



November 19, 2018

**DIVISION MEMORANDUM**

No. 89, s. 2018

**DIVISION CAPABILITY BUILDING OF THE LEARNING RESOURCE EVALUATORS**

TO :

- OIC, Office of the Asst. Schools Division Superintendent
- OIC-Chief, Curriculum Implementation Division
- Education Program Supervisors
- Public Schools Division Supervisors
- Senior Education Program Specialists-ALS
- Select Public Elementary and Secondary School Teachers
- Other Concerned


1. The Learning Resource Management Section (LRMS) of the City Schools Division Office of Antipolo will conduct the Capability Building on the Learning Resource Evaluators on November 27-29, 2018 (live-out) at Loreland Farm Resort, Antipolo City.
2. The activity aims to:
  - a. provide information/ experiences on the implementation of activities related to the quality assurance of contextualized/localized/indigenized learning resources, textbooks and supplementary reading materials;
  - b. capacitate pool of new Learning Resource Evaluators in the evaluation process; and
  - c. quality assure submitted contextualized/localized/indigenized learning resources.
3. Participants to this activity are the Education Program Supervisors-CID, Public Schools District Supervisors, Division LRMS Team, and Division Learning Resource Evaluators (LREs).



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4. Participants are requested to bring their Curriculum Guides on their specified learning area, laptop, WIFI/internet dongle, and extension cord.
5. Expenses relative to this activity includes venue, food, supplies and materials will come from the Project GALING of the Curriculum Implementation Division from the HRTD fund of the Division subject to the usual accounting and auditing rules and regulations.
6. To ensure the smooth conduct of this activity, the following are enclose to this Memorandum:
  - a. Enclosure 1 – Working Committee
  - b. Enclosure 2 – List of Participants
  - c. Enclosure 3 – Training Matrix
7. Dissemination of this Memorandum to all concerned is earnestly desired.

  
**DR. ROMMEL C. BAUTISTA, CESO V**  
City Schools Division Superintendent



Enclosure No. 1 to Division Memorandum No. 89, s. 2018

**DIVISION CAPABILITY BUILDING ON THE LEARNING RESOURCE EVALUATION PROCESSES**

**EXECUTIVE COMMITTEE**

Chairperson: **Dr. Rommel C. Bautista**, CESO V  
Schools Division Superintendent

Co-Chairpersons: **Dr. Gloria C. Roque**  
OIC, Office of the Asst. SDS

Lito A. Palomar  
OIC-Chief, CID

Members: **Priscilla V. Salo**, EPSVR I – LRMS  
**Rosanito S. Paras**, PDO II - LRMS  
**Bernadette B. Patag**, Librarian II  
**Arlene Tayona**, SEPS-HRTD

**TECHNICAL WORKING COMMITTEE**

COMMITTEE	IN- CHARGE	TERMS OF REFERENCE
Registration	Bernadette B. Patag Member: Armand Eric Caasi	<ul style="list-style-type: none"><li>• In-charge of attendance</li><li>• Ensures that participants are registered</li><li>• Prepares accomplished registration/ attendance sheet and submits to the Committee on Documentation</li><li>• Prepares and submit meal attendance sheet</li></ul>
Documentation		<ul style="list-style-type: none"><li>• Document events of the session and submits narrative and pictorial report in hard and soft copies</li></ul>
Program Invitation/Certificates Technical/ Physical Arrangement and Accommodation	Rosanito S. Paras	<ul style="list-style-type: none"><li>• Prepares/distributes program</li><li>• Confirm attendance</li><li>• In charge of video/ppt presentations</li><li>• Check the sound system, laptop and ICT equipment to be used</li><li>• Prepares backdrop, tarpaulin, flag stand and other decoration to be used during the opening and closing program</li></ul>
Monitoring & Evaluation	Dr. Isabel M. Gonzales	<ul style="list-style-type: none"><li>• Monitors the conduct of the program</li><li>• Administers and retrieves M&amp;E Tool</li><li>• Submits the results of the evaluation to the Program-in-Charge</li></ul>



