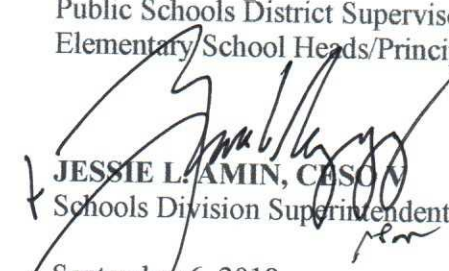




MEMORANDUM

To: Public Schools District Supervisors/PICs
 Elementary School Heads/Principals

From: 
JESSIE L. AMIN, CESO V
 Schools Division Superintendent

Date: September 6, 2018

Subject: **SCREENING OF QUALIFIED MEMBERS OF DEVELOPMENT AND
 VALIDATION TEAMS FOR GRADE 3 LEARNING RESOURCES IN
 IBANAG**

1. In response to the call of DepEd Region 02 to recommend qualified members of the Development and Validation Teams for Grade 3 Ibanag Learning Resources, this Division through the Learning Resource and Management Section also calls for the submission of **portfolios** of all interested **Ibanag** writers, editors and validators plus illustrators and layout artists (not necessarily Ibanags) for the Division-wide Screening on September 19, 2018.
2. All submitted portfolios for Division Screening must include the following documents and must be **arranged in this order**:
 - 2.1 Application Letter signifying interest to serve as Writer/Editor/Validator/Illustrator/Layout Artist
 - 2.2 Duly Accomplished Personal Data Sheet for Potential Writer/Editor/Illustrator/Layout Artist/Validator (*see attached form*)
 - 2.3 Curriculum Vitae; and
 - 2.4 Other pertinent documents needed to validate
 - 2.4.1 Educational Qualifications (*certified true copies of Transcript of Records*)
 - 2.4.2 Work Experience (*certified true copies of Service Record*)
 - 2.4.3 Relevant Training since 2013 (*photocopies of training certificates*)
 - 2.4.4 Folios of Written Outputs (*i.e. modules, story and big books, contextualized activity sheets, handouts and other learning resources*)
3. For uniformity sake, folder cover labels must be in this format:

| | | |
|--|--|---|
| PORTFOLIO OF LEARNING RESOURCE DEVELOPMENT AND VALIDATION TEAMS | | |
| JUAN A. DELA CRUZ Name of School Name of District Working Contact Number | FOR CONTEXTUALIZER GRADE 3 IBANAG LEARNING AREA | CONTEXTUALIZER EDITOR ILLUSTRATOR LAYOUT ARTIST VALIDATOR |
| | | MATH SCIENCE EsP |

FM-ORD-003



Rev. 00



Republic of the Philippines
Department of Education
Region 02 (Cagayan Valley)

SCHOOLS DIVISION OFFICE OF ISABELA

Alibagu, City of Ilagan, Isabela 3300

www.deped-isabela.com.ph (078) 323-0281/323-2015 isabela.depedro2@gmail.com



4. **Deadline for submission is on September 17, 2018.**
Forward only one copy of the portfolio to the CID-LRMDS Section.

5. Please review the following attachments:
 - Enclosure 1a Qualification Standards
 - Enclosure 1b Guide in Rating Qualification Standards
 - Enclosure 2 Personal Data Sheet for Potential Writer/Editor/Illustrator/Layout Artist/Validator

6. For information and immediate dissemination.

CID/rvp/acc/thb

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**Enclosure 1a. Qualification Standards Form for
 Qualified Writers/Editors/Illustrators and Layout Artists**

Name of Applicant: _____ Region/Division: _____
 Learning Area/Specialization: _____ Key Stage/Grade: _____

Rate each applicant using validated data in the documents submitted and the Guide on Rating the Qualification Standards

