Republic of the Philippines

Department of Education

REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

November 5, 2024

DIVISION MEMORANDUM
No. _____448_____, s. 2024

SEMINAR-WORKSHOP ON THE EVALUATION AND SELECTION PROCESS OF READING RESOURCES AND OTHER INSTRUCTIONAL MATERIALS ACROSS LEARNING AREAS

To: Assistant Schools Division Superintendent
      Chiefs of CID and SGOD
      Education Program Supervisors
      All Public Elementary and Secondary School Heads
      All Public Elementary and Secondary School Teachers
      All Others concerned

1.   In reference to **DepEd Memorandum No. 064, s. 2023 re Screening and Evaluation Tools for the Evaluation and Selection of Reading Resources for the National Reading Program**, and **Regional Memorandum No. 0647, s. 2024 re Training on Teaching Reading Across Learning Areas for Secondary School Teachers and Convergence of Curriculum and Instructional Leaders**, this Office initiates the conduct of **Seminar-Workshop on the Evaluation and Selection Process of Reading Resources and other Instructional Materials Across Learning Areas** at the Conference Room, Diamond Building, DepEd El Salvador City, Zone 3, Poblacion, El Salvador City, on November 14-15.

2.   The activity aims to

   a.   capacitate school heads, and teachers in establishing standardized criteria and guidelines to ensure the quality of reading resources that will enhance the effectiveness of the program and promote the development of strong reading skills among target learners,

   b.   provide clear guidance to streamline the evaluation process ensuring consistency and fairness in the selection of reading resources across learning areas in the Division and in all schools, and

   c.   provide technical assistance in the development of contextualized and interesting learning resources appropriate to the grade level.

3.   Participants to this activity are all public elementary and secondary school heads, education program supervisors, members of the working committees and other division personnel.

4.   Each school head participant is expected to secure a/an

   a.   copy of at least two instructional/reading resources per learning area and per school,

   b.   accomplished evaluation tools duly signed by the members of the school-based LR evaluation committees,

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c. inventory of reading resources and instructional materials, and

d. school reading data for the last three years.

5. Matrix of activities, copies of evaluation tools, and other references are attached for guidance.

6. A prework activity shall be conducted at the Conference Room, Diamond Building, DepEd El Salvador City Division, Zone 3, Poblacion, El Salvador City on November 8, 2024 at 9:00 a.m. to discuss the details of the seminar-workshop activity. Participants to this prework are the school heads and other members of the working committees.

7. This Office shall adhere to Equal Opportunity Principle (EOP) in receiving the General Plan of Activities and Attending to clarification/queries relative to the abovementioned activity. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

8. This Office directs the immediate and wide dissemination of this Memorandum.

RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH: As stated
Reference:

DM 064, s. 2023
RM 0647, s. 2024

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

CURRICULUM   TRAININGS   LEARNING RESOURCES

RE: Seminar-Workshop on the Evaluation and Selection Process of Reading Resources and Other Instructional Materials Across Learning Areas"

CID/mrv

Attachment to Division Memorandum No. _____, s. 2024

SEMINAR-WORKSHOP ON THE EVALUATION AND SELECTION PROCESS OF READING RESOURCES AND OTHER INSTRUCTIONAL MATERIALS ACROSS LEARNING AREAS
November 14-15, 2024
Conference Room, Diamond Building, El Salvador City Division

ACTIVITY MATRIX

Date	Time	Activity	Venue
November 14, 2024	7:30 – 8:30 a.m.	Arrival and Registration	Conference Room, Diamond Building, El Salvador City Division
	8:30 – 9:30 a.m.	Opening Program and Statement of Purpose	
	9:30 – 11:00 a.m.	Revisit on the Evaluation Process of Learning Resources by Glenn John O. Isiderio, PDO II	
	11:00 a.m. – 12:00 p.m.	Orientation on the Evaluation Tools by Roque R. Sabasaje, EPS-EPP/TLE/TVL	
	1:00 – 2:00 p.m.	Presentation of teacher-made stories and PISA-like assessments for evaluation process	
	2:00 – 4:30 p.m.	Workshop 1: Evaluation of teacher-made stories and PISA-like assessments	
	4:30 – 5:00 p.m.	Open Forum	
November 15, 2024	7:30 – 8:30 a.m.	Arrival and Preliminaries	
	8:30 a.m. – 12:00 p.m.	Workshop 2: Evaluation of Instructional Materials across Learning Areas	
	1:00 – 4:00 p.m.	Presentation of Outputs and Critiquing	
	4:00 – 5:00 p.m.	Closing Ceremonies	

SEMINAR-WORKSHOP ON THE EVALUATION AND SELECTION PROCESS OF READING RESOURCES AND OTHER INSTRUCTIONAL MATERIALS ACROSS LEARNING AREAS
November 14-15, 2024
Conference Room, Diamond Building, El Salvador City Division

