



Office of the Secretary

DepEd Memorandum
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Conduct of Content Evaluation Workshops for English Textbooks and Teacher's Manuals

To: Bureau / Center / Regional Directors
Schools Division Superintendents
Heads, Public and Private Schools and Universities
All others concerned

1. The Department of Education (DepEd) will conduct a series of Content Evaluation Workshops to evaluate English textbooks and teacher's manuals (TXs/TMs) for Grades 1 to 6 and 1st to 4th year which will be submitted for its possible procurement. The dates and venues of the workshops will be announced later.
2. Teams of evaluators and reviewers who will participate in these workshops shall be represented by discipline and curriculum experts, master teachers, principals, supervisors, and members of the academe or professional organizations from both public and private sectors who will look into these main areas of concern:
 - 2.1 **Coverage of learning competencies** – to test for congruence between the content and the competencies, completeness of coverage, organization of materials and lessons, internal consistency, and logic in the organization of the TXs/TMs.
 - 2.2 **Subject matter content** – to ensure accuracy of facts and information presented, integrity of concepts, adequacy in discussion of topics, sequence of learning concepts, and organization of content according to the requirements of the 2002 Basic Education Curriculum (BEC).
 - 2.3 **Presentation and language** – to test whether the language and visuals used in the TXs/TMs are appropriate to the target users, to society, and to culture. To test whether the presentation and language used is readily understood by the target users.
3. Selected evaluators will be informed in writing and directly contacted by DepEd-Instructional Materials Council Secretariat (IMCS) before the workshops. Participants are expected to be at the venue by 8:00 a.m. on the first day of their respective workshops.
4. Necessary and allowable expenses for these workshops such as travel expenses; per diem and board and lodging of evaluators, resource persons, facilitators, and workshop staff; payment for services of evaluators and reviewers and extra duty allowance of resource persons, facilitators, and workshop staff; contingency funds; and other incidental expenses are chargeable against the trust fund for textbook evaluation and SEDIP funds subject to the usual accounting and auditing rules and regulations.
5. For any queries or clarifications, please contact the DepED-IMCS Evaluation and Training Division (Attention: Ms. Daisy Asuncion O. Santos or Ms. Editha F. Esperida) at tel. nos. 631-9294, 634-1054, or telefax 634-1072.
6. The DepEd policy prohibiting teachers to be pulled out from their classes during schooldays shall not apply to teachers who will serve as textbook evaluators and reviewers provided that necessary arrangements are made to ensure continuation of classes in their absence.
7. Immediate and wide dissemination of this memorandum is desired.

FE A. HIDALGO
Undersecretary and
Officer-in-Charge

Reference:

None

Allotment: 1 - -(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

Learning Area, ENGLISH

Teaching Aids

Textbooks

Workshops