



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-0452

To : Chief of Curriculum Implementation Division (CID)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads

Subject : **DIVISION SELECTION OF POTENTIAL LEARNING RESOURCE
EVALUATORS ACROSS KEY STAGES AND LEARNING AREAS**

Date : August 1, 2025

In preparation for the quality assurance of locally developed learning resources (LDLRs) across key stages and learning areas, this Division announces the conduct of the Division Selection of Potential Learning Resource Evaluators (LRE) on August 26, 2025. This activity shall be facilitated by the following members of the Division Screening and Selection Committee:

Chairperson: Janwario E. Yamota, Chief Education Supervisor

Co-Chairperson: Djhoane C. Aguilar, EPS – LR Manager

Members: Jaime C. Carlom, EPS - SNED
Iryhn E. Petalcorin, PSDS - Kindergarten
Carolyn B. Arado, EPS – Mathematics
Peter A. Mijares, EPS – Filipino
Maria Perpetua Angelita G. Suelto, EPS – English
John B. Visillas, EPS – Araling Panlipunan
Ramil Jacky P. Firman, EPS – MAPEH
Elden P. Orbeta, EPS – GMRC/Values Education
Ylcy B. Manguilimotan, EPS – Science
Cezen M. Paculanang, EPS – EPP/TLE

The selection of potential LRE is open to all teachers who possess the following Minimum Qualification Standards (MFQ):

1. Bachelor's Degree holder with at least five (5) years teaching experience in the learning area being applied for as LRE.
2. Has at least 24 hours relevant training in the development and/or evaluation of learning resources.
3. Not an author, editor or consultant of any commercially developed learning resources.
4. Is physically fit, willing to travel, and able to attend and participate in an actual evaluation activity



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Interested applicants shall submit the following documents to the Division Screening and Selection Committee (DSSC) c/o **Djhoane C. Aguilar**, EPS - LR Manager on or before **August 22, 2025**:

1. Application Letter signifying interest to serve as LRE
2. Duly accomplished Personal Data Sheet (use attached template)
3. Certified true copy of Service Record
4. Certified true copy of Transcript of Records
5. Certified true copy of certificates of relevant trainings
6. Certification from the School Head indicating the number of years spent teaching the learning area being applied for as LRE
7. Photocopies of cover/copyright page of the LR written, edited, or evaluated
8. Medical certificate

Teachers who are already included in the regional pool of LREs are advised to submit the same documents—not for selection, but for profile updating purposes.

Meals and snacks during the screening and selection shall be charged to Downloaded Funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

Attached: As stated.
CID/jey/dca

RELEASED

AUG 05 2025

RECORDS SECTION - SDO PANABO CITY
BY 

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
☐ 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 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, 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)