

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Meralco Avenue
Pasig City, Philippines



Tanggapan ng Kalihim
Office of the Secretary

June 11, 1998

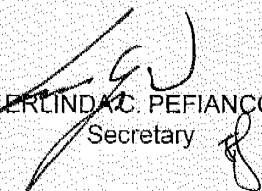
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DECS MEMORANDUM
No. 244, s. 1998

CONDUCT OF TEAM EVALUATION WORKSHOPS

To: Bureau Directors
Regional Directors
Concerned School Superintendents and School Heads
All others concerned

1. This DECS Order pertains to the conduct of Team Evaluation Workshops where textbook evaluators from various parts of the country meet and determine whether to recommend for approval or not several sets of textbooks and teacher's manuals submitted by private publishers for the different subject areas in Elementary and High School.
2. Five workshops are to be conducted following the schedule contained in Annex 1 of this DECS Memorandum. A copy of this DECS Memorandum shall be forwarded to each Textbook Evaluator currently performing textbook evaluation work indicating the specific schedule and venue of the team evaluation workshop he/she must attend.
3. Regional Directors, Schools Superintendents, and School Heads are enjoined to allow and facilitate the participation of Textbook Evaluators from their respective areas of jurisdiction to the Team Evaluation Workshops. Designated Staff from the Bureaus of Elementary Education, Secondary Education, Physical Education and Sports, DECS Cash and Accounting Divisions, and Instructional Materials Council Secretariat shall supervise and facilitate the conduct of these workshops (Annex 2).
4. Textbook Evaluators shall be reimbursed by DECS Central Office staff during the workshops for allowable commercial transportation expenses (i.e. aircon bus, superferry or ship fare, and taxi) to and from their place of origin and the workshop venue. Meanwhile, plane tickets for textbook evaluators expected to travel by plane shall be purchased in Manila by DECS Central Office staff.
5. Board and lodging expenses of all participants to these workshops for the duration of the workshops shall be paid from evaluation fees collected from the publishers and/or other allowable funds. Payments for workshop venue, rentals, materials needed, honoraria of facilitators including Textbook Evaluation Coordinators, and related expenses shall similarly be chargeable against the aforementioned funds.
6. Consistent with the provisions of DECS Order 44 and 72, s. 1996, 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. For any query or clarification on this memo please contact Ms. Lulu A. Pilor or Ms. Daisy O. Santos at the DECS Instructional Materials Council Secretariat (IMCS), IMC Complex, A. Ma. Regidor Street, Area XI, U.P. Campus, Diliman, Quezon City (tel. 922-99-81 to 84 local 7 or 8, 920-1894 and fax 920-1887).
8. For immediate dissemination and appropriate guidance of all concerned.


ERLINDA C. PEFIANCO
Secretary

Incls.:

As stated

References:

DECS Orders: Nos 44 and 72, s. 1996

Allotment: 1—(D.O. 50-97)

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

TEXTBOOKS
WORKSHOPS

SCHEDULE OF TEAM EVALUATION WORKSHOPS

WORKSHOP 1	RELC-NCR, Concepcion, Marikina City	June 29-July 3, 1998
WORKSHOP 2	Applied Nutrition Center, Banilad, Cebu City	June 29-July 3, 1998
WORKSHOP 3	Innotech, Commonwealth Ave., Quezon City	July 6-10, 1998
WORKSHOP 4	NEAP, Teacher's Camp, Baguio City	July 6-10, 1998
WORKSHOP 5	Innotech, Commonwealth Ave., Quezon City (tentative) (For reviewers and checkers)	July 15-17, 1998

Note:

1. The first day of the workshop (i.e. June 29 and July 6) shall be devoted entirely to registration and individual evaluation. Board and lodging provisions shall be available from breakfast of the first day until dinner of the last day of each workshop.
2. Each textbook evaluator must bring the sets of learning materials given/delivered to him/her for evaluation, the corresponding evaluation report for each learning material evaluated, and the signed Evaluator's Contract (if not yet submitted) to his/her assigned team evaluation workshop.
3. If, for some emergency, a textbook evaluator is unable to be present in his/her assigned team evaluation workshop, he/she must immediately notify thye DECS-Instructional Materials Council Secretariat (IMCS) and forward the sets of learning materials already with him/her including individual evaluation reports to the IMCS prior to the conduct of the workshop themselves.
4. Transportation Arrangements:
 - For Textbook Evaluators travelling by bus or ship: DECS Central Office shall reimburse you for allowable transportation expenses during the team evaluation workshop upon presentation of necessary supporting documents.
 - For Textbook Evaluators whose round trip plane tickets had been purchased by the IMCS:

Name: _____

Flight details are as follows:

Please get your ticket(s) at:

Team Evaluation Workshops
Assignment

Annex 2

Venue/Date	Elementary	Secondary	Facilitators	TECs	Bureau Pax
1 RELO June 29 to July 3, 1998 66 participants	1/2 Sibika/HGC (1 Team) 2 Sibika/HGC (1 Team) 3 Sibika/HGC (1 Team) 4 Sibika/HGC (2 Teams) 4/3 Sibika/HGC (1 Team) 5 Sibika/HGC (1 Team) 5/6 Sibika/HGC (1 Team) 6 Sibika/HGC (1 Team)	I Soc. Stud. (1 Team) II Soc. Stud. (1 Team) III Soc. Stud. (1 Team) IV Soc. Stud. (1 Team) I/II P.E.H.M. (1 Team) IV/III P.E.H.M. (1 Team) I/II T.H.E. (1 Team) III T.H.E. (2 Teams) IV T.H.E. (1 Team) IV/III T.H.E. (3 Teams)	Daisy Asunacion O. Santos Edith G. France Angelina S. Espiritu Rowena V. Pandaugua (1 staff from Cash Div. & 1 staff from Acct. Div.)	Rosali Taguba (II) Elias Castromero (IV) Eduardo Penaranda (VI) Estrella Accorda (II)	BSE Corazon Echano (S.S.) Zenaida Espino (S.S.) Paz Buenaviale (Music) Patrocio de Castro (T.H.E.) Owen Miliambiling (T.H.E.) Virgilio Santos (T.H.E.) BEE Merita Nollido (S.S.) Orelia Eustaquio (S.S.)
2 Cebu City June 29 to July 3, 1998 75 participants	1 English (1 Team) 2/1 English (1 Team) 4 English (1 Team) 5 English (1 Team) 6 English (1 Team) 6/4 English (1 Team) 1 Filipino (2 Teams) 2 Filipino (1 Team) 3 Filipino (2 Teams) 1 Math (1 Team) 1/2 Math (1 Team) 2 Math (1 Team) 3 Math (2 Teams) 4 HELE (1 Team) 5/4 HELE (1 Team) 6 HELE (1 Team)	I English (1 Team) II/III English (1 Team) III/IV English (1 Team) IV English (1 Team) II/III Values Educ. (1 Team) IV Values Educ. (1 Team)	Jay G. Fernandez Socorro A. Plior Ma. Leonor M. Barraquias Cirila de Guzman Aileen T. Espinas (1 staff from Cash Div. & 1 staff from Acct. Div.)	Dr. Erlina M. Manuzon Priscilla Mansueto (VII) Mario Basalo (X) Ignacia Gujilde (XII)	BSE Josefina Mariano (Eng.) Virgilio Regular (Eng.) Luisita Peralta (V Ed.) BEE Lily Nodalio (Eng.) Simeona Ebol (Fil.)

Team Evaluation Workshops
Assignment

Annex 2

Venue/Date	Elementary	Secondary	Facilitators	TECs	Bureau Pax
3 INNOTECH July 6 to 10, 1998 66 participants	4 Filipino (2 Teams) 5 Filipino (2 Teams) 6 Filipino (2 Teams) 4 Math (3 Teams) 5 Math (2 Teams) 6 Math (2 Teams) 3 Music & Arts (1 Team) 4 Music & Arts (1 Team) 5 Music & Arts (1 Team) 6 Music & Arts (1 Team) 3 P.E. (1 Team)	I/II II III IV Math (1 Team) Math (1 Team) Math (1 Team) Math (1 Team)	Jay G. Fernandez Socorro A. Pilor Ma. Leonor M. Barraquias Cirila de Guzman Aileen T. Espinas (1 staff from Cash Div. & 1 staff from Acct. Div.)	Constancia Dacanay (I) Myrna Catangui (V) Natividad Redoble (XII) Guillermina Peña (I) Flordeliza Mayari (NCR)	Zenaida Geronimo (Math) Elizabeth Catao (Math) BEE Louella L. Limena (Musika) Lily Nodalo (Fil.) Simeona Ebol (Fil.) Rogelio Dones Cornelio Icaonapo BPSS
4 Baguio July 6 to 10, 1998 78 participants	1 GMRC (1 Team) 2 GMRC (1 Team) 3 GMRC (1 Team) 4 GMRC (2 Teams) 5 GMRC (1 Team) 5/6 GMRC (1 Team) 6 GMRC (1 Team) 1 Science (1 Team) 2 Science (1 Team) 2/1 Science (1 Team) 3 Science (1 Team) 4 Science (2 Teams) 5 Science (1 Team) 6/5 Science (1 Team)	I II III IV I II III IV Filipino (1 Team) Filipino (1 Team) Filipino (2 Teams) Filipino (2 Teams) Science (1 Team) Science (1 Team) Science (1 Team) Science (1 Team)	Jay G. Fernandez Daisy Asuncion O. Santos Edith G. France Angeline S. Espiritu Rowena V. Pandeagua (1 staff from Cash Div. & 1 staff from Acct. Div.)	Carmencita Gloria (III) Juanita Madarang (CAR) Narcisa Montojo (IV) Rosalia Guadaña (CAR)	BSE Prudencia Sanoy (Fil.) Oliva Dantes (Fil.) Marivic Abcede (S & T) Rosalinda Ferrer (S & T) Jesie Borja (S & T) BEE Fe Villalino (Science) Carol Cruz (Science) Elizabeth Ascaño (GMRC)

* Venue, date and participants of the fifth workshop shall be announced later.