



Republic of the Philippines  
**Department of Education**



MAR 16 2009

DepED MEMORANDUM  
No. 99 , s. 2009

2009 CONDUCT OF SCREENING, SELECTION, AND REGIONAL CLUSTER TRAINING  
WORKSHOPS FOR POTENTIAL TEXTBOOK EVALUATORS

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

1. The Department of Education (DepED), through the Instructional Materials Council Secretariat (IMCS), will conduct the nationwide screening, selection and training of potential Textbook Evaluators starting April, 2009. This activity is in preparation for the evaluation of textbooks and teacher's manuals for elementary Musika, Sining at Edukasyong Pangkatawan (MSEP), elementary Edukasyong Pantahanan at Pangkabuhayan (EPP) and first year Filipino, Technology and Livelihood Education (TLE), and Values Education to be submitted by private publishers.
2. Each DepED Regional Office will (re)appoint a Regional Textbook Evaluation Coordinator (RTEC), his/her permanent alternate, and Division Textbook Evaluation Coordinators (DTECs) who must be qualified based on the Terms of Reference for RTECs and DTECs (Enclosure Nos. 1 and 2). The names of the regional and division coordinators and their curriculum vitae must be submitted to DepED-IMCS not later than March 25, 2009.
3. A Central Office Screening Team (COST), composed of representatives from the Bureau of Elementary Education (BEE), Bureau of Secondary Education (BSE), National Educational Testing and Research Center (NETRC) , and DepED-IMCS as team leader, shall be formed to plan activities, coordinate with the RTECs and implement the screening activities.
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 Nos. 3-A and 3-B), must each submit the following to their respective RTECs or DTECs:
  - application letter signifying interest to serve as textbook evaluator;
  - duly accomplished Personal Data Sheet for DepED Textbook Evaluator (Enclosure No. 4);
  - curriculum vitae; and
  - pertinent documents such as service record, transcript of record, certificates of relevant trainings attended, etc. (original documents to be shown later for authentication).

5. The screening process of applicants will include a review of documents submitted, written examinations, and panel interviews. RTECs and DTECs will inform applicants of the screening schedules in their respective regions. All RTECs or their alternates must conduct a preliminary documents screening prior to the conduct of the written examinations and interviews.

6. Regional Cluster Training Workshops, managed by DepED Central Office personnel with the participation of resource persons from the private sector, will be conducted for applicants who pass the initial screening process:

- a. Selected applicants will be informed in writing and directly contacted by DepED-IMCS or their respective RTECs before the regional cluster training workshop; and
- b. The names of participants and dates of the trainings shall be communicated by the DepED-IMCS to the Regional Offices through the RTECs.


7. Travel expenses of applicants in going to the venue for the written examinations and interview and in attending the regional cluster training workshop shall be charged against their respective Office's budget for INSET or other allowable source.

- a. Necessary and allowable expenses for the screening of applicants and training of selected potential evaluators such as board and lodging, venue rental, supplies, service fees, and travel expenses of screening and selection team members, resource persons, and facilitators, and other incidental expenses are chargeable against the textbook fund.

8. The DepED policy prohibiting teachers to be pulled out from their classes during schooldays shall not apply to teachers who will take the written examinations, undergo interview, attend the training workshop, and later serve as textbook evaluators provided that necessary arrangements are made to ensure continuation of classes even in their absence.

9. The DepED-IMCS shall communicate directly with the RTECs of host regions regarding final preparations and arrangements for the trainings (Enclosure No. 4). 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; (02) 634-1054 or telefax no.: (02) 634-1072.

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

  
**JESLI A. LAPUS**  
Secretary

Encls.: As stated

Reference: DepED Memorandum: No. 192, s. 2008

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

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

TEXTBOOKS

TRAINING PROGRAMS

WORKSHOPS

## **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-MCS), the preliminary screening of applicants in his / her region following the guidelines provided and exercise fairness and objectivity in the screening process;
3. Must immediately coordinate with division offices under his / her jurisdiction to plan and implement all activities and tasks related to the screening and selection process.
4. Be responsible for information dissemination, documents review, and contacting qualified individuals who will undergo preliminary screening. DepEd-IMCS will provide the RTECS with the guidelines and forms needed for the regional screening of applicants.
5. Ensure that the screening and selection of applicants is widely disseminated to all divisions, colleges, and universities in the region for broader and more equitable representation from all localities / sectors;
6. Gather, check for completeness and accuracy, and send to DepEd-IMCS duly accomplished application letters, Personal Data Sheets, curriculum vitae, and other required documents of applicants who passed the preliminary screening in the region on or before an agreed upon schedule;
7. Will check and validate documents submitted by applicants, serve as a panel member during the interview, and deliberate with other members of the screening and selection team during the ranking of applicants;
8. Coordinate with potential evaluators, their immediate superiors, and DepEd-IMCS regarding training and textbook evaluation concerns;
9. Facilitate immediate dissemination of information (i.e., schedule of training and evaluation activities, workshop venues) to evaluators and / or their immediate superiors;
10. Keep his / her identity as RTEC and the identity of evaluators strictly confidential;
11. 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;
12. Serve as coordinator, facilitator, and / or checker during the training and content evaluation workshops, if so assigned;
13. Must be physically fit, willing, and able to travel to attend and participate in the training and content evaluation workshops lasting from five (5) to ten (10) days and which may or may not be held in his / her province / city.
14. Will not give in to undue influence or compromise the integrity of the screening and selection of applicants and content evaluation process (e.g., must not accept any gift or favor extended by any party who may want to become TX evaluators or want certain materials approved and / or disapproved for reasons beyond merit);
15. 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.

