



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

DECS Complex, Marikina Avenue
Pasig City, Philippines



Sama-Sama
sa DECS

Tanggapan ng Kalihim
Office of the Secretary

DECS ORDER
No. 19, s. 1998

February 17, 1998

TRAINING OF TEXTBOOK EVALUATORS BY REGIONAL CLUSTERS

To: Bureau Directors
Regional Directors
School Superintendents
Heads of Public/Private Schools
All others concerned

1. This DECS Order pertains to the training of textbook evaluators in preparation for the evaluation of materials submitted by private publishers under the Second Textbook Call. Materials submitted under this Textbook Call which pass evaluation by DECS shall be eligible for purchase and use in public schools starting SY1999-2000.

2. Textbook evaluators, primarily for Grades 4-6 and High School III and IV materials, must be identified and trained in preparation for the evaluation of materials received from private publishers this first quarter. The training of evaluators shall be done by regional cluster following the groupings and schedules in Annex 1 and number and breakdown of participants in Annex 2 of this DECS Order. A two-day live-in training is proposed for each of these trainings which shall be conducted by senior officials from the DECS Instructional Materials Council Secretariat (IMCS) and other concerned DECS Central Office Bureaus.

3. DECS Regional Offices are hereby directed to immediately identify and tap qualified individuals from both the public and private sectors to serve as evaluators for this Textbook Call and undergo training (see Annex 3 for criteria and qualifications of evaluators). Officials from the DECS PROBE Regional Learning Materials Centers (RLMCs) shall also be trained as part of capacity building.

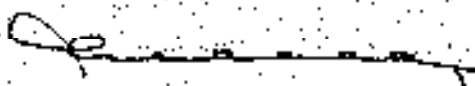
4. Necessary and allowable expenses for the training of evaluators from DECS including those from the PROBE RLMCs such as for travel and registration fees for materials, board and lodging of trainers and participants shall be chargeable against their respective Office's budget for INSET or other allowable source. Evaluators from the private sector, however, will have to fund their own participation in these trainings. DECS Regional and Division Offices are also enjoined to finance the services of substitute teachers who may be needed to take the place of DECS Textbook Evaluators in the latter's schools during the training.

5. The DECS policy prohibiting teachers to be pulled out from their classes during schooldays shall not apply to teachers who serve as textbook evaluators provided that necessary arrangements are made to ensure continuation of classes even in their absence.

6. Each Regional Office shall (re)assign a Textbook Evaluation Coordinator or TEC to ensure immediate and appropriate action on the provisions of this DECS Order (see Annex 4 for guidelines for regional offices). Regional TECs are expected to attend the training of evaluators for their respective regional cluster. All regions must officially communicate the name of their TEC to the DECS IMCS not later than February 23.

7. The DECS IMCS shall communicate directly with the TEC of each region re: final preparations and arrangements for the trainings. The DECS IMCS is currently based at the former INDC Complex, A. Ma. Regidor St., Area XI, UP Diliman Campus, Quezon City (P.O. Box 211; Telephone Nos. 922-9981 to 84 and fax 920-1887).

8. For immediate dissemination and guidance of all concerned.


ANTONIO EDUARDO B. NACHURA
Undersecretary
Officer-in-Charge

Incls.:

As stated.

References:

DECS Orders Nos. 44 and 72, s. 1996

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

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

TEXTBOOKS
 TRAINING PROGRAMS

ANNEX 1

**GROUPINGS AND SCHEDULE OF TRAINING OF TEXTBOOK EVALUATORS
BY REGIONAL CLUSTER
As of 18 February 1998**

A two-day live-in training shall be held for each of the four regional cluster trainings of textbook evaluators following this schedule:

CLUSTER	REGIONS COVERED*	VENUE	DATE**
A	CAR, I, II, III	Baguio City	March 5-6
B	NCR, IV, V	Manila	March 9-10
C	VI, VII, VIII, IX	Cebu City	March 9-10
D	X, XI, XII, CARAGA ARMM	Davao City	March 12-13

* Host regions shall be CAR, NCR, Region VII, and Region XI; host regions shall be responsible for choosing and making arrangements for the training venue, board and lodging and determination of fees to be collected from participants

