



Republic of the Philippines
Department of Education
 REGION VI- WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

June 24, 2024

DIVISION MEMORANDUM

No. 381, s. 2024

**SCREENING AND SELECTION OF POTENTIAL LEARNING RESOURCE
 EVALUATORS (LREs) FOR THE SCHOOL YEAR
 2024-2025 ONWARDS**

To: Asst. Schools Division Superintendent
 CTD and SGOD Chief
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary & Secondary School Heads
 All Others Concerned

1. In reference to RM No. 517, s 2024, the Schools Division Office will be conducting the Screening and Selection of Potential Learning Resources Evaluators (LREs) for the School Year 2024-2025 onwards.

2. This activity is in preparation for the evaluation of learning resources, such as textbooks, teacher's manuals, and supplementary materials for learning areas in the four key stages of learning, namely; (a) Kindergarten to Grade 3; (b) Grades 4 to 6; Grades 7 to 10; Grades 11 and 12.

3. Individuals coming from both public and private sectors, who are deemed qualified based on the criteria for the LREs for different learning areas and grade levels, must submit personally to their Division Learning Resource Evaluation Coordinator the following documents before June 27, 2024, for evaluation.

- a. Application letter signifying interest to serve as LREs;
- b. Duly accomplished Personal Data Sheet for Potential LREs found in Enclosure NO. 2;
- c. Curriculum Vitae; and
- d. Other pertinent documents such as certified true copies of service records, transcript of record, certificates of relevant training attended since 2012, among others (original documents to be shown later for authentication during the scheduled interview)

4. Potential Learning Resource Evaluators must meet the following minimum qualifications:

- a. Bachelor's degree,
- b. With at least five (5) years of teaching experience in the learning area being applied as LRE,
- c. Has at least 24 hours relevant training on the development and evaluation of LRs, and
- d. Not an author, editor, or consultant of any commercially-developed LRs submitted to DepEd for procurement in the last three years from the date of application.

5. List of Learning Areas

- | | |
|---|-----------------------------------|
| • Makabansa (Elementary) | * Araling Panlipunan (Elementary) |
| • Good Manners and Right Conduct (Elem) | * Araling Panlipunan (Secondary) |
| • Values Education (Secondary) | * EPP |
| • Mathematics (Elementary) | * TLE |
| • Mathematics (Secondary) | * Music and Arts (Elementary) |





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- | | |
|-------------------------|------------------------------|
| • Filipino (Elementary) | * Music and Arts (Secondary) |
| • Filipino (Secondary) | * PE and Health (Elementary) |
| • Science (Elementary) | * PE and health (Secondary) |
| • Science (Secondary) | * |
| • English (Elementary) | |
| • English (Secondary) | |

6. Trained and previous LREs must not submit application, however they shall update their profiles on the same link tinyurl.com/LREs2425Onwards.
7. It is understood that in the conduct of this activity, there shall be no discrimination of the participants on account of age, school, gender civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
8. Immediate and widest dissemination of this Memorandum are desired.


MARSETTE D. SABBALUCA, CESO VI
Schools Division Superintendent 

Encl: as stated
Reference: Memo-BLR 2024-06-1065 and RM No. 517,s 2024
To be included in the Perpetual Index
under the following subjects:

CURRICULUM QUALIFICATIONS LEARNING RESOURCES SELECTION

CID_MCD 6/24/2024



Site: Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597/ sagaycity001@deped.gov.ph

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 2010 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)

**Personal Data Sheet
for Potential LR 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 quality assure/ evaluate.)

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

- Have you ever served as a Learning Resource Evaluator (LRE) for DepEd? ☐ Yes
If Yes, when and for what subject and grade level? ☐ No
- What mother tongue languages do you speak and write fluently? _____

Relevant Background (starting from the most 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/ College/ University	Inclusive Dates