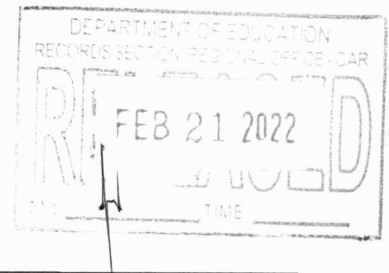




Republic of the Philippines  
**Department of Education**  
Cordillera administrative region



February 17, 2022

**REGIONAL MEMORANDUM**

No. 076.2022

**SELECTION PROCESS FOR CERTIFIED REGIONAL LEARNING RESOURCE DEVELOPERS AND EVALUATORS**

TO: OIC-Assistant Regional Director  
Schools Division Superintendents  
All Schools Division Offices  
All Others Concerned

1. The DepEd-CAR, through the Curriculum Learning and Management Division- Learning Resources Management Section, will conduct a Screening and Selection of learning Developers and Evaluators starting February 2022.

2. This activity aims to select qualified learning resource developers and evaluators for continuous development and evaluation of learning resources, such as textbook, teacher's manuals, and supplementary materials for learning areas in the Key stages of learning, (a) Grades 4-6; (b) Grades 7-10; and (c) Grades 11 and 12.

3. All interested individuals coming from the schools and divisions, who deemed qualified based on Criteria for the developers and evaluators for different learning areas and grade levels must submit a hard copy or PDF copy of the following documents:

- a. Application Letter signifying interest to serve as LR developer or evaluator;
- 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 record, certificates of relevant trainings attended since 2016, among others (original documents to be shown later for authentication during the scheduled interview).

4. Enclosed are the following documents for ready reference:

- Enclosure No. 1 : Procedures for the Screening and Selection of LR developers and evaluators;
- Enclosure No. 2 : Personal Data Sheet
- Enclosure No. 3a : Guide on Rating Qualification Standards
- Enclosure No. 3b : Qualification Standards Form
- Enclosure No. 4 : Interview Rating Sheet
- Enclosure No. 5 : Summary Matrix of Ratings of developers and evaluators







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5. For clarifications regarding this Memorandum, please send your inquiries to [car.lrmds@deped.gov.ph](mailto:car.lrmds@deped.gov.ph) or the OIC-CLMD Rosita Agnasi at [rosita.agnasi@deped.gov.ph](mailto:rosita.agnasi@deped.gov.ph).

6. Immediate dissemination of this memorandum is desired.

  
**ESTELA L. CARIÑO EdD, CESO III**  
Director IV/ Regional Director 



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**Enclosure to RM:** \_\_\_\_\_

Enclosure No. 1: Procedures for the Screening and Selection of LR developers and evaluators;

1a) Minimum Qualification Standards for Developers

The potential developers shall meet the following minimum qualification standards:

- Bachelor's Degree holder
- With at least five (5) years teaching experience in the learning area s/he is applying as developer
- Has at least 24 hours relevant training in the development of learning resources
- Is 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

1b) Minimum Qualification Standards for Evaluators

The potential evaluators shall meet the following minimum qualification standards:

- Bachelor's Degree holder
- With at least ten (10) years teaching experience in the learning area s/he is applying as evaluator
- Has at least 24 hours relevant training in the development and evaluation of learning resources
- Is 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

2) Submission of Documents

The developer and evaluator applicants shall submit the following documents to the Region LRMS:

- Personal Data Sheet (PDS)
- Certified true copy of Service/Work Record
- Certified true copy of specialized and relevant trainings (from 2016 to present)
- Photocopies of cover and copyright page of the learning resources written, edited, evaluated, proofread or screen shot of non-print LRs developed (include certificate to attest the LRs have been quality assured)
- Medical certificate

**Note:** Photocopies of documents to be submitted should be authenticated by the duly designated officer at the division or school. Original documents must be available for authentication during the interview.



