



*Tanggapan ng Kalihim
Office of the Secretary*

September 14, 1999

DECS MEMORANDUM
No. 394 s. 1999

CONDUCT OF TEAM EVALUATION WORKSHOPS

To Bureau/Center/Regional Directors
Schools Superintendents
Private Elementary and Secondary School Principals
All Others Concerned

1 This Memorandum pertains to the conduct of Evaluation Workshops where pre-selected and trained textbook evaluators throughout the country are to meet and determine whether to recommend for approval or not several sets of textbooks and teacher's manuals submitted by private publishers to DECS under the Third Textbook Call.

2 Four two week live in workshops are to be conducted following the schedule contained in Annex 1 of this Memorandum. The workshops shall be supervised by officials and staff of the DECS Instructional Materials Council Secretariat (IMCS) Bureau of Elementary Education and Bureau of Secondary Education.

3 Participants shall be sent individual letters indicating the specific schedule and venue of the team evaluation workshops he/she must attend and contacted directly by staff from the DECS IMCS or thru the Regional Textbook Evaluation Coordinators (TECs) re final preparations and arrangements for the workshops.

4 Regional directors, schools superintendents and school heads are enjoined to facilitate the participation of textbook evaluators to their designated team workshop. 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.

5 All expenses for the conduct of these workshops such as communications, supplies, board and lodging, travel expenses and honoraria/evaluators' fees of resource persons, facilitators/participants, and other necessary expenses shall be chargeable against the DECS trust fund for textbook evaluation and other available funds of DECS Central Office.

6 For any query or clarification on this matter, please contact the DECS IMCS Evaluation and Training Division (Attention Ms Lulu Piloni or Ms Daisy Santos) at tel nos 92 9982 to 84 and telefax 920 1894

7 For immediate dissemination and guidance of all concerned

Andrew Gonzalez
ANDREW GONZALEZ, FSG
Secretary *AG*

Incl

As stated

Reference

None

Allotment 1 (DO 50 97)

To be indicated in the Perpetual Index
under the following subjects

TEXTBOOKS
WORKSHOPS

**SCHEDULE OF TEAM EVALUATION WORKSHOPS
As of 7 September 1999**

Four two-week live in Team Evaluation Workshops shall be held following this schedule

Group	Venue	Duration
Batch 1		Oct 4 - 15 1999
Group A	Villa Virginia Resort and Conference Center Antipolo Rizal	
Group B	Applied Nutrition Center (ANC) Banilad Cebu City	
Batch 2		Oct 18 - 29 1999
Group C	La Trinidad Valley Hotel and Restaurant La Trinidad Benguet	
Group D	GEMS Hotel and Conference Center Antipolo City	

Important

1. The first two days of the evaluation duration is intended for individual evaluation of materials at the evaluator's home/station. Evaluators are expected to be at their assigned workshop venue by the morning of the 3rd day (i.e. October 6 for Batch 1 and October 20 for Batch 2).
2. Each textbook evaluator must bring the sets of learning materials given/delivered to him/her for evaluation and the duly accomplished individual evaluation report for each of the learning materials to the designated team evaluation workshop.
3. If for some emergency a textbook evaluator is unable to attend the designated team evaluation workshop, s/he must immediately notify the DECS IMCS and forward the evaluated set(s) of learning materials and the corresponding individual reports to the DECS IMCS or to the Regional TEC a week before the conduct of the team workshop where s/he was designated to attend.
4. Schedule and venues considered final unless decided otherwise.