



Republic of the Philippines
Department of Education



578-6

MAR 14 2007

DepED MEMORANDUM

No. 109, s. 2007

2007 REGIONAL CLUSTER TRAINING PROGRAMS ON DECENTRALIZED
EVALUATION OF SUPPLEMENTARY MATERIALS (SMs)

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

1. This Memorandum pertains to the training and orientation of Regional-Instructional Materials Evaluation Coordinators (R-IMECs), Supplementary Materials (SM) trainers, and potential evaluators in preparation for the decentralized evaluation of supplementary materials (SMs) to be submitted by interested suppliers for possible procurement by the Department of Education (DepED).
2. R-IMECs, SM trainers, and potential evaluators must be trained using DepED standards and guidelines in preparation for the decentralized evaluation of SMs (i.e., print materials, general references, computer-aided instructional materials, etc.) to be submitted by interested suppliers. The regional orientation and training workshops shall be done following the schedule in Enclosure No. 1.
 - a. The trainings for R-IMECs and SM trainers shall be managed by DepED-Central Office Task Force composed of representatives from the Bureaus of Elementary and Secondary Education (BEE and BSE), Instructional Materials Council Secretariat (IMCS), and resource persons from both public and private sectors; and
 - b. The number/breakdown of potential evaluators to be trained shall be determined by the regions in coordination with DepED-Central Office. Details of the activities must be communicated to the various DepED Regional/Division/District Offices.
3. Each Regional Office will appoint a Regional-Instructional Materials Evaluation Coordinator (R-IMEC) and his/her alternate who must be qualified based on the Criteria and Terms of Reference for R-IMECs (Enclosure No. 2). Names of R-IMECs must be submitted to DepED-IMCS, 5/F Mabini Building, DepED Complex, Meralco Avenue, Pasig City 1609 or sent by e-mail at depedimcs@yahoo.com not later than March 15, 2007. The R-IMECs shall coordinate with DepED-IMCS in screening and contacting qualified trainers and potential evaluators.
4. Individuals with at least three (3) years experience as DepED-IMCS evaluators of textbooks and/or supplementary materials will be given priority to serve as SM trainers. Other applicants must meet the qualifications based on the Criteria and

Terms of Reference for SM Trainers (Enclosure No. 3) and submit the following documents to their respective R-IMECs not later than April 10, 2007:

- ✓ letter of recommendation from their superintendent
- ✓ application letter signifying his/her interest to serve as an SM trainer
- ✓ duly accomplished Personal Data Sheet including Service Record (Enclosure No. 5)

Applicants who meet the criteria will be interviewed by a Panel appointed by the Regional Director. Deadline for regional screening of applicants is April 20, 2007. Selected SM trainers will also serve as evaluators during the actual content evaluation.

5. Individuals who meet the qualifications of potential evaluators based on the Criteria for SM Evaluators for the different subject areas (Enclosure No. 4), must submit the following documents to their respective R-IMECs:

• **For applicants employed in DepED**

- ✓ letter of recommendation from their superintendent
- ✓ application letter signifying his/her interest to serve as an SM evaluator
- ✓ duly accomplished Personal Data Sheet including Service Record (Enclosure No. 3)

• **For applicants from the academe/professional associations**

- ✓ letter of recommendation from their university/college/association head
- ✓ application letter signifying his/her interest to serve as an SM evaluator
- ✓ curriculum vitae
- ✓ duly accomplished Personal Data Sheet including Service Record (Enclosure No. 3)

Applicants who meet the criteria will be interviewed by a Panel appointed by the Regional Director. Deadline for regional screening of applicants is April 10, 2007. R-IMECs must submit the regional list of qualified applicants and all supporting documents to DepED-IMCS on or before April 20, 2007.

6. Selected trainers will be informed in writing and directly contacted by DepED-IMCS or their respective R-IMECs before the training workshop. Participants are expected to be at the venue by 8:00 a.m. on the first day of the workshop.

