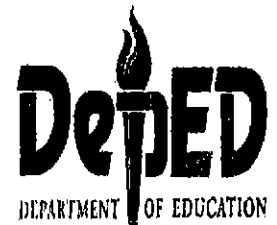




REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City



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DepED MEMORANDUM
No. 337, s. 2004

AUG 12 2004

**REGIONAL CLUSTER TRAINING-WORKSHOPS ON EVALUATION
OF SUPPLEMENTARY MATERIALS**

To: Regional / Bureau 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 evaluators of supplementary materials and Regional Textbook Evaluation Coordinators (RTECs) in preparation for the evaluation of supplementary reading materials in elementary English, Filipino, Science, Mathematics, and Makabayan and basic library materials for high school being considered for procurement by the Department of Education (DepEd) in CY 2004 and 2005.
2. Potential evaluators shall be trained in preparation for the evaluation of supplementary materials to be submitted by bidders this year 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 three-day live-in training shall be managed by DepEd Central Office.
3. Individuals from the private sector, who are qualified based on the Criteria for Supplementary Materials Evaluators (Enclosure No. 2), must 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
5th Floor, Mabini Building, DepEd Complex
Meralco Avenue, Pasig City

Applicants can also e-mail (imcsjayf@aimonline.org or imcs@deped.gov.ph) their letters and duly accomplished forms. Blank PDS forms can be accessed at www.deped.gov.ph. Deadline for acceptance of requirements is **August 25, 2004**.

4. Each DepEd Regional Office will nominate a qualified RTEC based on the Terms of Reference for RTECs (Enclosure No. 4). Names of nominees must be submitted to DepEd-IMCS not later than **August 20, 2003**. RTECs shall assist in screening and contacting qualified individuals to be trained.

5. Selected applicants will be informed by DepEd -IMCS or their respective RTECs before the workshop. Participants must be at the venue by 8:00 a.m. on the first day of the workshop.
6. Travel expenses of participants shall be charged against their respective Office's budget for INSET or other allowable source. There will be no registration fee. Necessary and allowable expenses 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 and SEDIP funds.
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 supplementary materials evaluators provided that necessary arrangements are made to ensure continuation of classes even in their absence.
8. For any queries or clarifications, please contact the DepEd-IMCS Evaluation and Training Division (Attention: Ms. Daisy S. Ochoa-Santos or Ms. Editha F. Esperida) at tel. nos. 634-1054, 631-9294, or telefax 634-1072.
9. Immediate and wide dissemination of this Memorandum is desired.

R. C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encls.: as stated

Reference: None

Allotment: 1 --(D.O. 50-97)

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

TEACHERS
TEXTBOOKS
TRAINING PROGRAMS

(Enclosure No. 1 to DepEd Memorandum No. 337, s. 2004)

**Schedule of Training-Workshops on
Supplementary Materials Evaluation by Regional Cluster**

A three-day live-in Training Workshop on Evaluation of Supplementary Materials shall be held for each of these regional clusters following this schedule:

	Regions Covered	Venue	Date
A.	I, II, III, CAR NCR, IV-A, IV-B, V	Metro Manila	September 8 - 10, 2004
B.	VI, VII, VIII, IX X, XI, XII, Caraga	Cebu City	September 15 - 17, 2004

- These schedules are considered final unless decided otherwise and new schedules are communicated to all concerned.

Criteria for Supplementary Materials Evaluators

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

1. Must be a Filipino citizen;
2. Must be either a private or public sector elementary or high school master teacher (with professional license), college professor or university academician, subject area supervisor or specialist, curriculum expert, or member of professional organizations related to education 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, editor of any supplementary material to be evaluated, must not be related up to the third degree of consanguinity or affinity to any publisher / book distributor or supplier/ printer) and must be willing to reveal personal information necessary to ensure no conflict of interest;
4. Must be willing and able to evaluate several sets of supplementary materials during the one-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 five (5) 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.

Noted:


FE A. HIDALGO
Undersecretary for Programs and Projects

(Enclosure No. 3 to DepED Memorandum No. 337, s. 2004)

(Revised July 2004)

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 Supplementary Materials (SM) 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

1st preference _____

2nd preference _____

3rd 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 Content 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 SM 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 SM 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. If selected as an evaluator, are you or your office/school willing to pay in advance your plane fare which will be reimbursed during the Evaluation Workshop? Yes No

4. Evaluator's Declaration

- I meet the eligibility criteria to serve as DepEd SM Evaluator.
- I am willing and able to perform the responsibilities of a SM Evaluator.
- I am not a writer, contributor, editor, or consultant of any textbook, teacher's manual, or supplementary material 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 SM Evaluator.

Applicant's signature over printed name

Date submitted

Regional Textbook Evaluation Coordinators (RTECs) 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 content 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 RTEC 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 supplementary material already approved and / or submitted to DepEd for evaluation) 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 appreciation for services rendered as RTEC.