



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Learning Resource Management and Development Section (LRMDS)
Virac, Catanduanes



DIVISION MEMORANDUM

No. 95, s. 2015

RELEASED

Division of Catanduanes
RECORDS SECTION

SEP 02 2015

9:15 am

To : Public Schools District Supervisors
Elementary/Secondary School Heads

From : *for* **NYMPHA D. GUEMO** *for*
OIC, Schools Division Superintendent

Subject : **SELECTION OF POTENTIAL LEARNING RESOURCE EVALUATORS (LREs)**

Date : September 1, 2015

1. Relative to the Regional Memorandum No. 79, s. 2015, RE: Creation of Division Screening and Selection Committee (DSSC) for Potential Learning Resource Evaluators where Schools Divisions are directed to create a Division Screening and Selection Committee (DSSC), this division announces the selection of **Potential Learning Evaluators (LREs)** in all districts and secondary schools by Subject Area Specialization and Grade Level.
2. As part of the initial process, this office will start receiving applications based on the attached Eligibility and Qualification Requirements for Learning Resource Evaluators which are found in the attachment D and F of this memorandum. Applications from universities/colleges/private institutions may be received by this office, but shall not be included in the screening and selection process. Applications from these institutions will be forwarded to the Regional Office.
3. This office reiterates that all districts and secondary schools shall send potential LREs applicants per subject area specialization. Applications shall be submitted to this office c/o CID Chief, Education Supervisor not later than September 14, 2015.
4. For dissemination and appropriate action.

Eligibility and Qualification Requirements Learning Resource Evaluators (LREs)

I. Eligible applicants:

- Applicants are preferably teachers, supervisors, and other non-teaching personnel currently in the public and private sectors in the regions and divisions, retired educators provided they are not authors, editors, consultants of the learning resources to be submitted to DepEd for procurement
- Content specialists / experts from center of excellence from private colleges and universities in the region nominated / recommended by their deans and / or school presidents provided that they are not authors, editors, consultants of the learning resources submitted to DepEd for procurement.

II. Minimum Qualification Requirements

Education: Bachelor's Degree holder (preferably in Education)

Experience: At least 5 years teaching experience in the learning area

Training: At least 20 hours relevant training in the development and evaluation of the instructional materials

III. Document for Submission of Applicants / Recommendees:

DepEd Regional / Division Offices, Public and Private Schools	Colleges, Universities, Center of Excellence & Professional Associations In the Region / Division	Retired Educators
1. Personal Data Sheet (PDS) refer to Attachment F	1. PDS	1. PDS
2. Certified True Copy of Service / Work Record	2. Nomination or Letter of Recommendation from the dean and / or president of the college, university, Center of Excellence, or professional association	2. Certified True Copy of Service / Work Record
3. Certified True Copy of Transcript of Records		3. Certified True Copy of Transcript of Records
4. Certificate of specialized and relevant trainings from 2010 to present		4. Photocopy of cover and copyright page of the instructional materials written, edited, evaluated or proofread

Special Studies, Trainings, Grants, Other Qualifications Relevant to LR Evaluation:
 (From 2010 to the present only; continue on a separate sheet if necessary)

Title of Seminar/Conference/Training Course	Nature of Participation	Conducted by	Inclusive Dates

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

(Include experience outside government service and continue on a separate sheet if necessary)

Title of Instructional Material	Publisher	Year Published

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

Name	Address	Telephone Number

Evaluator's Declaration

Conflict of Interest.

1. I do not have conflict of interest (i.e., not a writer, contributor, consultant, or editor of any instructional materials assigned to me for evaluation);
2. I am not related or affiliated to any member of the writing/developing team of the learning resources for evaluation and I am willing to reveal information necessary to ensure no conflict of interest;

Performance of Service.

3. I will, to the best of my ability, perform the assigned tasks and ensure that grammatical, computational, social content, typographical, and other errors in content are avoided. I understand that I will be held accountable for glaring errors that I make or miss to point out in the learning material that I review.
4. I have been granted permission / authority by my superior (if any) to serve as evaluator and to attend all necessary activities relative thereto.

Confidentiality.

5. I will not duplicate, make unauthorized use, or disclose the materials or my findings on it, in part or full, to any other person other than the designated person to coordinate with and receive any and all materials and outputs from me.

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 Learning Resource Evaluator.

 (Applicant's signature over printed name)

 (Date Accomplished)