



MAY 15 2007

DepED MEMORANDUM
No. 206, s.. 2007

2007 REGIONAL CLUSTER TRAINING PROGRAMS 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
All Others Concerned

1. This Memorandum pertains to the training / retraining of Textbook Evaluators and Regional Textbook Evaluation Coordinators (RTECs) from the seventeen regions in preparation for the evaluation of instructional materials in elementary Mathematics, elementary Science and Health, and elementary and high school Filipino which are being considered for procurement by the Department of Education (DepEd).
2. Each DepEd Regional Office will (re)appoint a Regional TEC and his/her alternate who must be qualified based on the Terms of Reference for R-TECs (Enclosure No. 1). Names of nominees and their curriculum vitae must be submitted to DepEd-Instructional Materials Council Secretariat (DepEd-IMCS) not later than **May 21, 2007**. The R-TECs shall be responsible for screening and contacting qualified individuals to be trained. DepEd-IMCS will provide RTECS with the guidelines and forms needed for the regional screening and interview of applicants
3. Potential textbook evaluators must be trained in preparation for the evaluation of textbooks and teacher's manuals to be submitted by publishers in forthcoming Textbook Calls. The training shall be done following the schedule in Enclosure No. 2. The number / breakdown of participants to be trained shall be determined by the DepEd-Instructional Materials Council Secretariat (DepEd-IMCS) and shall be communicated to the various DepEd Regional Offices. The live-in training shall be managed by DepEd Central Office personnel and resource persons from the private sector.
4. Individuals coming from both public and private sectors who are deemed qualified based on the Criteria for Textbook Evaluators for the different areas (Enclosure No. 3), must each submit an application letter signifying interest to serve as an evaluator, curriculum vitae, and a duly accomplished Personal Data Sheet (Enclosure No. 4) to their respective R-TECs or to DepEd-IMCS. The application documents should be sent to:

The Executive Director
Attention: Evaluation and Training Division
DepEd-Instructional Materials Council Secretariat
5th Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City

Applicants can also e-mail (depedimcs@yahoo.com) their letters and duly accomplished forms. Deadline for acceptance of requirements is **June 25, 2007**.

5. Selected applicants will be informed in writing and directly contacted by DepEd-IMCS or their respective RTECs before the workshop. Participants are expected to be at the venue by 8:00 a.m. on the first day of the workshop.
6. Necessary and allowable expenses for the training of evaluators and R-TECs such as board and lodging, venue rental, supplies, extra duty allowance, professional fees, and travel expenses of resource persons and facilitators, and other incidental expenses are chargeable against the OSEC trust fund for textbooks. Travel expenses of participants shall be charged against their respective Office's budget for INSET or other allowable source.
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 R-TECs of concerned regions regarding final preparations and arrangements for the trainings. For any queries or clarifications, please contact the DepEd-IMCS Evaluation and Training Division (Attention: Ms. Ma. Leonor M. Barraquias or Ms. Editha F. Esperida) at tel. nos. (02) 631-9294, 634-1054, or telefax 634-1072.
9. Immediate and wide dissemination of this Memorandum is desired.


JESLI A. LAPUS
Secretary

Encls.:
as stated

Reference:
None

Allotment: 1 –(D.O. 50-97)

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

TEACHERS
TEXTBOOKS
TRAINING PROGRAMS

Mdel: Textbook Evaluation
4-26-07
Computer Used: Sally

Regional Textbook Evaluation Coordinators (RTECs)

