



Department of Education  
Region VI - Western Visayas  
**SCHOOLS DIVISION OFFICE OF KABANKALAN CITY**  
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January 6, 2020

**DIVISION MEMORANDUM**

No. 1, s. 2020

**2019 SCREENING AND SELECTION OF POTENTIAL  
LEARNING RESOURCE EVALUATORS (LREs)**

TO: **Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Concerned**

1. In commence with Regional Memorandum No. 411, s. 2019 dated December 27, 2019 re: Conduct of the 2019 Screening and Selection of Potential Learning Resource Evaluators (LREs), the Schools Division Office of Kabankalan City through the Division Learning Resource Evaluation Committee (DLREC) will conduct the **2019 Screening and Selection of Potential Learning Resource Evaluators (LREs)**.
2. This activity is in preparation for the quality assurance of text-based learning resources in the different learning areas and key stages of learning, namely:
  - a. Kindergarten to Grade 3;
  - b. Grades 4 to 6;
  - c. Grades 7 to 10 (Junior High School); and
  - d. Grades 11 and 12 (Senior High School)
3. The Schedule of Activities/Timeline to be observed by all concerned is provided in Enclosure No. 1 to this Memorandum.
4. All interested individuals (DepEd personnel, private/non-DepEd, college/ university/ center of excellence and professional association personnel) must submit **personally** their pertinent documents to the DLREC as stipulated in Enclosure **No. 2 to this** Memorandum. Those who have been qualified as potential LREs by **the Bureau of Learning Resources (BLR)** and have undergone the cluster training **intended for such**, need not apply.
5. Immediate dissemination of this Memorandum is desired.

**PORTIA M. MALLORCA, CESO V**  
Schools Division Superintendent

*Enclosures: As stated*

Schedule of Activities

SDO Activities (DSSC)	Terms of Reference/Templates (DM 217, s. 2016)	Schedule	Source of Fund
1. Re/appoint Division Learning Resource Evaluation Coordinators (DLREC)	Enclosure No. 1	January 6, 2019	NA
2. Dissemination of Information on Selection and Screening of LREs:			NA
2.1 Invitation letters to colleges, universities, centers of excellence, professional organizations, other non-government institutions		January 6, 2019	NA
2.2 Memorandum to all DepED schools			NA
2.3 Announcement in the DepED Division website and in other conspicuous places in the division			NA
2.4 Submission of pertinent documents by the potential LRE applicants to the DSSC	Enclosure Nos. 1, 2	January 10-17, 2019	Local Fund
3. Orientation of DLREC (CID Chief and LRMS EPS)	Enclosure No. 1	January 8-9, 2019	BLR Downloaded Fund
4. Creation of Division Screening and Selection Committee (DSSC)	Enclosure No. 1	January 13, 2019	NA
5. Rating and ranking of potential LREs based on documents submitted	Enclosure Nos. 3a, 3b	January 22-23, 2019	BLR Downloaded Fund
6. Submission of documents of top 3 applicants or applicants with the score of at least 50 points per learning area per key stage (K to 3, 4 to 6, and Grades 7 to 10) to the Regional Selection and Screening Committee (RSSC)	Enclosure No. 4	January 24, 2019	BLR Downloaded Fund
<b>RO Activities (RSSC)</b>			
7. Validation of the documents submitted by the DSSC. Coming up of the Top 15 shortlist of potential LREs. Issuance of memorandum with the shortlisted Top 15 potential LREs and the schedule of the interview.	Enclosure No.s 5 & 6	January 29, 2019	BLR Downloaded Fund
8. Interview of the shortlisted Top 15 potential LREs.	Enclosure No.s 5 & 6	January 30, 2019	
9. Finalization of results and submission of the Top 5 qualified potential LREs per learning area per key stage to DepED-BLR.	Enclosure No.s 5 & 6	January 31, 2019	

Documents for Submission

DepEd Applicants	Colleges, Universities, Centers of Excellence and Professional Associations	Retired Educators
<ul style="list-style-type: none"> <li>Personal Data Sheet (PDS)</li> <li>Certified true copy of Service/Work Record</li> </ul>	<ul style="list-style-type: none"> <li>Personal Data Sheet (PDS)</li> <li>Curriculum Vitae</li> <li>Nomination or letter of recommendation from the dean and/or president of college, university, center of excellence, or professional association</li> </ul>	<ul style="list-style-type: none"> <li>Personal Data Sheet (PDS)</li> <li>Certified true copy of Service/Work Record</li> </ul>
<ul style="list-style-type: none"> <li>Certified true copy of transcript of records</li> </ul>		<ul style="list-style-type: none"> <li>Certified true copy of transcript of records</li> </ul>
<ul style="list-style-type: none"> <li>Certified true copy of certificates of specialized and relevant trainings (from 2014 to the present)</li> </ul>	<ul style="list-style-type: none"> <li>Medical Certificate</li> </ul>	<ul style="list-style-type: none"> <li>Photocopies of Cover and copyright page of the learning resources written, edited, evaluated, or proofread</li> </ul>
<ul style="list-style-type: none"> <li>Photocopies of Cover and copyright page of the learning resources written, edited, evaluated, or proofread (include certificate to attest the LRs have been quality assured)</li> </ul>		<ul style="list-style-type: none"> <li>Medical Certificate</li> </ul>
<ul style="list-style-type: none"> <li>Medical Certificate</li> </ul>		

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

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