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3) Timeline of Selection and Screening

<b>Date</b>	<b>Activity</b>	<b>Responsible Person</b>
February 18-28, 2022	Preparation and Submission of Documents  *If hard copy, submit to the Regional Office Records Office through the CLMD-LRMS Office  *If soft copy, save and scan file in PDF format then send to car.lrmids@deped.gov.ph	Teacher applicants
February 28, 2022	Last day of Submission	
March 1-11,2022	Validation and Screening of Documents submitted  Releasing of qualified applicants for interview  Calling of qualified applicants for interview	RO-CLMD-LRMDS TWG
March 14-15, 2022	Conduct of Interview	Teacher applicants and RO-CLMD-LRMDS TWG
March 16-18, 2022	Summary of Ratings	RO-CLMD-LRMDS TWG
March 21-25, 2022	Issuance of Results through Memorandum	RO-CLMD-LRMDS TWG



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Enclosure No. 2 : Personal Data Sheet

**PERSONAL DATA Sheet**  
**for Regional Evaluators**

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

Name: \_\_\_\_\_

Family	First	Middle Initial
Date of Birth: _____ Place of Birth: _____ Citizenship: _____ Sex: _____ Civil Status: _____ Home Address: _____		
		Designation: _____
		Office/School Address: _____
		Tel. Number: _____
Cell Number: _____		Email Address: _____
Fax Number: _____		Name of Superior: _____
Designation: _____		Address: _____
Contact Number: _____		

**Application Details** (Please answer completely. The information provided herein shall serve as reference in assigning materials that the LREs shall be tasked to qualify/assure/evaluate.)

Preference	Learning Area Specialization	Key Stage/Grade Level
1 <sup>st</sup> preference		
2 <sup>nd</sup> preference		

- Have you ever served as a Learning Resource Evaluator (LRE) for DepEd?  Yes

No

If yes, when and for what subject and grade level? \_\_\_\_\_

- What mother tongue language do you speak and write fluently? \_\_\_\_\_

**Relevant Background** (starting from recent and continue on a separate sheet if necessary)

**Education**

Name of School/College/University	Degree Earned	Inclusive Dates	Honors Received

**Service Record** (Include experience outside government service and continue on a separate sheet if necessary)

Position	Institution/Agency	Inclusive Dates

**Experience**

Learning Area/s Taught (for at least 5 years)	School/school/University	Inclusive Dates



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**Learning Resources you have written, edited, evaluated, proofread, or served as consultant**  
*(continue on a separate sheet if necessary)*

Title of Learning Resources	Role (e.g., writer, editor, evaluator, proofreader, etc.)	Publisher	Year Published

**Special Studies, Trainings, Grants, Other Qualifications Relevant to LR Evaluation**

*(From 2019 to the present only; continue on a separate sheet if necessary)*

Title of Seminar/Conference/Training Course	Level (e.g., international, national, regional, etc.)	Nature of Participation	Conducted by	Inclusive Dates

**References** *(Persons not related by consanguinity or affinity to applicant)*

Name	Address	Telephone Number

**Evaluator's Declaration**

If selected to serve as a Learning Resource Evaluator, I am aware of and shall abide with the following:

**Conflict of Interest**

1. I do not have conflict of interest (i.e., not a writer, contributor, consultant, or editor of any learning resources assigned to me for evaluation;
2. I am not related or affiliated to any member of the writing/ development team of the learning resources for evaluation assigned to me and I am willing to reveal information necessary to ensure no conflict of interest;

**Performance of Service**

3. I will, to the best of my ability, perform the assigned tasks and ensure that grammatical, computational, social content, typographical, and other errors in content are avoided. I understand that I will be held accountable for glaring errors that I make or miss to point out in the learning resource that I review.
4. I have been granted permission/ authority by my superior (if any) to serve as evaluator and to attend all necessary activities relative thereto.

**Confidentiality**

5. I will not duplicate, make unauthorized use, or disclose the materials or my findings on them, in part or full, to any other person other than the designated person to coordinate with and receive any and all materials and outputs from me.

By signing below, I declare under penalties of perjury that the statements and information 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 Learning Resource Evaluator.

\_\_\_\_\_  
(Applicant's signature over printed name)

\_\_\_\_\_  
(Date accomplished)



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**PERSONAL DATA Sheet**  
**for Regional Developers**

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

Name:

Family	First	Middle Initial
Date of Birth: _____ Place of Birth: _____ Citizenship: _____ Sex: _____ Civil Status: _____ Home Address: _____		
Designation: _____ Office/School Address: _____		
Tel. Number: _____		
Cell Number: _____ Email Address: _____		
Fax Number: _____ Name of Superior: _____		
Designation: _____ Address: _____		
Contact Number: _____		

**Application Details** (Please answer completely. The information provided herein shall serve as reference in assigning materials that the LREs shall be tasked to quality assure/evaluate.)

Preference	Learning Area Specialization	Key Stage/Grade Level
1 <sup>st</sup> preference		
2 <sup>nd</sup> preference		

- Have you developed learning resources (print or non-print)?