Terms of Reference

1. Must preferably be a chief / assistant chief of either the elementary or secondary division in his / her region;
2. Initiate, in coordination with DepEd-Instructional Materials Council Secretariat (DepEd-IMCS), the preliminary screening of potential evaluators in his / her region following the guidelines provided by DepEd-IMCS and exercise fairness and objectivity in the selection process;
3. Ensure that the screening and selection of potential textbook evaluators is widely disseminated to all divisions, colleges, and universities in the region to maximize and equalize representation from all localities.
4. Gather, check for completeness, and send to DepEd-IMCS, according to an agreed schedule, duly accomplished application letters, Personal Data Sheets, and curriculum vitae of potential evaluators who passed the preliminary screening in the region;
5. Coordinate with potential evaluators, their immediate superiors, and DepEd-IMCS regarding textbook evaluation concerns;
6. Facilitate immediate dissemination of information (i.e., schedule of evaluation activities, workshop venues) to evaluators and / or their immediate superiors;
7. Keep the identity of evaluators and his / her identity as RTEC strictly confidential;
8. Ensure that s/he and the evaluators tapped in his / her region have no conflict of interest (e.g., must not be a writer, contributor, consultant, or editor of any textbook and teacher's manual already approved and / or submitted to DepEd for evaluation in the last three years) and must reveal personal information necessary to ensure no conflict of interest;
9. Serve as coordinator, facilitator, and / or checker during the individual and team evaluation workshops, if so assigned by DepEd-IMCS;
10. Must be physically fit, willing, and able to travel to attend and participate in the content evaluation workshops lasting between three (3) to ten (10) days and which may or may not be held in his / her province / city.
11. Will not give in to undue influence or compromise the integrity of the evaluation process (e.g., must not accept any gift or favor extended by any party who may want certain materials approved and / or disapproved for reasons beyond merit);
12. Must complete and submit a Personal Data Sheet and one copy of his / her comprehensive Curriculum Vitae with passport size latest photo to DepEd - IMCS;

**2007 Schedule of Training-Workshops on Textbook Evaluation
By Regional Cluster**

A five-day live-in Training Workshop on Textbook Evaluation shall be held for each of the four regional clusters following this schedule:

Cluster	Regions Covered	Venue	Dates
A1	I, II	Baguio City	July 23 to 27, 2007
A2	III, CAR	Baguio City	August 6 to 10, 2007
B1	IV-A, IV-B	Batangas City	July 16 to 20, 2007
B2	V, NCR	Antipolo City	July 2 to 6, 2007
C	VI, VII, VIII, IX	Cebu City	July 9 to 13, 2007
D	X, XI, XII, Caraga	Davao City	July 30 to August 3, 2007

- Host regions shall be CAR, Region IV-A, Region VII, and Region XI; DepEd - IMCS shall coordinate with the R-TECs of the host regions in choosing and making arrangements for the training venue, board and lodging of the participants, and other related concerns.
- These schedules are considered final unless decided otherwise and new schedules are communicated to all concerned.

Criteria of TX Evaluators for the 1st Area of Evaluation

To become eligible to serve as a DepEd Evaluator for the 1st area of content evaluation which focuses on the learning competencies, an individual must:

1. Be a Filipino citizen;
2. Be either a private or public school elementary or high school teacher (with professional license), subject area supervisor, or curriculum specialist with a least five (5) years relevant experience in a specific learning area;
3. Not have conflict of interest (e.g., must not be a writer, contributor, consultant, or editor of any textbook and teacher's manual of any material assigned to him / her for review, must not be related up to the third degree of consanguinity or affinity to any textbook publishers who have textbooks and teacher's manuals submitted for DepEd's review) and must be willing to reveal information necessary to ensure no conflict of interest;
4. Be willing and able to evaluate one or two sets of textbooks and teacher's manuals during the in-house individual and team evaluation workshop;
5. Be physically fit, willing, and able to travel to attend and participate in an evaluation activity lasting eight days and which may not be held in his / her province / city;
6. Have been granted permission / authority by his / her superior to serve as reviewer and attend all necessary activities as such; and
7. Have excellent written and oral communication skills, legible handwriting and preferably be computer-literate.

Criteria of TX Reviewers for the 2nd Area of Evaluation

To become eligible to serve as a DepEd Reviewer for the 2nd area evaluation which focuses on accuracy of content, an individual must:

1. Be a Filipino citizen;
2. Be a faculty member of a reputable college or university, an active member of a professional organization related to education, or an employee of a private firm or government agency with at least five (5) years relevant experience in a specific learning area;
3. Not have conflict of interest (e.g., must not be a writer, contributor, consultant, or editor of any textbook and teacher's manual of any material assigned to him / her for review, must not be related up to the third degree of consanguinity or affinity to any textbook publishers who have textbooks and teacher's manuals submitted for DepEd's review) and must be willing to reveal information necessary to ensure no conflict of interest;
4. Be willing and able to review one or two sets of textbooks and teacher's manuals during the specified period of time and attend the orientation and team evaluation workshop for the assigned set of books;
5. Be physically fit, willing, and able to travel to attend and participate in an actual content evaluation activity which may not be held in his / her province / city;
6. Have been granted permission / authority by his / her superior to serve as reviewer and attend all necessary activities as such; and
7. Have excellent written and oral communication skills, legible handwriting and preferably be computer-literate.

