

# Ripublic of the Philippines **Bepartment of Education**



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DepED descriptional Materials Council Secretarial Caged of Placer Mahini Building, DepED Camples MUDINAROMAM (1994) of No. 192, s. 2008 8002 s. , S. 201 of Meralco Avenue Pasig City

2008 REGIONAL CLUSTER TRAINING PROGRAMS
ON TEXTBOOK EVALUATION

To: Bureau Directors

Directors of Services/Centers and Heads of Units

DepED IMCS or their respective R-TECs before the worstoppid lanoigan are

Schools Division/City Superintendents

Heads, Public and Private Elementary and Secondary Schools

- 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 Filipino, elementary Musika, Sining at Edukasyong Pangkatawan, and elementary Edukasyong Pantahanan at Pangkabuhayan 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 March 14, 2008. The R-TECs shall be responsible for screening and contacting qualified individuals to be trained. DepED-IMCS will provide R-TECs 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-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.

PRAINING PROGRAMS

TEACHERS

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Enclose also authenticated pertinent documents such as certificates of trainings attended, cover of books authored, service records, etc. 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 (<u>depedimcs@yahoo.com</u>) their letters and dully accomplished forms. Deadline for acceptance of requirements is March 31, 2008.

- 5. Selected applicants will be informed in writing and directly contacted by DepED-IMCS or their respective R-TECs 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 CY 2008 Textbook Fund. 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 telefax no. 631-4985.
- 9. Immediate and wide dissemination of this Memorandum is desired.

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To be indicated in the <u>Perpetual Index</u> under the following subjects:

TEACHERS TEXTBOOKS TRAINING PROGRAMS WORKSHOPS

Maricar/DM-Reg'l. Cluster Textbook Evaluators 02-27-08/04-09-08

(Enclosure No. 1 to DepEd Memorandum No. 192 , s. 2008)

### Regional Textbook Evaluation Coordinators (RTECs)

#### Terms of Reference

- Must preferably be a chief / assistant chief of either the elementary or secondary division in his / her region;
- Initiate, in coordination with DepEd-Instructional Materials Council Secretariat (DepEd-MCS), 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;
- 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.
- 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; soil benefit and an adultation and adultation concerns.
  - 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;
  - 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 reason's beyond merit);
  - 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;

# 2008 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	to DepEd sunsVicon	Z Initiate, in coorsands w
Aprilyollo)	I, II, III and CAR	Baguio City	July 14 to 18, 2008
В	IV-A, IV-B, V, NCR	Metro Manila	July 21 to 25, 2007
С	VI, VII, VIII, IX	Cebu City	July 7 to 11, 2008
Dw ar etc	X, XI, XII, Caraga	Davao City	July 28 to August 1, 2007
s oxintixen	, XI, XII, Odlaga	Davao City	July 20 to August 1, 2

- Host regions shall be CAR, NCR, 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.
- Facilitate Immediate dissemination of information (i.e. schedule of evaluation activities, workshop venues) to evaluators and conhect immediate superiors:

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#### 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;
- 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;
- 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 2<sup>nd</sup> Area of Evaluation

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

- 1. Be a Filipino citizen;
- 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;
- 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 3<sup>rd</sup> 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;
- 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 4<sup>th</sup> 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;
  - 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;
- 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.

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