** Schedule considered final unless decided otherwise and new schedule is communicated to all concerned

*** Refer to ANNEX 2 for number and breakdown of participants by region and regional cluster

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**TRAINING OF TEXTBOOK EVALUATORS
NO. OF PARTICIPANTS BY REGION**

GRADE/YEAR AND SUBJECT	CAR	I	II	III	IV	NCR	V	VI	VII	VIII	IX	X	XI	XII	AFMM	XIII	TOTAL
4 English	1	1			1	1		1	1			1	1				8
Filipino	1		1		1		1		1		1	1	1		1		8
Math	1	1	1		1	1		1	1	1		1	1			1	11
Science	1	1			1	1		1	1		1	1					8
HEKASI	1	1	1				1			1		1				1	8
GMRC	1	1			1	1		1	1			1	1				8
HELE	1			1			1			1			1				5
Musika at Singing	1	1			1			1	1								5
5 English		1		1		1		1		1		1		1		1	8
Filipino	1	1			1	1		1		1		1	1				8
Math	1	1		1	1	1		1	1		1	1	1			1	11
Science	1			1	1				1			1	1				5
HEKASI				1	1			1		1		1		1		1	8
GMRC		1	1	1	1					1		1	1		1		8
HELE		1		1	1			1			1			1			5
Musika at Singing		1		1	1				1								5
6 English	1	1	1	1	1	1	1	1		1	1	1	1		1		11
Filipino	1	1	1	1	1	1	1	1		1		1	1	1		1	11
Math	1	1	1		1	1	1	1	1			1	1	1			11
Science		1			1	1		1				1	1				4
HEKASI	1				1				1		1		1		1		6
GMRC	1		1		1	1		1	1			1		1	1	1	9
HELE			1		1				1			1					4
Musika at Singing	1				1	1		1	1						1		5
III English		1		1				1		1			1				5
Filipino	1		1	1			1	1		1			1	1			8
Math			1		1	1				1			1				5
Science	1			1	1	1		1				1	1				4
Social Studies		1		1			1		1		1	1			1	1	8
Values Education	1		1		1	1		1		1		1	1	1			8
PEHM		1	1				1	1									4
H.E.	1	1			1				1	1							5
Electricity				1	1	1		1				1					5
Metal W. & Mech.		1	1				1			1			1				5
Civil & Drafting	1			1				1									3
Bus. Mngt.		1		1			1		1					1		1	6
Comp. Ed.				1	1		1										4
Agri./Fishery Tech.		1		1			1			1					1		5
IV English	1				1	1		1	1	1			1				7
Filipino	1	1			1	1		1	1			1	1				8
Math	1	1		1					1		1		1				5
Science		1	1			1			1				1				5
Social Studies	1		1		1	1		1		1			1	1		1	8
Values Education		1			1		1		1		1	1			1	1	8
PEHM				1	1				1		1	1	1	1			7
H.E.			1	1		1		1			1						5
Electro. & Ref.	1	1			1				1				1				5
Auto Mech. & Mech.				1	1	1				1			1				5
Civil Tech.	1				1	1				1			1				5
Bus. Mngt.	1				1	1		1				1					5
Comp. Ed.	1	1				1			1		1						5
Agri./Fishery Tech.	1		1		1			1				1					5
Total	30	30	18	22	35	30	16	28	00	20	12	23	25	12	10	10	350

ELIGIBILITY CRITERIA FOR AN INDIVIDUAL TO BE CONSIDERED
AS A TEXTBOOK EVALUATOR

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

- a. Must be a Filipino citizen;
- b. Must be a master teacher, subject area specialist and/or curriculum expert for one subject or more in Grades 4 - 6 or High School III-IV with at least five years of relevant experience in said subject(s) and preferably not more than 55 years old;
- c. Must not have, and must not have had in the last two years, any employer-employer relationship with or received any form of compensation from any private publisher who is likely and will actually submit textbooks for evaluation during this Second Textbook Call;
- d. Must not have any conflict of interest (e.g., must not be a writer/author/contributor of any textbooks 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;
- e. Must be willing and able to evaluate around 4 to 6 sets of textbooks and teachers manuals in his/her own time (between April to early May 1998 for this Second Call) and, later, willing and able to travel to attend and participate in a team evaluation activity lasting between 3 to 10 days (in late May 1998 also for this Second Call) and which may or may not be held in his/her province/city;
- f. Must have been granted permission/authority by his/her principal/schoolhead or employer to serve as evaluator and attend/perform necessary activities as such;
- g. Must not give in to any 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);
- h. Must have very good communication skills and legible handwriting;
- i. Must keep his/her identity as evaluator confidential; and
- j. Must complete and submit a DECS Textbook Evaluator's Form (to be distributed during the Training of Evaluators) and 1 copy of his/her Curriculum Vitae with 1" x 1" latest photo (also during the training).

