



REPUBLIC OF THE PHILIPPINES
 RAHWARAN NG EDUKASYON, KULTURA AT SPORTS
 DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
 DECS Complex, Division Office
 Legaspi City, Albino



DECS ORDER
 No. 267 s. 1999

March 13, 1999

Division Office
 DECS

FRAMING OF TEXTBOOK EVALUATION

- 1. Bureau for Regional Offices
- 2. School Superintendents
- 3. Heads of Division Office Schools
- 4. All others concerned

This DECS Order pertains to the said government-owned textbook evaluation and regional textbook evaluation coordinators from the various regional education offices, evaluation of learning materials to be submitted by private publishers under the Free Textbook Campaign substantiated under the Free Book Law which passed during the 1998 session of the Philippine Congress and a similar public subscription starting in 2000.

1. The list of publishers to be trained in preparation for the evaluation of materials to be submitted by private publishers in June 1999. This training shall be done following the schedule in Annex 1. The number stratification of new participants to be invited shall be determined by DECS in the Regional Director's Office, Secretariat, DECS and shall be disseminated to the various DECS Regional Offices. The activity in training shall be conducted by DECS Central Office personnel and local personnel from the private sector.

2. The list of the criteria and standards of evaluation provided in the Criteria for Textbook Evaluation (Annex 2) and the checklist in DECS Manual for Textbook Evaluation (Annex 3) shall be distributed to all regional offices and evaluation units accompanied by a copy of the Data Sheet (Annex 4), a finalized Feedback's Description (Annex 5) and a copy of the 1999 Training Manual to perform the responsibilities of an evaluator of after March 31, 1999. Preference will be given to individuals who have a copy of the checklist and a willingness to volunteer under PROBO, SLIP, NOBE, PLT, etc.

3. Each DECS Regional Office must also select a Regional Textbook Evaluation Coordinator (RTEC) who must be qualified based on the Terms of Reference for RTECs (Annex 6) and DECS Manual for Textbook Evaluation. The assistance of the Regional RTECs shall be sought from other qualified individuals to be trained.

4. Necessary and allowable expenses for the training of evaluators and Regional RTECs (Annex 7) shall be borne by the respective offices. The cost of 1999 training of participants shall be chargeable against their respective Offices subject to INSET or other allocations and the balance from the private sector. However, participants must bear their own participation in the training. DECS Regional and Division Offices are also urged to facilitate the services of qualified individuals who may be needed to take the place of DECS Textbook Evaluators in the latter activities during the training. All other expenses for food, lodging, stipends, rental, travel, transportation, and other personal and miscellaneous expenses shall be borne by DECS Legaspi for evaluation.

6. The DECS policy on holding teachers to be pulled out from their classes during school days shall not apply to teachers who serve as in-school facilitators provided that necessary arrangements are made to ensure continuation of classes even in their absence.

7. The DECS IMC shall communicate directly with the DECS of concerned agencies and liaise with the relevant organizations and arrangements for the trainings. The DECS IMC is currently based at A.M. Rodriguez, Area XI, U.P. Diliman Campus, Quezon City (Tel. nos. 920-1834 and 922-9982 to 84 and Fax 920-3387).

8. The immediate dissemination and guidance of all concerned.

ANDREW GONZALEZ, BSC
Secretary

Info:

Assisted

References:

DECS Orders Nos. 19 and 27, 4, 1998

Attachment: 1--(L.D. 50-97)

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

TEXTBOOK
TRAINING

Schedule of Training Workshops on Testbook Examination by Regional Office

A five-day five (5) Training Workshops on Testbook Examination shall be held for each of the four regional offices following this schedule:

	Regions Covered	Venue	Date
A.	I, II, III, CAE	Baguio City	April 28-30, 1993
B.	IV, V, VI	Antipolo City	May 10-14, 1993
C.	VII, VIII, IX	Cebu City	April 28-30, 1993
D.	X, XI, XII, CANADA, ARMM	Davao City	May 10-14, 1993

Host regions shall be CAE, Region I, Region VII, and Region X. HRMS shall coordinate with host regions in choosing and making arrangements for the training venue, board and lodging and determination of fees to be collected from participants.

Schedule is considered final unless a change is otherwise and a new schedule is communicated to all concerned.

Criteria for Textbook Evaluators

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

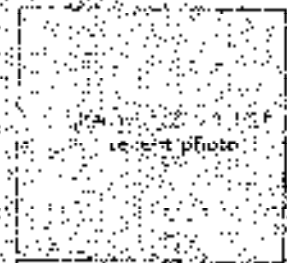
1. Must have Filipino citizenship.
2. Must be a master teacher, subject area specialist or master teacher with at least five years experience in a specific subject or a high school college teacher with a major in a specific subject and/or curriculum expert.
3. Must not be a writer, contributor, consultant, or editor of any textbook and teacher's manual already approved and/or submitted to DECS for the ongoing textbook cycle and must reveal personal information necessary to disclose no conflict of interest.
4. Must be willing and able to evaluate around 4 to 6 books or textbooks and teacher's manuals in 15 to 20 work days.
5. Must be physically fit, willing and able to travel to attend and participate in a team evaluation activity lasting between 2 to 10 days and which may or may not be in the same province/city.
6. Must have been granted permission/authority by district principal or school or employer to serve as evaluator and attend/perform necessary activities as such.
7. Must have very good communication skills and legible handwriting.

