



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON, KULTURA AT ESPORTS  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
UL Complex, Meralco Avenue  
Pasig, Metro Manila

TANGGAPAN NG KALINIM  
(OFFICE OF THE SECRETARY)

June 17, 1999

DECS ORDER  
No. 66, s. 1999

TRAINING-WORKSHOP ON TEXTBOOK EVALUATION FOR THE THIRD  
ELEMENTARY EDUCATION PROJECT (TEEP)

To: Bureau/Center Directors  
Regional Directors  
Schools Superintendents  
All Others Concerned

1. This DECS Order pertains to the training of Textbook Evaluators in preparation for the evaluation of learning materials to be submitted by private publishers under the Third Elementary Education Project (TEEP). Materials submitted under TEEP which pass evaluation by DECS shall be eligible for purchase and use in public schools in the TEEP provinces starting SY 2000-2001.
2. Textbook Evaluators must be identified and trained in preparation for the evaluation of materials to be submitted by private publishers in July 1999. The training-workshop shall be conducted by DECS Bureau of Elementary Education personnel and DECS Instructional Materials Council Secretariat and other concerned offices. The training-workshop shall be done following the schedules in Annex 1 and the number and breakdown of participants in Annex 2 of this DECS Order.
3. After the five-day Training-Workshop, trained evaluators in Group A (see Annex 2) will immediately be involved in a three-week live-in textbook evaluation workshop to be conducted from August 9-27, 1999.
4. DECS Schools Division Superintendents are requested to nominate supervisors in the subject areas indicated in Annex 2. The nominees should not have been trained as textbook evaluators in the last two years and are interested and deemed qualified based on the Criteria for Textbook Evaluators (Annex 3). Each nominee must submit to DECS BEE a duly accomplished Personal Data Sheet (Annex 4), a notarized Evaluator's Declaration (Annex 5) attesting that s/he is willing and able to perform the responsibilities of an evaluator. Preference will be given to individuals who have undergone relevant training.

under PROBED, SEDP, PROBE, PELT, etc. Deadline for submission of nominations is **July 5, 1999**.

5. Necessary and allowable expenses for the training of evaluators from DECS such as transportation and travelling expenses, board and lodging of participants, honoraria for evaluating learning materials, and all other training and workshop costs including supplies, venue rental, and fees of trainers and resource persons shall be chargeable against the budget for TEEP or other allowable source.
6. DECS, BEE and TEEP-PISU shall communicate directly with the concerned superintendents and/or evaluators re. final preparations and arrangements for the training-workshop. The DECS, BEE is based at the Central Office, 2/F Bonifacio Building, Meralco Avenue, Pasig City (Telephone nos. 632-1361 locals 2055 and 2054) while TEEP-PISU is located at the 5/F Bonifacio Building with tel/fax 6366539 and tel. (Nos. 6366541 or 6367108).
7. For immediate dissemination and guidance of all concerned.

*Andrew Gonzalez*  
**ANDREW GONZALEZ, FSC**  
Secretary

Incls.: As stated

Reference: None

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

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

PROJECTS  
TEXTBOOKS  
TRAININGS  
WORKSHOPS

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**Schedule of Training-Workshops on Textbook Evaluation  
Third Elementary Education Project**

The two (2) Training-Workshops on Textbook Evaluation shall be held following this schedule:

| Group | Venue   | Date              |
|-------|---|-------------------|
| A     | DAP, Tagaytay<br>Comogidor Hotel & Resort, Comogidor Island (alternate venue) | August 2-27, 1999 |
| B     | ECOTECH, Cebu   | August 2-6, 1999  |

- \* Schedule considered final unless decided otherwise and new schedule is communicated to all concerned
- \*\* Refer to Annex 2 for number and breakdown for participants by region.

### Training of TEEP and SEMP Textbook Evaluators Number of Participants per Region

#### Group A\*

| Regions      | Elementary Subjects |           |           |           |           |
|--------------|---------------------|-----------|-----------|-----------|-----------|
|              | English             | Filipino  | Math      | Science   | Total     |
| I            |                     |           | 1         | 1         | 2         |
| II           | 1                   | 1         | 2         | 1         | 5         |
| III          |                     |           | 1         | 1         | 2         |
| CAR          | 2                   | 3         | 3         | 3         | 11        |
| NCR          |                     |           | 1         | 1         | 2         |
| IV           | 2                   | 3         | 3         | 3         | 11        |
| V            |                     |           | 1         | 1         | 2         |
| VI           | 2                   | 2         | 2         | 2         | 8         |
| VII          |                     |           |           | 1         | 1         |
| VIII         | 3                   | 3         | 3         | 3         | 12        |
| IX           | 2                   | 2         | 2         | 3         | 9         |
| X            |                     |           |           | 1         | 1         |
| XI           | 1                   | 1         | 1         |           | 3         |
| XII          | 1                   | 2         | 2         | 2         | 7         |
| CARAGA       | 1                   | 1         | 2         | 1         | 5         |
| ARMN         |                     | 1         | 1         |           | 2         |
| <b>Total</b> | <b>17</b>           | <b>19</b> | <b>25</b> | <b>24</b> | <b>65</b> |

\*It is suggested that majority of the participants com evaluators to be trained in Group A come from provinces under the TEEP.