GUIDELINES FOR DECS REGIONAL OFFICES FOR THE TRAINING OF TEXTBOOK EVALUATORS

1. The Regional Director must (re)assign a Textbook Evaluation Coordinator or TEC who must be a senior official among his/her staff to ensure immediate and appropriate action on the provisions of this DECS Order. The TEC could be the Chief of the Elementary Education Division or the Chief of the Secondary Education Division of the Region or another senior official who does not have any conflict of interest (e.g., the TEC must not be a writer of any textbook, should not have any employee-employer relationship with nor be a relative of any private publisher). All regions must officially communicate the name of their TEC to the DECS IMCS (telefax 920-1887) not later than February 23.
2. The TEC should oversee the identification and invitation of qualified individuals to serve as evaluators. He/she must coordinate with the Division Offices in the Region to ensure that the maximum number and breakdown of evaluators indicated in Annex 2 of this DECS Order are met and that the eligibility criteria for an individual to serve as a textbook evaluator included in Annex 3 of this DECS Order are followed.
3. In the identification of evaluators in the region, equitable sourcing of evaluators from and within the various schools/divisions/provinces in the region should be pursued. Qualified individuals living in the provincial/city centers and who can easily be contacted by phone are to be given preference. It shall be the task of the Region and/or Division Offices to seek the assistance of or secure the permission of principals/schoolheads to allow qualified individuals in their schools to serve and participate as evaluators.
4. As a general rule, no two evaluators should come from (be working in) the same school/college.
5. Potential evaluators from both the public and private schools shall be allowed to attend and participate in the training of evaluators and other necessary activities in the actual conduct of evaluation of textbooks even during schooldays. The DECS policy prohibiting teachers to be pulled out from their classes during schooldays shall not apply to teachers who shall be trained and/or who shall serve as textbook evaluators provided that necessary arrangements are made to ensure continuation of classes even in their absence.
6. Necessary and allowable expenses for the training of evaluators from DECS such as for travel and registration fees for materials, board and lodging of trainers and participants shall be chargeable against their Office's budget for INSET or other allowable sources. The Regions and Divisions are also enjoined to finance the services of substitute teachers who may be

needed to take the place of DECS Textbook Evaluators in the latter's schools during the training and group evaluation activities.

7. The identities of and other information about evaluators should be kept confidential by the TEC and all others concerned especially at the regional and division offices.
8. The TECs of CAR, NCR, Region VII, and Region XI shall decide and make arrangements re. the training venue, board and lodging and determination of fees to be collected from participants. They shall communicate this information to Central Office as well as other concerned regional offices as soon as possible.
9. The training venue to be selected by the TEC must have a large hall to accommodate all participants and all trainers at the same time and another room to accommodate around half of the participants at any one time (i.e., the elementary and high school evaluators shall be split into two groups).

EXPECTATIONS FROM AND BENEFITS OF BEING A TEXTBOOK EVALUATOR

1. Evaluators shall be tasked to review textbooks and teachers manuals submitted to DECS by the private sector. Their task is to ensure that materials submitted to DECS meet a desired level of quality from such materials being considered for use in the public schools. After the training of evaluators in March, textbooks and teachers manuals received at the DECS Central Office from private publishers shall be received, checked, packaged at DECS Central Office and sent to evaluators in the field.
2. After doing individual (i.e., own-time) review of materials during the month of April to possibly early May, team evaluation workshops shall be held during the last 2-3 weeks of May. In these workshops, evaluators will interact with other evaluators to ascertain whether or not the materials they have evaluated meet the desired level of quality to make them worthy of being availed of by any public elementary or secondary school in the country starting SY1999-2000.
3. Evaluators shall make use of the Revised DECS Learning Competencies and a textbook evaluation instrument approved for this purpose. These and other relevant materials shall be distributed to evaluators during the training.
4. Evaluators who are actually tapped to evaluate materials during this Second Textbook Call shall be given certificates of recognition for performing this function. They shall also be given additional compensation for performing this task.