Employer: U.S. Navy

Grade: ADJUTANT

Out of: Port (Army) (Navy)

U.S. Toxicologic Evaluation Personal Data Sheet



Name: _____

(Family Name) (First) (Last) (Suffix) _____

Designation/Professional _____

Officer/Seabee/Address: _____

ICAF (ICAF) Number: _____

Home Address: _____

St. Number: _____

Date of Birth: _____ Place: _____

Civil Status: _____ (Married) _____

A. Education (Undergraduate and Graduate) (Undergraduate)

(School Name)

(Degree Level)

1. Preference: _____

2. In Attendance: _____

3. Undergraduate: _____

Have you ever served as a JX-1? (Yes/No) _____

If yes, when and for what period and how long? _____

B. Religious Background

1. Religious Background: _____

2. Religious Organization: _____

Degree: _____

Year: _____

Points Received: _____

2. Work Experience

Duty Station: _____

Assignment: _____

Year: _____

3. Special Studies, Training, Grants, Other Qualifications, Research, Publications

Instructional Materials Council, a written, edited, and printed, or recorded for motion picture, television, or audio cassette.

Book Title _____

Publisher _____

C. Contact Person

Please indicate the name and address of the person responsible for the project.

Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Employer's consent, required for your disclosure as evaluator: Yes _____ No _____

D. References (persons unaffiliated by consent, duty or affinity to applicant)

1. Name: _____

Address: _____

2. Name: _____

Address: _____

E. Other Comments

1. If selected to serve as a DRES evaluator, where should DRES send the materials intended for your Office/School Address? _____

2. What is the quickest way of contacting you if needed? _____

3. Are there any factors which may interfere with your ability to serve as an evaluator for DRES? Please explain. _____

4. If you will be available for the Training and Evaluation Workshop, please indicate the nearest airport and the zip code for the venue locality. _____

5. Are you or your office/ school willing to provide a workspace for you which will be furnished during the training workshop? Yes _____ No _____

I declare under penalty of perjury that the statements and answers given above are true and correct to the best of my knowledge and belief.

Signature

Date

Evaluator's Declaration

- I meet the eligibility criteria as stated as a DCS, Flexible Evaluator.
- I am willing and able to perform the responsibilities of a Flexible Evaluator.
- I have secured the permission of my immediate supervisor as a Taxbook Evaluator.
- I am not a voter, contributor, voter, architect, or a family member already approved and/or submitted to DCS for evaluation.
- I am willing to reveal personal information if it is to be determined a conflict of interest.
- I will keep my identity as an evaluator and the materials given to me for evaluation confidential.
- I will not do anything to compromise the integrity of the evaluation process.
- I am willing to cooperate with DCS in responding to all others' queries regarding specifications in the Annual Evaluation Report with help if needed.

I, the undersigned, do hereby declare under oath that the statements 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 DCS, Taxbook Evaluator.

Evaluator's Signature

Date

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES
QUEZON CITY

I, DOBSON BEN AND SWARTZ, DO hereby certify that _____ signed
 Form No. _____ issued on _____ Date No. _____ issued in

DOC. NO. _____
 FACENO. _____
 ECY-NO. _____
 SERIES _____

Textbook Evaluation Coordinators (TECs) Terms of Reference

1. Must preferably be chief/assistant chief of either the elementary or secondary education division in his/her region.
2. Initiate the preliminary screening of potential evaluators in his/her region and exercise fairness and objectivity in the selection process.
3. Gather, check for completeness, and send to DECS, Instructional Materials Council Secretariat (IMCS), according to an agreed schedule, duly accomplished Personal Data Sheets from potential evaluators identified in the region.
4. Coordinate with potential evaluators, their immediate superiors, and DECS/IMCS regarding textbook evaluation contents.
5. Facilitate immediate dissemination of information, i.e., schedule of evaluation activities, workshops, venue, etc. to evaluators and/or their immediate superiors.
6. Keep the identity of evaluators and his/her identity as TEC confidential.
7. Ensure that s/he and evaluators targeted 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 DECS for the ongoing Textbook Dev. and must reveal personal information necessary to ensure no conflict of interest).
8. Act as co-coordinator, facilitator, and/or checker during the individual and team evaluation workshops, if so assigned by DECS/IMCS.
9. Must be physically fit, willing, and able to travel to attend and participate in the individual and/or team evaluation workshops being between 2 to 10 days and which may or may not be held in his/her province/city.
10. Will 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).
11. Must complete and submit a Personal Data Form and undergo a further comprehensive Curriculum Vitae with 1-2" x 1-2" latest photo to DECS/IMCS.
12. Will be given a certificate of recognition for services rendered to DECS.