#### Group B

| Regions      | SUBJECTS |          |          |          |          |          |          |    |            |          |           |    |          |          |           |           |          |    |           |           |   |
|--------------|----------|----------|----------|----------|----------|----------|----------|----|------------|----------|-----------|----|----------|----------|-----------|-----------|----------|----|-----------|-----------|---|
|              | English  |          | Filipino |          | Math     |          | Science  |    | Sibka/HGcr |          | EKAWP     |    | Musika   |          | EPP/THE** |           | PEHM     |    | Total     |           |   |
|              | Elem.    | HS       | Elem.    | HS       | Elem.    | HS       | Elem.    | HS | Elem.      | HS       | Elem.     | HS | Elem.    | HS       | Elem.     | HS        | Elem.    | HS | Elem.     | HS        |   |
| I            |          | 1        |          |          |          |          |          |    |            | 2        |           | 2  |          | 1        |           | 1         | 1        |    |           | 6         | 2 |
| II           |          |          |          |          | 1        |          |          |    |            | 1        |           |    |          | 1        |           |           | 1        |    |           | 1         | 4 |
| III          |          |          |          |          | 1        |          |          |    |            | 1        |           |    |          | 1        |           | 1         |          |    |           | 4         | 2 |
| CAR          |          |          |          |          |          |          |          |    |            | 1        |           |    |          | 1        |           | 1         |          |    |           | 0         | 4 |
| NCR          |          |          |          | 1        |          |          |          |    |            | 1        |           |    |          | 1        |           | 1         |          |    |           | 4         | 1 |
| IV           |          |          |          |          |          |          |          |    |            | 2        |           | 1  |          | 1        |           |           |          |    |           | 4         | 1 |
| V            |          |          |          |          | 1        |          |          |    |            | 2        |           | 2  |          | 1        |           | 1         |          |    |           | 6         | 1 |
| VI           |          |          |          | 1        |          |          |          |    |            | 1        |           | 1  |          |          |           | 1         |          |    |           | 6         |   |
| VII          |          |          |          | 2        |          | 2        |          |    |            | 1        |           | 1  |          |          | 1         |           |          |    |           | 2         | 0 |
| VIII         |          |          |          |          |          |          |          |    |            |          |           |    |          |          |           |           |          |    |           | 0         | 3 |
| IX           |          |          |          |          |          |          |          |    |            |          |           |    |          |          |           |           |          |    |           | 1         | 1 |
| X            | 1        |          |          |          |          | 2        |          | 1  |            |          |           | 1  |          |          |           | 1         |          |    |           | 6         | 1 |
| XI           | 1        | 1        | 1        | 1        | 2        |          | 1        |    |            |          |           |    |          |          |           | 1         |          |    |           | 5         | 3 |
| XII          |          | 1        |          | 1        |          |          |          |    |            |          |           |    |          |          |           | 1         |          |    |           | 0         | 3 |
| CARAGA       |          |          |          | 1        |          |          |          |    |            |          |           |    |          |          |           | 1         |          |    |           | 1         | 1 |
| <b>Total</b> | <b>2</b> | <b>3</b> | <b>5</b> | <b>4</b> | <b>7</b> | <b>3</b> | <b>4</b> |    | <b>10</b>  | <b>4</b> | <b>10</b> |    | <b>7</b> | <b>2</b> | <b>6</b>  | <b>10</b> | <b>2</b> |    | <b>51</b> | <b>28</b> |   |

Note:

1 For Araling Panlipunan, Regions II and CAR will nominate evaluators for 2nd year (Asian History) while Regions VIII and IX will nominate evaluators for 3rd year (World History).

