Regional and Division Offices 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. All other training costs including supplies, venue rental, travel, accommodations, and fees of trainers and resource persons shall be sourced from DECS trust fund for evaluation.

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 DECS IMCS shall communicate directly with the TECs of concerned regions re. final preparations and arrangements for the trainings. The DECS IMCS is currently based at A. Ma. Regidor St., Area XI, U. P. Diliman Campus, Quezon City (Tel. nos. 920-1894 and 922-9982 to 84 and fax 920-1887).

8. For immediate dissemination and guidance of all concerned.


ANDREW GONZALEZ, FSC
Secretary 

Incls.:

As stated

References:

DECS Orders: Nos. 19 and 27, s. 1998

Allotment: 1—(D.O. 50-97)

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

TEXTBOOKS
TRAINING

**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:

	Regions Covered	Venue	Date
A.	I, II, III, CAR	Baguio City	April 26-30, 1999
B.	NCR, IV, V	Antipolo City	May 10-14, 1999
C.	VI, VII, VIII, IX	Cebu City	April 26-30, 1999
D.	X, XI, XII, CARAGA, ARMM	Davao City	May 10-14, 1999

- Host regions shall be CAR, Region IV, Region VII, and Region XI: IMCS shall coordinate with host regions in choosing and making arrangements for the training venue, board and lodging and determination of fees to be collected from participants
- Schedule considered final unless decided otherwise and new schedule is communicated to all concerned

Criteria for Textbook Evaluators

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

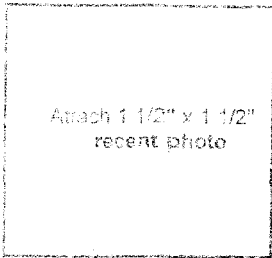
1. Must be a Filipino citizen;
2. Must be a master teacher, subject area specialist/supervisor (i.e. with at least five years experience in a specific subject or a high school/college teacher with a major in a specific subject) and/or curriculum expert;
3. Must not be a writer, contributor, consultant, or editor of any textbook and teacher's manual already approved and/or submitted to DECS for the ongoing Textbook Call and must reveal personal information necessary to ensure no conflict of interest;
4. Must be willing and able to evaluate around 4 to 6 sets of textbooks and teacher's manuals in his/her own time;
5. Must be physically fit, willing, and able to travel to attend and participate in a team evaluation activity lasting between 3 to 10 days and which may or may not be held in his/her province/city;
6. Must have been granted permission/authority by his/her principal/schoolhead or employer to serve as evaluator and attend/perform necessary activities as such;
7. Must have very good communication skills and legible handwriting.

(Revised February 1999)

Evaluator from: DECS
 Others

For use by DECS-IMCS
 Subject _____ Level _____ Team _____

DECS Textbook Evaluator Personal Data Sheet



Name: _____
 (Print legibly) Family First M.I.

Designation/Profession: _____

Office /School Address: _____ Tel. (Fax) Number: _____

Home Address: _____ Tel. Number: _____

Date of Birth: _____ Place of Birth: _____

Civil Status : _____ Citizenship: _____

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

	<u>Subject Area(s)</u>	<u>Grade/Year Levels</u>
1st preference	_____	_____
2nd preference	_____	_____
3rd preference	_____	_____

Have you ever served as a TX/TM evaluator for DECS? Yes No

If yes, when and for what subject and grade/year level? _____

B. Relevant Background

1. Educational Background:

<u>Educational Institution</u>	<u>Degree Earned</u>	<u>Year</u>	<u>Honors Received</u>
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2. Work Experience:

<u>Position</u>	<u>Institution/Agency</u>	<u>Year</u>
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3. Special Studies/Trainings, Grants, Other Qualifications (relevant to evaluation):

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

Book/Title

Publisher

C. Contact Person

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

Name : _____

Address : _____

Telephone Number: _____ Fax Number: _____

Employer's consent required for you to serve as evaluator: Yes _____ No _____

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

1. Name : _____

Address : _____

Tel. No.: _____

2. Name : _____

Address : _____

Tel. No.: _____

E. Other Concerns

1. If selected to serve as a DECS evaluator, where should DECS send the materials intended for you?
Office/School Address() _____ Home Address () _____

2. What is the quickest way of contacting you and sending you documents?

3. Are there any factors which may affect your ability to serve as an evaluator this year? If yes, please explain.

4. If you will travel by air for the Training and/or Team Evaluation Workshop, please indicate the nearest airport and the airlines servicing your locality.

5. Are you or your office/school willing to shoulder in advance your plane fare which will be reimbursed during the training/workshop? Yes _____ No _____

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.

Applicant's Signature

Date

Evaluator's Declaration

- I meet the eligibility criteria to serve as a DECS Textbook Evaluator.
- I am willing and able to perform the responsibilities of a Textbook Evaluator.
- I have secured the permission of my immediate superior to serve as a Textbook Evaluator.
- I am not a writer, contributor, editor, or consultant of any TX and TIM already approved and/or submitted to DECS 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 given to me for evaluation confidential.
- I will not compromise the integrity of the evaluation process.
- I am willing to cooperate with IMCS in responding to publishers' 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 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 DECS Textbook Evaluator.

Evaluator's Signature

Date

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES) S.S.
QUEZON CITY

SUBSCRIBED AND SWORN TO before me this _____, affiant
exhibiting his/her Residence Tax Certificate No. _____, issued in
_____ on _____.

DOC. NO. _____
PAGE NO. _____
BOOK NO. _____
SERIES _____

Textbook Evaluation Coordinators (TECs) Terms of Reference

1. Must preferably be a chief/assistant chief of either the elementary or secondary education division in his/her region;
2. Initiate 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 DECS-Instructional Materials Council Secretariat (IMCS), according to an agreed schedule, duly accomplished Personal Data Sheets from potential evaluators identified in the region;
4. Coordinate with potential evaluators, their immediate superiors, and DECS-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 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 DECS for the ongoing Textbook Call) 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 DECS-IMCS;
9. Must be physically fit, willing, and able to travel to attend and participate in the individual and/or team evaluation workshop lasting between 3 to 10 days and which may or may not be held in his/her province/city;
10. Will 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);
11. Must complete and submit a Personal Data Form and one copy of his/her comprehensive Curriculum Vitae with 1-1/2" x 1-1/2" latest photo to DECS-IMCS;
12. Will be given a certificate of recognition for services rendered as TEC;