Yes  
 No

If yes, when and for what subject and grade level? \_\_\_\_\_

- What mother tongue language do you speak and write fluently? \_\_\_\_\_

**Relevant Background** (starting from recent and continue on a separate sheet if necessary)

**Education**

Name of School/College/University	Degree Earned	Inclusive Dates	Honors Received

**Service Record** (Include experience outside government service and continue on a separate sheet if necessary)

Position	Institution/Agency	Inclusive Dates

**Experience**

Learning Area/s Taught (for at least 5 years)	School/school/University	Inclusive Dates



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**Learning Resources you have written, edited, evaluated, proofread, or served as consultant**  
*(continue on a separate sheet if necessary)*

Title of Learning Resources	Role (e.g., writer, editor, evaluator, proofreader, etc.)	Publisher	Year Published

**Special Studies, Trainings, Grants, Other Qualifications Relevant to LR Development**

*(From 2019 to the present only; continue on a separate sheet if necessary)*

Title of Seminar/Conference/Training Course	Level (e.g., international, national, regional, etc.)	Nature of Participation	Conducted by	Inclusive Dates

**References** *(Persons not related by consanguinity or affinity to applicant)*

Name	Address	Telephone Number

**Developer's Declaration**

If selected to serve as a Learning Resource Developer, I am aware of and shall abide with the following:

**Conflict of Interest**

6. I do not have conflict of interest (i.e., not a writer, contributor, consultant, or editor of any learning resources assigned to me for evaluation;

7. I am not related or affiliated to any member of the writing/ development team of the learning resources for evaluation assigned to me and I am willing to reveal information necessary to ensure no conflict of interest;

**Performance of Service**

8. I will, to the best of my ability, perform the assigned tasks and ensure that grammatical, computational, social content, typographical, and other errors in content are avoided. I understand that I will be held accountable for glaring errors that I make or miss to point out in the learning resource that I review.

9. I have been granted permission/ authority by my superior (if any) to serve as evaluator and to attend all necessary activities relative thereto.

**Confidentiality**

10. I will not duplicate, make unauthorized use, or disclose the materials or my findings on them, in part or full, to any other person other than the designated person to coordinate with and receive any and all materials and outputs from me.

By signing below, I declare under penalties of perjury that the statements and information 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 Learning Resource Evaluator.

\_\_\_\_\_  
(Applicant's signature over printed name)

\_\_\_\_\_  
(Date accomplished)





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Enclosure No. 3a : Guide on Rating Qualification Standards

**Guide on Rating Qualification Standards**

Use this guide assess the required documents submitted to be able to rank all applicants for a specific learning area, grade level/key stage, and area of evaluation. Assign the appropriate points to complete the equivalent total scores in ranking the applicants.

Qualification Standards	Point Assignment
<b>I. Educational Qualifications (25 points)</b>	
Doctoral Degree	25
Complete Academic Requirement for Doctoral Degree	20
Masters (MA) Degree	15
Complete Academic Requirement for Master Degree	10
Bachelor's Degree	8
<b>II. Work Experience (30 points)</b>	
<b>A. Teaching Experience (15 points)</b> Length of experience in teaching curriculum instruction and/or development, and other relevant jobs related to the subject area where s/he will serve as evaluator	
5 to 7 years	5
8 to 10 years	10
11 years and above	15
<b>B. Experience Relevant to Evaluating Content, Writing and Editing (15 points)</b>	
Writing learning resources (published or unpublished)	5
Editing learning resources (published or unpublished)	5
Evaluating textbooks or other learning resources	3
Serving as Coach/ Resource Speaker / Discussant	2
<b>III. Trainings and Workshop (15 points)</b>	
<b>A. Specialized Trainings and Workshops (10 points)</b> Participated in trainings and workshop regarding writing, editing, evaluating, and proof reading of learning resources.	
International / National	10
Regional	7.5
Division	5
District / School	2.5
<b>B. Relevant Trainings (5 points)</b> A minimum of 24 hours is required to be given a point on relevant training (e.g., on curriculum pedagogy, assessment). Assign points only to the highest level, regardless of the number of trainings attended.	
International	5
National	4
Regional	3
Division	2
District / School	1
<b>Total Points ----- 70</b>	



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Enclosure No. 3b : Qualification Standards Form

Name of Applicant: \_\_\_\_\_ Region / Division: \_\_\_\_\_

Learning Area / Specification: \_\_\_\_\_ Key Stage / Grade: \_\_\_\_\_

Rate each applicant using validated data in the document submitted and the Guide on Rating the Qualification Standards  
 (Enclosure No. 3a)

