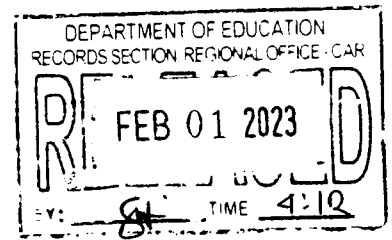




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



January 30, 2023

REGIONAL MEMORANDUM

No. ~~047.2023~~

**SCREENING OF QUALIFIED APPLICANTS TO THE REGIONAL POOL
OF LEARNING RESOURCE EVALUATORS**

To: Assistant Regional Director
Schools Division Superintendents
All Schools Division Offices
All Others Concerned

1. The DepED-CAR through the Curriculum and Learning Management Division and Learning Resources Management Section (CLMD-LRMS) announces the conduct of the 2023 screening for applicants to the Regional Learning Resources' Pool.
2. This activity aims to screen and select qualified and committed pool of evaluators for non-print learning resources for all learning areas in the following grade levels; a) Grades 4-5, b) Grades 7-10, and Grades 11-12.
3. All interested individuals coming from the schools and divisions, who deemed qualified based on the Criteria must submit a hard or PDF copy of the following documents:
 - a. Application Letter signifying interest to serve as evaluator addressed to the Regional Director;
 - b. Duly accomplished Personal Data Sheet found in Enclosure No. 2; and
 - c. Other pertinent documents such as certified true copies of service records, transcript of records, certificate of relevant trainings attended since 2018, among others (original documents to be shown for authentication during the scheduled interview).
4. Enclosed are documents for reference:

Enclosure No. 1: Qualification Standards and Procedures for the Recruitment, Screening and Selection of Evaluators;
Enclosure No. 2: Application Form;
Enclosure No. 3: Letter of Recommendation Template; and
Enclosure No. 4: Letter of Commitment Template



5. Should there be clarifications or queries feel free to contact the **Curriculum and Learning Management Division** through car.clmd@deped.gov.ph, the Learning Resources Management Section through car.lrmads@deped.gov.ph or Rosita C. Agnasi at rosita.agnasi@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.



ESTELA P. LEON-CARIÑO Edd, CESO III
Director IV/Regional Director

CLMD/RCA/etc

Enclosure 1 to RM No: 047.2023

Qualification Standards and Procedures for the Recruitment, Screening and Selection of Evaluators

1.a) Minimum Qualification Standards for Evaluators

- With at least five (5) years teaching experience in the learning area being applied;
- ICT literate (has active DepEd email and Microsoft 365 account familiar in downloading and uploading files, can edit online files word, pdf, videos, LMS course packages and other digital/non print learning resources, can open zip files); and
- Is physically fit, willing, and able to travel to attend and participate in actual content evaluation activity lasting from three to five days and which may not be held in his/her province/city.

1.b) Submission of Documents

The evaluator applicants shall submit the following documents to the Regional LRMS:

- Application Letter addressed to the Regional Director;
- Application Form (see Enclosure 2);
- Photocopy of Service/Work Record; and
- Photocopy of specialized and relevant seminars/trainings (from 2018 to present); and

1.c) Original documents must be available for authentication during the interview.

1.d) Timeline for the Screening and Selection Process

Date	Activity	Responsible Person
February 1-24, 2023	Preparation and Submission of Documents *If hard copy, submit to the Regional Office Records Section *If soft copy, save/scan files in PDF format and send it to car.lrmds@deped.gov.ph Soft Copy of Application form and Template can be downloaded in this link https://tinyurl.com/EvaluatorsFormsTemplates	Applicants (Teachers, Master Teachers, Principals, PSDS, EPS and other DepEd personnel who have meet the minimum qualification standards)
February 24, 2023	Last day of Submission	
February 27- March 10, 2023	Validation and Screening of documents submitted Releasing of memorandum for the list of qualified applicants Calling of qualified applicants for interview	RO-CLMD-LRMS Technical Working Group

March 14-16, 2023	Conduct of Orientation and Interview	Qualified applicants and RO-CLMD- LRMS Technical Working Group
March 17-24, 2023	Summary of Ratings	RO-CLMD- LRMS Technical Working Group
March 27-31, 2023	Issuance of Results through a Memorandum	RO-CLMD- LRMS Technical Working Group

Enclosure 2 to RM No: _____

**REGIONAL LEARNING RESOURCE EVALUATORS
APPLICATION FORM**

Last Name	First Name	Middle Name
Birthdate	Sex	Position
Name of School/Office		Division
A. List of trainings/workshops on Learning Resource Development (from 2018 to present)		
Title	Inclusive Dates	Provider
B. List of trainings/workshops on Learning Resource Evaluation (from 2018 to present)		
Title	Inclusive Dates	Provider

Signature Over Printer Name

Enclosure 3 to RM No: 067-2023

LETTER OF RECOMMENDATION TEMPLATE

(Date)

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/Regional Director
Department of Education-CAR
Wangal, La Trinidad, Benguet

Dear **Ma'am**,

I would like to recommend (Name of Applicant) for the Regional Learning Resources (LR) Pool of Evaluators. (He/She) has been with the (name of school/office) as (Position/Designation) for (years of service).

This office does not pose any objection to any of (his/her) assignment as a Regional LR evaluator if (he/she) qualify after the screening process.

Thank you very much.

Very truly yours,

(Signature Over Printed Name of Immediate Superior)

Enclosure 4 to RM No: 043-2027

LETTER OF COMMITMENT TEMPLATE

(Date)

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/Regional Director
Department of Education-CAR
Wangal, La Trinidad, Benguet

Dear **Ma'am**,

This is to signify my commitment if I qualify as member of the Regional Learning Resources Pool of Evaluators, to make myself available for activities/workshop that could require expertise and services.

Thank you very much.

Very truly yours,

(Signature Over Printed Name of Applicant)