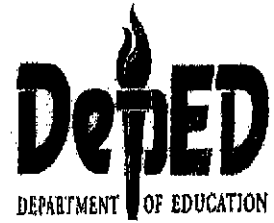




REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Avenue, Pasig City



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SEP 07 2004

DepED MEMORANDUM  
No. 378, s. 2004

2004 TRAINING WORKSHOP ON TEXTBOOK EVALUATION

To: Bureau Directors  
Regional Directors  
Directors of Services, Centers and Heads of Units  
Schools Division/City Superintendents  
Heads, Public and Private Elementary and Secondary Schools

1. This Memorandum pertains to the conduct of a training-workshop for textbook evaluators for *Edukasyong Pantahanan at Pangkabuhayan* for Grades 4 to 6 and Music, Arts, Physical Education, and Health for Years 1 to IV which are programmed for procurement by the Department of Education (DepED) this year.

2. The training workshop, which shall be managed by DepED Central Office, will be conducted in September 2004. The breakdown of participants to be trained shall be determined by the DepED-Instructional Materials Council Secretariat (IMCS) and will be communicated to the concerned DepED Regional Offices.

3. Individuals from the private sector who are qualified based on the Criteria for Textbook Evaluators (Enclosure No. 1), must submit an application letter signifying interest to serve as an evaluator and a duly accomplished Personal Data Sheet (Enclosure No. 2) to:

The Executive Director  
DepED-Instructional Materials Council Secretariat  
5<sup>th</sup> Floor, Mabini Bldg., DepED Complex  
Meralco Avenue, Pasig City

Applicants can also e-mail ([imcs@deped.gov.ph](mailto:imcs@deped.gov.ph)) their letters and duly accomplished forms. Blank PDS forms can be accessed at [www.deped.gov.ph](http://www.deped.gov.ph). Deadline for acceptance of requirements is on **September 10, 2004**.

4. The DepED Regional Textbook Evaluation Coordinators (RTECs) will assist in screening and contacting qualified individuals to be trained. RTECs will be advised of the available slots for public and private sector participants not later than **September 6, 2004**.

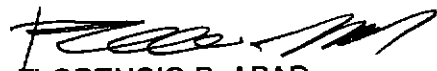
5. Selected applicants will be informed of the workshop dates and venue by DepED-IMCS or their respective RTECs. Participants are expected to be at the venue by 8:00 a.m. on the first day of the workshop.

6. Travel expenses of participants shall be charged against their respective Office's budget for INSET or other allowable source. There will be no registration fee. Necessary and allowable expenses for the training of evaluators and Regional TECs such as board and lodging of participants, venue rental, supplies, overtime pay of training staff, professional fees and travel expenses of trainers and resource persons, and other incidental expenses are chargeable against the trust fund for textbooks.

7. The DepED policy prohibiting teachers to be pulled out from their classes during schooldays shall not apply to teachers who will attend this training and later serve as textbook evaluators provided that necessary arrangements are made to ensure continuation of classes even in their absence.

8. The DepED-IMCS shall communicate directly with the RTECs regarding final arrangements for the trainings. For any queries or clarifications, please contact the DepED-IMCS Evaluation and Training Division (Attention: Ms. Daisy Ochoa-Santos or Ms. Editha F. Esperida) at tel. nos. (02)631-92-94 and (02)634-10-54 or telefax no. (02)634-10-72.

9. Immediate and wide dissemination of this Memorandum is desired.

  
FLORENCIO B. ABAD  
Secretary

Encls.:  
As stated

Reference:  
DepED Memorandum: No. 212, s. 2003

Allotment: 1- -(D.O. 50-97)

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

TEACHERS  
TEXTBOOKS  
TRAINING PROGRAM  
WORKSHOPS

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## 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 private or public sector elementary or high school master teacher (with professional license), college professor or university academician, subject area supervisor or curriculum specialist, or member of professional organizations related to education 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 two to three sets of textbooks and teacher's manuals during the one-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 six (6) 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 very good communication skills and legible handwriting.

**Note:** For the 2004 Training of TX Evaluators, only individuals with specialization in the following learning areas will be considered:

<b>Elementary</b>	<b>High School</b>
Gr. 4, 5, and 6 Edukasyong Pantahanan	Yr. I to IV Music
Gr. 4, 5, and 6 Gawaing Pang-agrikultura	Yr. I to IV Arts
Gr. 4, 5, and 6 Gawaing Pang-industriya	Yr. I to IV Physical Education
Gr. 4, 5, and 6 Tingiang Pangangalakal	Yr. I to IV Health
Gr. 4, 5, and 6 Computer Education	



4. Instructional Materials you have written, edited, contributed to, or served as consultant:

Title of Instructional Material	Publisher	Year Published

C. Contact Persons

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

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

Address: \_\_\_\_\_

Tel. Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

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

Name	Address	Telephone Number

E. Other Concerns

If selected to serve as a DepEd Textbook Evaluator:

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

\_\_\_\_\_

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

\_\_\_\_\_

3. Are you or your office/school willing to pay in advance your plane fare which will be reimbursed during the forthcoming Evaluation Workshop?  Yes  No

4. Evaluator's Declaration

- I meet the eligibility criteria to serve as DepEd Textbook Evaluator.
- I am willing and able to perform the responsibilities of a Textbook Evaluator.
- I am not a writer, contributor, editor, or consultant of any textbook and teacher's manual already approved and/or submitted to DepEd for evaluation.
- I am willing to reveal personal information necessary to ensure no conflict of interest.
- I will keep my identity as evaluator and the materials to be given me for evaluation confidential.
- I will not compromise the integrity of the evaluation process.
- I am willing to cooperate with IMCS in responding to publisher's queries regarding specific areas in the Team Evaluation Reports I will help finalize.

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 Textbook Evaluator.

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

\_\_\_\_\_  
Date