| QUALIFICATION STANDARD | | DETAILS | POINTS |
|---|--|--|--------|
| I. Educational Qualifications (10 points) Assign points to the highest level attained | | Indicate the Degree Title/ Course, No. of Units completed, if applicable | |
| a. | Doctoral Degree | | |
| b. | Complete Academic Requirement for Doctoral Degree | | |
| c. | Masters (MA) Degree | | |
| d. | Completed Academic Requirement for Masters Degree | | |
| e. | Bachelor's Degree | | |
| | | Sub-Total | |
| II. Work Experience (30points) | | No. of years | |
| A. | Teaching experience (15 points) | | |
| B. | Experience Relevant as writer (15 points) | | |
| | Writing learning resources published/unpublished | | |
| | Editing learning resources published/unpublished | | |
| | Serving as learning resource speaker in relevant trainings | | |
| | | Sub Total | |
| III. Training and Workshops (20 points) | | | |
| A. Specialized Trainings and Workshops (10 points) | | | |
| a. | International/ National | | |
| b. | Regional | | |
| c. | Division | | |
| d. | District/ School | | |
| B. Relevant Training (10 points) | | | |
| a. | International | | |
| b. | National | | |
| c. | Division | | |
| d. | District/ School | | |
| | | Sub Total | |



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| | | | |
|--|--|------------------------------|--|
| IV. Served as writer/ editor/illustrator/ proponent in any learning resources. | | | |
| Maximum of 40 points either school initiated, division initiated or region/national call for writers | | | |
| a. Learners Materials (LMs) | | | |
| b. Teachers' Guide (TG) | | | |
| c. Modules | | | |
| d. Activity Sheets | | | |
| e. Instructional Materials | | | |
| f. SIMS | | | |
| g. DLLs/DLPs | | | |
| h. Bigbooks/ Story books | | | |
| i. Other LRs | | | |
| | | <i>Sub total</i> | |
| | | Over All Total Points | |

Accomplished by:

 Member, Evaluation Committee

 Member, Evaluation Committee

Validated by:

Recommending Approval by:

Approved by:



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

Enclosure 1b. **Guide in Rating Qualification Standards**

| Qualification Standard | Point Assignment |
|--|------------------|
| I. Educational Qualifications (10 points) Assign points to the highest level attained | |
| Doctoral Degree | 10 |
| Complete Academic Requirement for Doctoral Degree | 7 |
| Masters (MA) Degree | 5 |
| Completed Academic Requirement for Masters Degree | 3 |
| Bachelor's Degree | 1 |
| II. Work Experience (30 points) | |
| A. Teaching Experience (15 points) Length of experience in teaching | |
| 1 to 3 years | 5 |
| 4 to 6 years | 10 |
| 7 years and above | 15 |
| B. Experience relevant to Writing, Editing (15 points) | |
| Writing Learning Resources (published/unpublished) | 5 |
| Editing Learning Resources (published/unpublished) | 5 |
| Evaluating Learning Resources | 5 |
| III. Trainings and Workshops (20 points) | |
| A. Specialized Training and Workshops (10 points) | |
| International/ National | 10 |
| Regional | 7 |
| Division | 5 |
| District/ School | 3 |
| B. Relevant Training (10 points) | |
| International | 10 |
| National | 7 |
| Division | 5 |
| District/ School | 3 |
| IV. Publications | |
| Written any of the following learning resources (5 points for every material). Maximum of 50 points | |
| Learners Materials (LMs) | 5 |
| Teachers' Guide (TG) | 5 |
| Modules | 5 |
| Activity Sheets | 5 |
| Instructional Materials | 5 |
| SIMS | 5 |
| DLLs/DLPs | 5 |
| Bigbooks/ Story books | 5 |
| Other LRs | 5 |
| Total Points | 100 |



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Enclosure 2. Personal Data Sheet for Potential Writers/Editors/Illustrators/Layout Artists/Validators

**Personal Data Sheet for Potential
 Writers/Editors/Illustrator/Layout artist/Validator**

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

Name:

Family _____ First _____ Middle _____

Date of Birth: _____ Place of Birth: _____ Citizenship: _____ Sex: _____

Civil Status: _____ Home Address: _____

Designation: _____

Office/ School Address: _____

Tel Number: _____ Cell Number: _____

Email Address: _____

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 contextualize/write.)

| Preference | Learning Area of Specialization | Key Stage/ Grade Level |
|-------------------|---------------------------------|------------------------|
| First Preference | | |
| Second Preference | | |

Have you served as Writer/Editor/Illustrator/Layout Artist for DepEd? _____ Yes _____ No

If yes, when and for what subject and grade level? _____

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 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 |
|---|---------------------------|-----------------|
| | | |
| | | |

Learning Resources you have written/contextualized (Continue on a separate sheet if necessary)

| Title of Learning Resources | Role | Publisher if any | Year Published |
|-----------------------------|------|------------------|----------------|
| | | | |
| | | | |