Criteria of Textbook Evaluators for the 3rd Area Evaluation

To become eligible to serve as a DepEd Evaluator for the 3rd area evaluation which focuses on presentation and appropriateness of instructional materials, an individual must:

1. Be a Filipino citizen;
2. Be a subject area supervisor, master teacher, and / or subject area coordinator with a least five (5) years relevant teaching experience in a specific learning area;
3. Not have conflict of interest (e.g., must not be a writer, contributor, consultant, or editor of any textbook and teacher's manual of any material assigned to him / her for review, must not be related up to the third degree of consanguinity or affinity to any textbook publishers who have textbooks and teacher's manuals submitted for DepEd's review) and must be willing to reveal information necessary to ensure no conflict of interest;
4. Be willing and able to review one or two sets of textbooks and teacher's manuals during the one-week in-house individual and team evaluation workshop;
8. Be physically fit, willing, and able to travel to attend and participate in an actual content evaluation activity lasting from five to eight days and which may not be held in his / her province / city;
5. Have been granted permission / authority by his / her superior to serve as reviewer and attend all necessary activities as such; and
9. Have excellent written and oral communication skills, legible handwriting and preferably be computer-literate.

Criteria of Textbook Reviewers for the 4th Area Evaluation

To become eligible to serve as a DepEd Reviewer for the 4th level evaluation which focuses on language and book design, an individual must:

1. Be a Filipino citizen;
2. Have at least three (3) years relevant experience in textbook editing and proofreading materials written either in English or Filipino and knowledge in book design and layouting;
3. Not have conflict of interest (e.g., must not be a writer, contributor, consultant, or editor of any textbook and teacher's manual of any material assigned to him / her for review, must not be related up to the third degree of consanguinity or affinity to any textbook publishers who have textbooks and teacher's manuals submitted for DepEd's review) and must be willing to reveal information necessary to ensure no conflict of interest;
4. Be willing and able to review one or two sets of textbooks and teacher's manuals during the specified period of time and attend the orientation and team evaluation workshop for the assigned set of books;
5. Be physically fit, willing, and able to travel to attend and participate in an actual content evaluation activity which may not be held in his / her province / city;
6. Have been granted permission / authority by his / her superior to serve as reviewer and attend all necessary activities as such; and
7. Have excellent written and oral communication skills, legible handwriting and preferably be computer-literate.

(Enclosure No. 4 to DepEd Memorandum No. 206, s. 2007)

(Revised November 2006)

Evaluator from (Please check):

DepEd
 Others

(Note: Please accomplish this form in your own handwriting.)

For DepEd-IMCS use:

Subject: _____

Gr./Yr. Level _____

Attach passport size recent photo here.

Personal Data Sheet of DepEd Textbook (TX) Evaluator

Name: _____
(Print legibly) Family First Middle Initial

Designation: _____ E-mail address: _____

Office/School Address: _____

Home Address: _____ Tel. (Fax) Number: _____

_____ Tel. Number: _____

_____ Cell Number: _____

Date of Birth: _____ Place of Birth: _____ Citizenship: _____

Who to contact in case of emergency: _____ Tel. Number: _____

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

	Subject Area	Gr./Yr. Level
1 st preference	_____	_____
2 nd preference	_____	_____
3 rd preference	_____	_____

Have you ever served as a Textbook Evaluator for DepEd? Yes No
If Yes, when and for what subject and grade/year level? _____

Relevant Background

Educational Background

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

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

Position	Institution/Agency	Inclusive Dates

Special Studies, Trainings, Grants, Other Qualifications Relevant to Evaluation:

(Continue on separate sheet if necessary)

Title of Seminar/Conference/Training Course	Conducted by	Inclusive Dates

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

Title of Instructional Material	Publisher	Year Published

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

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

Name	Address	Telephone Number

Other Concerns

1. If selected to serve as a DepEd Textbook Evaluator:
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 understand that if chosen to serve as Textbook Evaluator, I am liable for any errors found in the TX/TM I evaluated if found to have errors after it has been approved for use in public schools.
- 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 accomplished