7. Necessary and allowable expenses for the training and orientation of R-IMECs, SM trainers, and potential evaluators such as board and lodging, venue rental, supplies, travel expenses, extra duty allowance of resource persons and facilitators, and other incidental expenses are chargeable against OSEC funds or other allowable source subject to the usual accounting and auditing procedures. Travel expenses of R-IMECs, SM trainers, and potential evaluators shall be charged against their respective Office's budget for INSET or other allowable source.

8. The DepED policy prohibiting teachers to be pulled out from their classes during schooldays shall not apply to teachers who will attend these activities and later serve as SM trainers or evaluators provided that necessary arrangements are made to ensure continuation of classes even in their absence.

9. The DepED-IMCS shall communicate directly with the R-IMECs 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: Mr. Eric U. Labre or Ms. Nonie M. Barraquias) at tel. no. (02) 631-9294 and telefax nos. 634-1054, or 634-1072.

10. Immediate and wide dissemination of this Memorandum is desired.

K. - P. Bacani
RAMON C. BACANI
Undersecretary

Encls.:

As stated

Reference: None

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

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

OFFICIALS
TRAINING PROGRAMS
TEXTBOOKS

Maricar/DM-Cluster training
03-06-07/comp. sally

Schedule of Training and Orientation Workshops on Regional Evaluation of Supplementary Materials

A. Consultative and Planning Workshop for R-IMECs

No. of Participants (per region)	Venue	Dates
3 participants per region (1 R-IMEC, 1 R-IMEC alternate, and 1 planning officer)	Metro Manila	March 28 to 30, 2007

B. Orientation of R-IMCs and Training of Trainers

Cluster and Reg. Covered	No. of Participants	Venue	Dates
Cluster 1 – Reg. I, II, III, CAR	64 participants: 16 pax per region (1 R-IMEC, 1 alternate R-IMEC), 7 elem. trainers, 7 high school trainers)	Baguio	May 28 to June 2, 2007
Cluster 2 – Reg. IV-A, IV-B, V, NCR	64 participants: 16 pax per region (1 R-IMEC, 1 alternate R-IMEC), 7 elem. trainers, 7 high school trainers)	Metro Manila	May 2 to 6, 2007
Cluster 3 – Reg. VI, VII, VIII, IX	64 participants: 16 pax per region (1 R-IMEC, 1 alternate R-IMEC), 7 elem. trainers, 7 high school trainers)	Cebu	May 23 to 27, 2007
Cluster 4 – Reg. X, XI, XII, Caraga	64 participants: 16 pax per region (1 R-IMEC, 1 alternate R-IMEC), 7 elem. trainers, 7 high school trainers)	Cagayan de Oro	May 16 to 20, 2007

C. Regional Training Workshop for Potential SM Evaluators (Schedule to be determined by R-IMECs)

Subject	Proposed Minimum Number of Evaluators (per region)			
	Elementary		High School	
	DepEd Evaluators	Evaluators from Academe	DepEd Evaluators	Evaluators from Academe
English	10 participants	10 participants	10 participants	10 participants
Filipino	10 participants	10 participants	10 participants	10 participants
Math	10 participants	10 participants	10 participants	10 participants
Science	10 participants	10 participants	10 participants	10 participants
MSEP / MAPEH	10 participants	10 participants	10 participants	10 participants
Eduk. Pantahanan at Pangkabuhayan / Tech. & Livelihood Education	10 participants	10 participants	10 participants	10 participants
EKAWP /Eduk. sa Pagpapahalaga	10 participants	10 participants	10 participants	10 participants
Total	140 participants		140 participants	

- Host regions for the **Orientation of R-IMCs and Training of SM Trainers** shall be CAR, NCR, Region VII, and Region X. R-IMECs of the host regions shall coordinate with the DepEd-IMCS 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.