Enclosure No. 2 to the Division Memorandum No. 89, s. 2018

**LIST OF PARTICIPANTS**

No.	Name	Designation/School
1	Reynaldo M. Andrade Jr.	EPSVR I – Filipino
2	Dolores J. Agong	EPSVR I – Science
3	Merlita O. Sayago	EPSVR I – Kindergarten
4	Anselmo C. Celeste Jr.	EPSVR I – MAPEH
5	Bernadette I. Berber	EPSVR I – Math
6	Cristina C. Salazar	EPSVR I – English
7	Melanie F. Burgonia	EPSVR I – EPP/TLE
8	Dr. Arnel Buena	EPSVR I – EsP
9	Vivienne Martinez	PSDS, I-A
10	Luz C. Cayanong	PSDS, I-B
11	Marilyn Zapanta	PSDS, I-C
12	Dr. Gloria Benedicto	PSDS, I-D
13	Marilou Lico	PSDS, II-A
14	Jocelyn Perez	PSDS, II-B
15	Dr. Nimrod Tupas	PSDS, II-C
16	Dr. Emily Concio	PSDS, II-E
17	Michael Tayona	PSDS, II-F
18	Myrna Bautisa	EPS2 – ALS
19	Ranito Gallego	EPS2 – ALS
20	Edgardo Nogot	San Jose NHS
21	Ma. Reissel E. Paquidao	Juan Sumulong ES
22	Prince Joser Cruz	Mayamot NHS
23	Carla Margarita Arce	San Juan NHS
24	Girlye Nombres	Antipolo NHS
25	Rita Calibuso	Binayoyo ES
26	Mark Gabion	Principal Consultant
27	Ivy Yanga	Principal Consultant
28	Digna Orgue	Principal Consultant
29	Ana Maria Rivas	Principal Consultant
30	Carlos Rafael Arce	Mayamot NHS
31	Maybel Obula	Lores ES
32	Bernadette Leis	Antipolo NHS
33	Edgardo San Juan	San Isidro ES
34	Robert Olvida	Bagong Nayon I ES
35	Ossan Ravis	Lores ES
36	Abegail Santos	Facilitator
37	Priscilla Salo	Facilitator
38	Rosanito Paras	Facilitator
39	Bernadette Patag	Facilitator
40	Jonathan Canales	Facilitator
41	Ma. Theresa Barcelo	Facilitator



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### CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO



Enclosure No. 3 to Division Memorandum No. 89, s. 2018

#### CAPACITY BUILDING FOR LEARNING RESOURCE EVALUATORS

November 21 – 23, 2018

Time	Day 1	Day 2	Day 3
7:30 – 8:30	Registration	MOL	MOL
8:30 – 9:00	Opening Program	Session 5: Team Evaluation Process	Session 6: Evaluation Instruments for Area 3: Appropriateness and Faithfulness to the Instructional Design Framework
9:00 – 10:00	Session 1 : Overview of Quality Assurance of Learning Resources	Workshop 2: Team Evaluation of Learning Resources	Workshop 3: Individual Evaluation for Area 3
10:00 – 10:30	BREAK		
10:30 – 11:30	Session 2: Roles and Functions of the Learning Resource Evaluators	Continuation of Workshop 2	Continuation of Workshop 3
11:30 – 12:30	LUNCH BREAK		
12:30 – 2:00	Session 3: Social Content Guidelines		
2:00 – 3:00	Session 4: Learning Resource Evaluation Tools		Presentation of Output
3:00 – 3:30	BREAK		
3:30 – 4:30	Workshop 1: Application on the use of Evaluation Tools (Individual Evaluation)		CLOSING PROGRAM
4:30 – 5:00	Presentation of Output	Presentation of Output	
OUTPUT	Individual Evaluation Report/Accomplished Tool	Team Evaluation Report/Accomplished Tool	Team Evaluation Report/Accomplished Tool