

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Pasig City

June 24, 1996

DECS O R D E R
No. 44, s. 1996

TRAINING OF TEXTBOOK EVALUATORS BY REGIONAL CLUSTERS

To: Bureau Directors
Regional Directors
Schools Superintendents
Heads of Private Elementary and Secondary 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. 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 textbook evaluators under a new textbook evaluation system which was developed with DECS and private sector collaboration. A DECS Bulletin shall be issued to all concerned outlining this new textbook evaluation system after due consultation is made with the National Book Development Board as required by RA 8047.
3. In preparation for the textbook evaluation process by DECS, textbook evaluators throughout the country must be identified and trained immediately in preparation for the evaluation of all materials received from the private sector by August 15. The training of evaluators shall be done by regional clusters following the groupings and schedules in **Annex 1** and number and breakdown of participants in **Annex 2** of this DECS Order. A two-day live-in training is proposed for each of these trainings which shall be conducted by senior officials from the DECS Bureaus of Elementary and Secondary Education and other relevant DECS units.
4. DECS Regional Offices 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 eligibility criteria for an individual to be considered as a textbook evaluator).

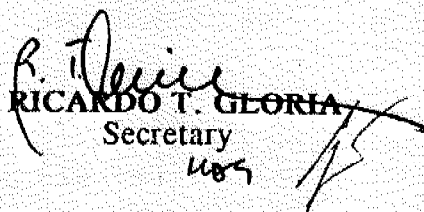
5. Necessary and allowable expenses for the training of evaluators from DECS such as for travel and registration fees for materials, board and lodging of trainers and participants shall be chargeable against their respective Office's budget for INSET or other available source. The regions and divisions 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. Each Regional Office shall assign a **Textbook Evaluation Coordinator or TEC** to ensure immediate and appropriate action on the provisions of this DECS Order (see **Annex 4** for guidelines for regional offices). All regions must officially communicate the name of their TEC to the Office of Assistant Secretary Marcial Salvatierra (telefax 633-7231 or 631-8492) not later than June 27.

8. 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).

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


RICARDO T. GLORIA
Secretary
1989

Incls: As stated

Reference: N o n e

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

(Inclosure to DECS Order No. 44, s. 1996)

ANNEX 1

GROUPINGS AND SCHEDULE OF TRAINING OF TEXTBOOK EVALUATORS
BY REGIONAL CLUSTER

A two-day live-in training shall be held for each of the six regional clusters of textbook evaluators following this schedule:

CLUSTER	REGIONS COVERED*	VENUE	DATE**
A	<u>CAR</u> , I, II, III (HS only)	Baguio City	July 25-26
B	III (elem. only), <u>IV</u>	Antipolo	July 22-23
C	<u>NCR</u> , V	Manila	July 17-18
D	<u>VI</u> , VII (HS only), VIII	Iloilo	July 25-26
E	VII (elem. only), <u>IX</u> , XII, ARMM	Zamboanga City	Aug. 1-2
F	X, <u>XI</u> , XIII	Davao City	Aug. 1-2

* Both evaluators for elementary and secondary levels unless otherwise indicated; 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

** 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

NO. OF EVALUATORS TO BE TRAINED BY CLUSTER
AS OF MAY 28, 1996

		GRADES I-III	HS I-II	TOTAL
A	CAR	15	13	28
	I	25	19	44
	II	20	13	33
	III	---	24	24
	Sub-total	60	69	129
B	III	37	---	37
	IV	56	36	92
	Sub-total	93	36	129
C	NCR	40	33	73
	V	31	18	49
	Sub-total	71	51	122
D	VI	36	27	63
	VII	---	18	18
	VIII	22	14	36
	Sub-total	58	59	117
E	VII	32	---	32
	IX	22	14	36
	XII	19	12	31
	ARMM	17	7	24
	Sub-total	90	33	123
F	X	19	11	30
	XI	30	17	47
	XIII	19	10	29
	Sub-total	68	38	106
TOTAL		440	286	726

**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 September and October for this First Call) and, later, willing and able to travel to attend and participate in a group evaluation activity lasting between 3 to 10 days (during November 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).

Note: Staff from the Bureau of Elementary Education and Bureau of Secondary Education of the DECS Central Office are not allowed to participate as textbook evaluators since they

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

1. The Regional Director must assign 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) not later than June 27.
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

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, NCR, Region IV, VI, IX, and XI 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 trainors 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 in July, textbooks and teachers manuals received at the DECS Central Office from private publishers shall be received, checked, packaged at DECS Central Office and sent to evaluators in the field in August.
2. After doing individual (i.e., own-time) review of materials during the months of September and October, group evaluation workshops shall be held during November. 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.