Regional - Instructional Materials Coordinators (R - IMECs)

Criteria and Terms of Reference

1. Must preferably be a chief / assistant chief of either the elementary or secondary division in his / her region;
2. Must complete and submit a Personal Data Sheet of DepEd SM Evaluator and one copy of his / her comprehensive Curriculum Vitae with passport size latest photo to DepEd – IMCS;
3. 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 instructional material submitted to DepEd for evaluation in the last three years) and must reveal personal information necessary to ensure no conflict of interest;
4. Initiate, in coordination with DepEd-Instructional Materials Council Secretariat (DepEd-IMCS), the preliminary screening of SM trainers and potential evaluators in his / her region using the standards and guidelines set by DepEd-Central Office;
5. Exercise fairness and objectivity in the selection process for SM trainers and potential evaluators;
6. Gather, check for completeness, and send to DepEd-IMCS, according to an agreed schedule, duly accomplished Personal Data Sheets of SM trainers and potential SM evaluators identified in the region;
7. Closely coordinate with SM trainers, potential evaluators, their immediate superiors, and DepEd-Central Office regarding evaluation issues and concerns;
8. Facilitate immediate dissemination of information (i.e., schedule of evaluation activities, workshop venues) to the trainers, evaluators, and / or their immediate superiors;
9. Keep the identity of SM evaluators and his / her identity as R-IMEC confidential;
10. Serve as coordinator, facilitator, and / or checker during the actual content evaluation workshops;
11. Must be physically fit, willing, and able to travel to attend and participate in the content evaluation workshops which may or may not be held in his / her province / city; and
12. 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).

Regional - SM Trainer

Criteria and Terms of Reference

To become eligible to serve as a Regional - SM Trainer for print materials, an individual must:

1. Preferably served as DepEd textbook evaluator in the last three (3) years;
2. 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;
3. Ensure that s/he has no conflict of interest (e.g., must not be a writer, contributor, consultant, or editor of any instructional material submitted to DepEd for evaluation in the last three years) and must reveal personal information necessary to ensure no conflict of interest;
4. Closely coordinate with the R-IMEC and DepEd-Central Office in planning, preparing, coordinating, and implementing the content evaluation workshops for SMs and about other evaluation issues and concerns;
5. Assist the R-IMEC in the immediate dissemination of information (i.e., schedule of evaluation activities, workshop venues) to the evaluators, and their immediate superiors;
6. Keep the identity of SM evaluators and his / her identity as SM Trainer confidential;
7. Serve either as evaluator, facilitator, or checker during the actual content evaluation workshops;
8. Must be physically fit, willing, and able to travel to attend and participate in the content evaluation workshops which may or may not be held in his / her province / city; and
9. 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)

Criteria of SM Potential Evaluators for Print Materials

To become eligible to serve as a DepEd SM Evaluator for print materials, an individual must:

1. Be a Filipino citizen;
2. Be either a private or public school elementary or high school teacher (with professional license), subject area supervisor, or curriculum specialist with at least five (5) years relevant experience in a specific learning area; or
Be a faculty member of a reputable college or university, an active member of a professional organization related to education, or an employee of a private firm or government agency with at least five (5) years relevant experience in a specific learning area;
3. Not have conflict of interest (e.g., must not be a writer, contributor, consultant, or editor of supplementary material assigned to him / her for review, must not be related up to the third degree of consanguinity or affinity to any supplier / publisher who have supplementary materials submitted for DepEd's review) and must be willing to reveal information necessary to ensure no conflict of interest;
4. Be willing and able to evaluate a maximum of five (5) SMs during the in-house individual and team evaluation workshop;
5. Be physically fit, willing, and able to travel to attend and participate in an content evaluation activity which may not be held in his / her province / city;
6. Will not compromise the integrity of the evaluation process and keep his / her identity as evaluator and the materials to be given for evaluation confidential.
7. Will be liable for any errors in the assigned SMs evaluated if these are found to have errors after these have been approved for use in public schools.
8. Be willing to cooperate with DepEd in responding to supplier's / publisher's queries regarding specific areas in the Team Evaluation Reports and Summary of Findings s/he will help finalize.
9. Have been granted permission / authority by his / her superior to serve as evaluator and attend all necessary activities as such; and
10. Have excellent written and oral communication skills, legible handwriting, and preferably be computer-literate.

