



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

*Tanggapan ng Pangalawang Kalihim*  
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**JUN 21 2002**

DepEd Memorandum  
No. 106, s. 2002

**CONDUCT OF CONTENT EVALUATION WORKSHOP FOR TEEP AND SEMP II**

**To: Bureau/Center/Regional Directors  
Schools Division Superintendents  
Heads, Public and Private Schools  
All others concerned**

1. The Department of Education (DepEd) will conduct a Content Evaluation Workshop to assess textbooks and teacher's manuals which will be submitted during a joint bidding to be held on July 25, 2002 under the Third Elementary Education Project (TEEP) and Second Social Expenditure Management Project (SEMP II). The dates and venue of the eight-day live-in workshop will be announced later.
2. Teams of evaluators who will participate in this workshop shall be represented by the following:
  - 2.1 **discipline and curriculum experts** who will look into the relevance of content as vehicle for development of knowledge, skills, and values, source of pedagogical strategies, accuracy of concepts and processes, psychological suitability and development concerns;
  - 2.2 **principals, supervisors, and superintendents** who will look into pedagogical concerns, relevance, suitability to grade/year level and accuracy; and
  - 2.3 **members of civil society** who will look into sectoral convergence related to societal needs and concerns, relevance, practicality and accuracy of content.
3. Interested parties must meet the criteria for selection of evaluators (Annex 1) and send their application letters and accomplished Personal Data Sheets (Annex 2) to:

**Ms. Socorro A. Pilor**

Department of Education-Instructional Materials Council Secretariat (DepEd-IMCS)  
4th Floor Dorm E, DepEd Complex  
Meralco Avenue, Pasig City

Applicants can also e-mail ([www.deped.gov.ph/imcs](http://www.deped.gov.ph/imcs)) their letters and duly accomplished forms. Deadline for acceptance of application letters is **July 8, 2002**.

4. Selected applicants will be informed in writing and directly contacted by IMCS before the workshop. Participants are expected to be at the venue by 7:30 a.m. on the first day of the workshop.
5. Travel expenses, materials, board and lodging, and professional fees of evaluators, overtime pay of staff, and other incidental expenses are chargeable against TEEP and OSEC Funds.
6. For any queries or clarifications, please contact the DepEd-IMCS Evaluation and Training Division (Attention: Ms. Daisy O. Santos or Ms. Editha Esperida) at tel. nos. 634-1054 or telefax 634-1072.
7. Immediate and wide dissemination of this memorandum is desired.

**FE A. HIDALGO**  
Undersecretary

Encls.:

As stated

Reference:

None

Allotment: 1—(D.O. 50-97)

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

OFFICIALS  
PROJECTS  
TEXTBOOKS  
WORKSHOPS

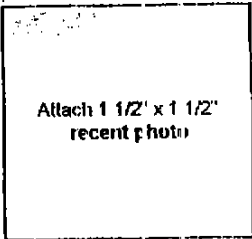
## **Criteria for Textbook Evaluators**

To become eligible to serve as a DepEd Textbook Evaluator, an individual:

1. **Must be a Filipino citizen;**
2. **Must be either a master teacher, high school/college teacher, subject area supervisor or specialist, or curriculum expert with at least five (5) years relevant experience in a specific learning area;**
3. **Must not have any conflict of interest (e.g., must not be a writer, contributor, consultant, or editor of any textbook and teacher's manual 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;**
4. **Must be willing and able to evaluate 2 to 3 sets of textbooks and teacher's manuals during the two-week in-house individual and team evaluation workshop;**
5. **Must be physically fit, willing, and able to travel to attend and participate in an evaluation activity lasting at least 10 days and which may not be held in his/her province/city;**
6. **Must have been granted permission/authority by his/her immediate supervisor to serve as evaluator and attend necessary activities as such; and**
7. **Must have good communication skills and legible handwriting.**

(Revised June 2002)

DepEd from: \_\_\_\_\_ DepEd  
Others  
(Please indicate your region.)



## DepEd Textbook Evaluator for SEMP II & TEEP Personal Data Sheet

Name: \_\_\_\_\_  
 (Print legibly) Family First M.I.  
 Designation/Profession: \_\_\_\_\_  
 Office /School Address: \_\_\_\_\_  
 \_\_\_\_\_ Tel. (Fax) Number: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Tel. Number: \_\_\_\_\_  
 \_\_\_\_\_ Cell Number: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
 Person to contact in case of emergency: \_\_\_\_\_ Tel. Number: \_\_\_\_\_

### A. Subject Area(s) of Specialization and Grade/Year Level(s)

Subject Area(s)	Grade/Year Level(s)
1st preference _____	_____
2nd preference _____	_____
3rd preference _____	_____

Have you ever served as a TX/TM evaluator for DepEd?  Yes  No  
 If yes, when and for what subject and grade/year level? \_\_\_\_\_

### B. Relevant Background

#### 1. Educational Background:

Educational Institution	Degree Earned	Year	Honors Received

#### 2. Work Experience:

Position	Institution/Agency	Year

#### 3. Special Studies/Trainings, Grants, Other Qualifications (relevant to evaluation):

4. Instructional Materials you have written, edited, contributed to, or served as consultant:  
Book/Title Publisher Year Published

C. **Contact Persons**

Please indicate the name and address of your employer/superior.

Name : \_\_\_\_\_ Designation: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Employer's consent required for you to serve as evaluator:  Yes  No

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

1. Name : \_\_\_\_\_ Designation: \_\_\_\_\_  
Address \_\_\_\_\_  
Tel. No.: \_\_\_\_\_

2. Name : \_\_\_\_\_ Designation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_

E. **Other Concerns**

If selected to serve as a TEEP/SEMP DepEd evaluator:

1. What is the quickest way of contacting you and sending you documents?  
\_\_\_\_\_

2. If you will travel by air for the Evaluation Workshop, please indicate the nearest airport and the airlines servicing your locality.  
\_\_\_\_\_

3. Are you or your office/school willing to shoulder in advance your plane fare which will be reimbursed during the training/workshop?  Yes  No

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.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date