## **Division Textbook Evaluation Coordinators (DTECs)**

### **Terms of Reference**

1. Must be a supervisor for a specific learning area in the elementary (MSEP and EPP) and secondary level (Filipino, TLE, and Values Education) in their division;
2. Assist the RTEC in the division search and preliminary screening of applicants for his / her subject area following the guidelines provided and exercise fairness and objectivity in the selection process;
3. Ensure that the screening and selection of applicants is widely disseminated to all schools, colleges, and universities in the division for broader and more equitable representation from all localities / sectors;
4. Assist in gathering, checking for completeness, and sending to the regional office duly accomplished application letters, Personal Data Sheets, and curriculum vitae of applicants who will undergo preliminary screening in the region on or before an agreed upon schedule;
5. Assist in coordinating with selected applicants, their immediate superiors, and RTECs regarding screening and selection concerns;
6. Assist in disseminating information regarding the regional schedule of screening activities to applicants and their immediate superiors ;
7. Assist in checking and validating documents submitted by applicants, serve as a panel member during the interview, and deliberate with other members of the screening and selection team during the ranking of applicants;
8. Keep his / her identity as DTEC strictly confidential;
9. Ensure that s/he and the applicants tapped in his / her division 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;
10. May serve as member of the selection team during the regional cluster training workshop, if so assigned by DepEd-IMCS;
11. Must be physically fit, willing, and able to travel to attend and participate in the regional cluster training workshop lasting which may or may not be held in his / her region.
12. Will not give in to undue influence or compromise the integrity of the screening process (e.g., must not accept any gift or favor extended by any party);
13. 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;

### **Criteria of TX Evaluators for the 1<sup>st</sup> Area of Evaluation**

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

1. Be a Filipino citizen;
2. Be either a subject area supervisor, curriculum specialist, or private / public school elementary or high school teacher (with professional license), with a least five (5) years relevant experience in the 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 from eight to ten 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 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;
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 for at least three years) 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 3<sup>rd</sup> 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, subject area coordinator, or elementary / high school teacher from a private / public school (with professional license), with a least five (5) years relevant experience in the 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 in-house individual and team evaluation workshop;
5. Be physically fit, willing, and able to travel to attend and participate in an actual content evaluation activity lasting from eight to ten 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 evaluator 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 Reviewers for the 4<sup>th</sup> 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;
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. 99, s. 2009

(Revised March 2009)

Evaluator from (Please check):

- DepEd  
 Others

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

For DepEd-IMCS use:

Subject: \_\_\_\_\_

Gr./Yr. Level \_\_\_\_\_

Attach 2 passport size recent photos here with your name on the back of the photo.

**Personal Data Sheet  
of DepEd Potential 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)**

Learning Area	Gr./Yr. Level
1 <sup>st</sup> preference _____	_____
2 <sup>nd</sup> preference _____	_____
3 <sup>rd</sup> preference _____	_____

Have you ever served as a TX / Supplementary Materials Evaluator for DepEd?  Yes  No

If Yes, when and for what subject and grade/year level? \_\_\_\_\_

Are you computer literate?  Yes  No

**Relevant Background** (starting from the most recent)

**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 TX Evaluation:**

(From 1999 to the present only; continue on a 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 to contact you and send 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



**2009 Indicative Schedule of Training-Workshops for Potential Textbook Evaluators  
By Regional Cluster**

A five-day live-in Training Workshop for Potential TX Evaluators shall be held for each of the four regional clusters following this indicative schedule:

<b>Cluster</b>	<b>Regions Covered</b>	<b>Venue</b>	<b>Dates</b>
<b>A</b>	I, II, III, and CAR	Baguio City	July 6 to 10, 2009
<b>B</b>	IV-A, IV-B, V, NCR	NCR	July 20 to 24, 2009
<b>C</b>	VI, VII, VIII, IX	Cebu City	July 13 to 17, 2009
<b>D</b>	X, XI, XII, Caraga	Davao City	July 27 to 31, 2007

- Host regions shall be CAR, NCR, Region VII, and Region XI; DepEd - IMCS shall coordinate with the RTECs 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.