



January 5, 2017

DIVISION MEMORANDUM

No. 012 , s.2017

**SCREENING, SELECTION OF POTENTIAL
LEARNING RESOURCE EVALUATORS (LREs)**

CID Chief / Education Program Supervisors
Schools District Supervisors/Acting Schools District Supervisors
Elementary and Secondary School Heads

1. The Department of Education (DepEd) through the Bureau of Learning Resources (BLR), will conduct the Screening, Selection, and Regional Cluster Training workshops of Potential Regional Learning Resource evaluators Potential Learning Resource Evaluators (LREs) in preparation for the evaluation of learning resources.
2. Thus, interested school heads and teachers may submit their supporting documents to this office for docs review of the Division Screening and Selection Committee (DSSC) on or before January 13,2017.


Region and Division Applicants	Colleges, Universities, Centers of Excellence and Professional Associations	Retired Educators
➤ Personal Data Sheet (PDS) (see attached file)	➤ <input type="checkbox"/> Personal Data Sheet (PDS) (see attached file)	➤ Personal Data Sheet (PDS) (see attached file)
➤ Certified true copy of Service/Work Record	➤ Curriculum Vitae	➤ Certified true copy Service W/ork Record
➤ Certified true copy of transcript of records	➤ Nomination or Letter of Recommendation from the dean and/or president of college, university, center of Excellence, or professional association	➤ Certified true copy of transcript of records
➤ Certified true copy of Certificates of specialized and relevant trainings (from 2010 to the present)	➤ Medical certificates	➤ Photocopies of cover and copyright page of the learning resources written, edited, evaluated, or proofread
➤ Photocopies of cover and copyright page of the learning resources written, edited,		➤ Medical certificates

written, edited, evaluated, or proofread (include certificate to attest the LRs have been quality assured)		
➤ Medical certificates		
Note: Photocopies of documents to be submitted should be authenticated by the duly designated officer at the division office. Original documents must be available for authentication during the interview.		

3. The following is the composition of Division Screening and Selection Committee (DSSC):

Chairman:	Casiana P. Caberte	CID, Chief	Assigned Key Stage
Co- Chair:	Josephine D. Eronico	EPS, LRMDs	
Members:	Pablito Villalon	EPS, English	Grades 7-10(English & Filipino
	Wilfreda Flor	EPS, Filipino, MTB	Grades 1-6(Eng & Filipino , MTB)
	Herminilda Gracio	EPS, Science	Grades 7-10
	Felix Galacio	EPS, Math	Grades 7-10
	Grace Mendez	EPS, TLE	Grade 7-10
	Jupiter Maboloc	EPS, AP	Grades 1-6
	Cirilo Calatrava	EPS, MAPEH	Grades 7-10 (PE & Health)
	Lope Hubac	EPS, EsP	Grades 7-10
	Carmela Restificar	EPS, Kindergarten	Kindergarten
	Esterlita Barajan	PSDS	Grades 1-6 (Math)
	Lolita Kibir	PSDS	Grades 1-6 (Science)
	Faustino Toradio	PSDS	Grades 1-6 (TLE)
	Nilo Samputon	Principal	Grades 7-10 (AP)
	Alberto Magaron	PSDS	Grades 1-6 (PE & Health)
	Mia Marie Biliran	Principal	Grades 7-10 (Music & Art)
Milueda Escabarte	PSDS	Grades 1-6 (Music & Art)	
Percy Torres	PSDS	Grades 1-6 (EsP)	
Gina Castillo	PSDS	Kindergarten	

4. Qualified LREs shall be notified through a memorandum after the docs review of the DSSC for regional level assessment procedure.
5. Immediate dissemination and compliance of this Memorandum is enjoined.


 WILFREDA D. BONGALOS, Ph.D., CESO VI
 Schools Division Superintendent

Personal Data Sheet for Potential LR Evaluators

Attach 2 passport size recent photos here with your name at the back of the photo.

Name: _____

Family	First	Middle Initial
Date of Birth: _____	Place of Birth: _____	Citizenship: _____ Sex: _____
Civil Status: _____ Home Address: _____		
Designation: _____		
Office/ School Address: _____		
Tel. Number: _____		Cell Number: _____
Email Address: _____		Fax Number: _____
Name of Superior: _____		Designation: _____
Address: _____		Contact Number: _____

Application Details (Please answer completely. The information provided herein shall serve as reference in assigning materials that the LREs shall be tasked to quality assure/ evaluate.)

Preference	Learning Area Specialization	Key Stage / Grade Level
1st preference		
2nd preference		

- Have you ever served as a Learning Resource Evaluator (LRE) for DepEd? Yes No
 If Yes, when and for what subject and grade level? _____
- What mother tongue languages do you speak and write fluently? _____

Relevant Background (starting from the most recent and continue on a separate sheet if necessary)

Education

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

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

Position	Institution/ Agency	Inclusive Dates

Experience

Learning Area/s Taught (for at least 5 years)	School/ College/ University	Inclusive Dates

Learning Resources you have written, edited, evaluated, proofread, or served as consultant (Continue on a separate sheet if necessary)

Title of Learning Resources	Role (e.g., writer, editor, evaluator, proofreader, etc.)	Publisher	Year Published

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	Level (e.g., international, national, regional, etc.)	Nature of Participation	Conducted by	Inclusive Dates

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

Name	Address	Telephone Number

Evaluator's Declaration

If selected to serve as a Learning Resource Evaluator, I am aware of and shall abide with the following:

Conflict of Interest

1. I do not have conflict of interest (i.e., not a writer, contributor, consultant, or editor of any learning resources assigned to me for evaluation;
2. I am not related or affiliated to any member of the writing/ development team of the learning resources for evaluation assigned to me 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 resource 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 them, in part of 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 information 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)