2 For THE, the following Regions will nominate evaluators for the indicated THE components:

|                             |                     |
|-----------------------------|---------------------|
| Region I                    | Metalworks          |
| Region II                   | Business Management |
| Region III, CAR, and IV     | Drafting            |
| Regions VIII, IX, and X     | Electricity         |
| Regions XI, XII, and CARAGA | Civil Technology    |

## Criteria for TEEP Textbook Evaluators

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

1. Must be a Filipino citizen;
2. Must be a supervisor (i.e. 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 have, and must not have had in the last two years, any employer-employer relationship with or receive any form of compensation from any private publisher who is likely and will actually submit textbooks for evaluation;
4. Must not have any conflict of interest (e.g., must not be a writer, contributor, consultant, or editor of any textbook and teacher's manual 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;
5. Must be willing and able to evaluate around 2 to 3 sets of textbooks and teacher's manuals in his/her own time and work overtime during the Team Evaluation Workshop;
6. Must be physically fit, willing, and able to travel to attend and participate in an evaluation activity lasting at least 20 days and which may or may not be held in his/her province/city;
7. Must have been granted permission/authority by his/her immediate superior to serve as evaluator and attend/perform necessary activities as such;
8. Must have very good communication skills and legible handwriting.

Evaluator from: \_\_\_\_\_ DECS  
 \_\_\_\_\_ Others  
 \_\_\_\_\_ (Please indicate your region)

**DECS Textbook Evaluator  
 for the Third Elementary Education Project  
 Personal Data Sheet**

Attach 1 1/2" x 1 1/2"  
 recent photo

Name \_\_\_\_\_  
 (Print legibly) Family \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_  
 Designation/Profession \_\_\_\_\_  
 Office/School Address \_\_\_\_\_  
 \_\_\_\_\_  
 Home Address \_\_\_\_\_ Tel. (Fax) Number \_\_\_\_\_  
 \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Tel. Number \_\_\_\_\_  
 Civil Status \_\_\_\_\_ Place of Birth \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Citizenship \_\_\_\_\_

**A. Evaluation Subject Area(s) of Specialization and Grade/Year Level(s)**

|                            | <u>Subject Areas</u> | <u>Grade/Year Levels</u> |
|----------------------------|----------------------|--------------------------|
| 1 <sup>st</sup> Preference | _____                | _____                    |
| 2 <sup>nd</sup> Preference | _____                | _____                    |
| 3 <sup>rd</sup> Preference | _____                | _____                    |

Have you ever served as a TX/TM evaluator for DECS?  Yes  No  
 If yes, when and for what subject and grade/year level? \_\_\_\_\_

**B. Relevant Background**

1. Educational Background:

| <u>Educational Institution</u> | <u>Degree Earned</u> | <u>Year</u> | <u>Honors Received</u> |
|--------------------------------|----------------------|-------------|------------------------|
|                                |                      |             |                        |

2. Work Experience:

| <u>Position</u> | <u>Institution/Agency</u> | <u>Year</u> |
|-----------------|---------------------------|-------------|
|                 |                           |             |

3. Special Studies/Trainings, Grants, Other Qualifications (relevant to evaluation):

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

Book Title Publisher

**C. Contact Persons**

Please indicate the name and address of your employer/superior:

1. Name : \_\_\_\_\_ Designation : \_\_\_\_\_  
 Address : \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Employer's consent required for you to serve as evaluator:  Yes  No

**D. References**

1. Name \_\_\_\_\_ Designation \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Tel. No. \_\_\_\_\_

2. Name \_\_\_\_\_ Designation \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Tel. No. \_\_\_\_\_

**E. Other Concerns**

If selected to serve as TEEP DECS evaluator:

1. What is the quickest way of contacting you and sending you documents?  
 \_\_\_\_\_

2. Are there any factors which may affect your ability to serve as an evaluator this year? If yes, please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_

3. If you will travel by air for the Evaluation Workshop, please indicate the nearest airport and the airlines serving your locality:  
 \_\_\_\_\_

4. Are you or your office/school willing to shoulder in advance your plane fare which will be reimbursed during the training/workshop?  Yes  No

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.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

## Evaluator's Declaration

- I meet the eligibility criteria to serve as a DECS Textbook Evaluator.
- I am willing and able to perform the responsibilities of a Textbook Evaluator.
- I have secured the permission of my immediate superior to serve as a Textbook Evaluator.
- I am not a writer, contributor, editor, or consultant of any TX and TM already approved and/or submitted to DECS 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 given to me for evaluation confidential.
- I will not compromise the integrity of the evaluation process.
- I am willing to cooperate in responding to publishers' queries regarding specific areas in the Evaluation Reports I will help finalize.

By signing below, I declare under penalties of perjury 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 DECS Textbook Evaluator.

|         |                     |
|---------|---------------------|
| Witness | Evaluator Signature |
| Date    | Date                |

### ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES) S.S.  
 QUEZON CITY

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ affiant  
 exhibiting his/her Residence Tax Certificate No. \_\_\_\_\_ issued in  
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