Learning Resources Evaluation Tools

A. LR Evaluation Tool for Charts, Posters, Drill / Flash Cards

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Evaluation Template 6.5 Refer to Guidelines and Processes for LRMDS Assessment and Evaluation

1.1 Evaluation Rating Sheet for Charts, Posters, Drill / Flash Cards and Manipulative.

Title:
Type:
Intended for: Grade/Year level(s): Subject area(s):
Author(s):
Publisher Distributer / Supplier:
Copyright Year: No. of Pages:

Instructions: Examine the material carefully and for each evaluation criterion consider the extent to which the resource meets the criteria. Check the appropriate number (with 4 being *Very Satisfactory (VS)*, 3 - *Satisfactory (S)*, 2 - *Poor*, and 1 - *Not Satisfactory*). For a rating below 4, write your comments/justifications on each evaluation criterion. If an evaluation criterion is *Not Applicable (NA)*, the material is rated 3 on said criterion. (Not Applicable means that the criteria is not relevant to the resource being evaluated. It is given the score of 3 so that the evaluation score for each factor reflects only the performance against criteria that are relevant to the nature of the resource being evaluated). Attach extra sheets if necessary. Your report may be completed in soft or hardcopy. Please write legibly if completing in hardcopy.

Factor A. Content	V S 4	S/NA 3	Poor 2	Not Satisfactory 1
1. Content reinforces, enriches, and / or leads to the mastery of certain learning competencies for the level and subject it was intended.				
2. Material has the potential to arouse interest of the target users.				
3. Facts are accurate.				
4. Information provided is up-to-date.				
5. Visuals are relevant to the text.				
6. Visuals are suitable to the age level and interests of the target user.				
7. Visuals are clear and adequately convey the message of the subject or topic.				
8. Typographic layout / design facilitates understanding of concepts presented.				

Evaluation Template 6.5 Refer to Guidelines and Processes for LRMDS Assessment and Evaluation

9. Size of the material is appropriate for use in school.				
10. Material is easy to use and durable.				
Total Points				

Note: Resource must score **at least 30 points** out of a maximum **40 points** to pass this criterion. Please put a check mark on the appropriate box	Passed	
	Failed	

Factor B. Other Findings Note down observations about the information contained in the material, citing specific pages where the following errors are found.	Not Present 4	Present but very minor & must be fixed 3	Present & requires major redevelopment 2	Poor Do not evaluate further 1
1. Conceptual errors.				
2. Factual errors.				
3. Grammatical and/or typographical errors.				
4. Other errors (i.e., computational errors, obsolete information, errors in the visuals, etc.)				
Total Points				

Note: Resource must score **at least 16 points** out of a maximum **16 points** to pass this criterion. Please put a check mark on the appropriate box	Passed	
	Failed. (All issues must be documented in the Comments section)	

Manipulative
Complete Evaluation for Factor A and B above as well as Factor C

Factor C. Additional requirements for Manipulative	V S 4	S/NA 3	Poor 2	Not Satisfactory 1
Instructional Design 1. Adequate support material is provided.				
2. Activities are summarized; extension activities are provided.				

Evaluation Template 6.5 Refer to Guidelines and Processes for LRMDS Assessment and Evaluation

3. Suggested activities support innovative pedagogy.				
Technical Design 4. Manipulative is safe to use.				
5. Size and composition of manipulative is appropriate for intended audience.				
6. Suggested manual tasks within the activities are compatible with the motor skills of the intended users.				
Total Points				

Note: Resource must score **at least 18 points** out of a maximum **24 points** to pass this criterion. Please put a check mark on the appropriate box	Passed	
	Failed	

Other Comments

Recommendation

Note: Any material that fails Factor B must not be recommended for use in public schools until the identified issues have been fixed.

(Please put a check mark (✔) in the appropriate box.)

1. [ ] I / We recommend the approval of this material for possible use in public schools, provided that the corrections / revisions included in this report are made. (For commercial resources (non-DepED owned resources) the Publisher must implement all recommended corrections / revisions in their next printing or provide errata.)

2. [ ] I / We do not recommend the approval of this material for possible use in public schools for the reasons stated below and/or cited in this evaluation report. (Please use separate sheet if necessary.)

(Please sign below and at the back of each page.)

Evaluation Template 6.5 Refer to Guidelines and Processes for LRMDS Assessment and Evaluation

I/We certify that this evaluation report and recommendation are my / our own and have been made without any undue influence from others.