Criteria of SM Potential Evaluators for Non-print Instructional Materials

To become eligible to serve as a DepEd SM Evaluator for non-print instructional materials, an individual must:

1. Be a Filipino citizen;
2. Be either a private or public school elementary or high school teacher (with professional license), subject area supervisor, or curriculum specialist with at least five (5) years relevant experience in a specific learning area; or

Be a faculty member of a reputable college or university, an active member of a professional organization related to education, or an employee of a private firm or government agency with at least five (5) years relevant experience in a specific learning area;
3. Be computer-literate and have at least 3 years relevant experience in the preparation and use of computer-aided instructional materials in the classroom;
4. Not have conflict of interest (e.g., must not be a writer, contributor, consultant, or editor of CAI supplementary material assigned to him / her for review, must not be related up to the third degree of consanguinity or affinity to any supplier / publisher who have supplementary materials submitted for DepEd's review). and must be willing to reveal information necessary to ensure no conflict of interest;
5. Be willing and able to evaluate a maximum of five (5) CAI SMs during the in-house individual and team evaluation workshop;
6. Will not compromise the integrity of the evaluation process and keep his / her identity as evaluator and the materials to be given for evaluation confidential.
7. Will be liable for any errors in the assigned SMs evaluated if these are found to have errors after these have been approved for use in public schools.
8. Be willing to cooperate with DepEd in responding to supplier's / publisher's queries regarding specific areas in the Team Evaluation Reports and Summary of Findings s/he will help finalize.
9. Be physically fit, willing, and able to travel to attend and participate in an evaluation activity lasting eight days and which may not be held in his / her province / city;
10. Have been granted permission / authority by his / her superior to serve as reviewer and attend all necessary activities as such; and
11. Have excellent written and oral communication skills and legible handwriting.

(Enclosure No. 5 to DepEd Memorandum No. 109, s. 2007)

(Revised February 2007)

Evaluator from (Please check):

DepEd Region: _____ Division: _____
Others _____

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

For DepEd 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: _____ E-mail address: _____

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: _____

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

Note: Your answers here will serve as basis in assigning the supplementary materials to be given you for content evaluation.

	Subject Area	Gr./Yr. Level
1 st preference	_____	_____
2 nd preference	_____	_____
3 rd preference	_____	_____

Have you ever served as a Textbook / SM Evaluator for DepEd? Yes No

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

Relevant Background

Educational Background (Continue on separate sheet if necessary)

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

Service Record (Include experience outside government service)

Position	Institution/Agency	Inclusive Dates

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

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

Title of Instructional Material	Publisher	Year Published

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

References (Three persons not related by consanguinity or affinity to applicant)

Name / Designation	Address	Telephone Number

Other Concerns

1. If selected to serve as a DepEd Supplementary Materials Evaluator, what is the quickest way of contacting you and sending you documents? _____

2. **Evaluator's Declaration**

- I meet the eligibility criteria to serve as DepEd Supplementary Materials Evaluator as indicated in the Criteria of SM Evaluators for Print Materials / Computer-Aided Instructional Materials.
- I am willing and able to perform the responsibilities of a Supplementary Materials Evaluator.
- I am not a writer, contributor, editor, or consultant of any instructional 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 understand that if chosen as SM evaluator, I am liable for any errors found if the SMs I evaluated are found to have errors after it has been approved for use in public schools.
- I am willing to cooperate with DepEd in responding to supplier's / publisher's queries regarding specific areas in the Team Evaluation Reports and Summary of Findings 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 Supplementary Materials Evaluator and/or for DepEd to impose any legal sanction after the application of due process.

Applicant's Signature over printed name

Date