Qualification Standards	Details	Points
<b>I. Educational Qualifications (25 points)</b> Assign points only to the highest level attained	Indicate the Degree Title / Courses, No. of units completed, if applicable	
a. Doctoral Degree		
b. Complete Academic Requirement for Doctoral Degree		
c. Masters (MA) Degree		
d. Complete Academic Requirement for Masters Degree		
e. Bachelor's Degree		
	Sub-Total	
<b>II. Working Experience (30 points)</b>	No. of Years	
<b>A. Teaching Experience (15 points)</b>		
	Sub-Total	
Experience Relevant to Evaluating Content, Writing, and Editing (15 points)		
b.1 Writing learning resources (published or unpublished)		
b.2 Editing learning resources (published or unpublished)		
b.3 Evaluating textbooks or other learning resources		
b.4 Serving as Coach / Resources Speaker / Discussant		
	Sub-Total	
<b>III. Trainings and Workshops (15 points)</b>	No. of Hours	
<b>A. Specialized Trainings and Workshops (10 points)</b>		
3.a.1 International / National		
3.a.2 Regional		
3.a.3 Division		
3.a.4 District / School		
	Sub-Total	

Accomplished by:

\_\_\_\_\_  
 Signature over printed name

\_\_\_\_\_  
 Signature over printed name

Validated by:

\_\_\_\_\_  
 Signature over printed name

\_\_\_\_\_  
 Signature over printed name

\_\_\_\_\_  
 Signature over printed name



Republic of the Philippines  
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Enclosure No. 4 : Interview Rating Sheet

**Interview Rating Sheet for Potential Learning Resource Evaluators**

Applicant: \_\_\_\_\_  
(Family Name) (First Name) (M.I.)

Designation: \_\_\_\_\_ Subject Area / Specialization: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Area of Evaluation: \_\_\_\_\_ School / Office: \_\_\_\_\_

School Address: \_\_\_\_\_ Division: \_\_\_\_\_ Region: \_\_\_\_\_

Rate the applicant according to this numerical scale: 3 – Excellent, 2 - Very Satisfactory, 1 – Satisfactory, by checking the appropriate column per item. Write other information which may be helpful in the final selection of applicants in the space provided below.

Criteria	3	2	1
1. <b>Communication Skills</b> Speaks and writes effectively in Filipino and English			
2. <b>Ability to present ideas</b> Present well organized and precise ideas with marked command of the language used			
3. <b>Alertness</b> Manifests presence of mind and awareness of the environment			
4. <b>Judgement</b> Demonstrate sound judgement			
5. <b>Leadership ability</b> Able to make decision and resolve issues			
6. <b>Human relations</b> Takes initiative to organize work groups, adopt procedures and standards in his/her own level			
7. <b>Decisiveness</b> Considers alternatives and recommends solutions when faced with problem situations			
8. <b>Stress tolerance</b> Exercise high degree of tolerance for tension resulting from increasing volume of work, organizational change, environment conflict, etc.			
9. <b>Time Management</b> Demonstrate good time management			
10. <b>Building trust</b> Keeps commitments, confidentiality, integrity, and honesty with colleagues/ teammates; is open to views of others, and takes responsibility for own actions in a conflict resolution			
<b>Total Points</b>			

Please provide your comments on this applicant

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Interviewee's signature over printed name

\_\_\_\_\_  
Interviewee's signature over printed name

\_\_\_\_\_  
Interviewee's signature over printer name

\_\_\_\_\_  
Date accomplished



Republic of the Philippines  
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Enclosure No. 5 : Summary Matrix of Ratings of developers and evaluators

**Summary Matrix of Ratings of Potential LREs Based on Qualification Standards**

Division: \_\_\_\_\_ Region: \_\_\_\_\_  
Learning Area / Specialization: \_\_\_\_\_ Main Key Stage: \_\_\_\_\_

Name (List of Qualified Applicants arranged from Highest to Lowest Score)	Main Key Stage	Learning Area	Scores		
			Qualification Standards	Interview	Total
Examples:					
1. Dela Cruz, Juana	Elementary	Mathematics	60	27	87
2. Reyes, Elena	Elementary	Mathematics	58	27	85

- Include only those who got a total score of 70 points or higher

Accomplished by:

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Signature over printed name

Recommending approval by:

Approved by:

\_\_\_\_\_  
RSSC Chairperson  
Signature over printed name

\_\_\_\_\_  
Regional Director  
Signature over printed name