Evaluator(s):_____ Signature(s):_____
(Please print your full name)

Date: _____

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Attachment to Division Memorandum No. 448, s. 2024

Learning Resources Evaluation Tools

LR Evaluation Tool for Charts, Posters, Drill / Flash Cards

Evaluation Template 6.5 Refer to Guidelines and Processes for LRMDS Assessment and Evaluation

1.1.1 Descriptors for Factors A to C of the Evaluation Rating Sheet for Charts, Posters, Drill / Flash Cards and Manipulatives

Important: These descriptors will guide you in giving an objective and quantifiable score for each criterion item in the rating sheet. For ratings of 3 and below, your written comments in the rating sheet should indicate specific part and brief descriptions of inadequacies in the material. If a criterion is not applicable, give it a rating of 3.

Factor A. *Content*

1. Content reinforces, enriches, and/or leads to the mastery of certain learning competencies for the subject and grade/year level it was intended.

Descriptor:

Very satisfactorily reinforces, enriches, and/or leads to mastery of certain learning competencies.
Material supports, complements achievement of learning competencies of the subject area and grade / year level for which it is intended.

2. Material is likely to promote interest of the target users.

Descriptor:

The material is presented in such a way that it is stimulate interest in the subject matter.
Focussing techniques and cueing devices are evident such as use of symbols, highlighting, color contrasting or emphasis.

3. Facts are accurate.

Descriptor:

All facts are accurate.
Presentation of factual content is accurate and up-to-date.
No outdated information, improper use of figures, inaccurate graphs, over simplified models or diagrams.

4. Information provided is up-to-date.

Descriptor:

All information provided is up-to-date.
No outdated information, improper use of figures, inaccurate graphs, over simplified models or diagrams.

5. Visuals are relevant to the text.

Descriptor:

What is said or written clearly responds to what is shown.
Captions are clear and relevant.
Placement of visuals supports the content of the text and does not interfere with reading or viewing.

6. Visuals are suitable to the age level and interests of the target user.

Descriptor:

Design, layout, complexity of information contained in visuals is appropriate for the age level.

7. Visuals are clear and adequately convey the message of the subject or topic.

Descriptor:

All visuals are clear and adequately convey the message of the subject or topic.
Visuals are used to enhance understanding of the content.

Evaluation Template 6.5 Refer to Guidelines and Processes for LRMDS Assessment and Evaluation

8. Typographic layout / design facilitate understanding of concepts presented.

Descriptor:

Font size and type and spacing enhance readability for the intended use of the material.
There is adequate contrast between all elements on the page.

9. Size of the material is appropriate for use in school.

Descriptor:

Easy to handle
Relatively light

10. Material is easy to use and durable.

Descriptor:

The material is easy to use and durable.

Factor B. *Other Findings*

1. Conceptual errors

Descriptor:

No conceptual error found
Presentation of content will not lead to the development of misconceptions or misunderstanding.

2. Factual errors

Descriptor:

No factual error found
Presentation of factual content is accurate and up-to-date.
No outdated information, improper use of statistics, inaccurate graphs, over simplified models or examples.

3. Grammatical and / or typographical errors

Descriptor:

No grammatical error found
No spelling errors

4. Other errors (i.e., computational errors, obsolete information, errors in the visuals, etc.)

Descriptor:

No error found
No outdated information – maps, inaccurate graphs, diagrams or pictures.

Factor C. *Manipulative*

Instructional Design

1. Adequate support material is provided.

Descriptor:

The material should be packaged with student and teacher support material
Clear instructions
Instructional objectives clearly stated.

2. Activities are summarized, extension activities are provided.

Descriptor:

Evaluation Template 6.5 Refer to Guidelines and Processes for LRMDS Assessment and Evaluation

Target activities and sequence are clearly identified and opportunities to extend activities are provided

3. Suggested activities support innovative pedagogy.

Descriptor:

Materials should actively involve target users in exploring, testing and applying ideas.
Materials should invite repeated use over an extended period of time.

Technical Design

4. Manipulative is safe to use.

Descriptor:

Consider whether the manipulative has:

- sharp edges,
- is heavy and awkward to handle,
- is made of potentially toxic substances
- Fragile and easily broken or breakable.

5. Size and composition of the manipulative is appropriate for the intended audience.

Descriptor:

Consider the manual dexterity and strength of the intended user
Consider whether the material is durable enough to withstand repeated use.
Are there many small pieces that can be easily lost?
Can missing pieces be easily replaced or substituted?

6. Suggested manual tasks within the activities are compatible with the motor skills of the intended users

Descriptor:

Consider the manual dexterity and strength of the intended user.

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Learning Resources Evaluation Tools

B. LR Evaluation Tool for Print Resources

Evaluation Rating Sheet for PRINT Resources

Title: _____

ISBN: _____

Author(s): _____ Illustrator(s): _____

Publisher/Distributor(s): _____

Copyright Year: _____ Number of Pages: _____

Subject: _____

Intended for (Please check): ☐ Elem. (Primary)   ☐ Elem. (Intermediate)   ☐ High School

Instructions: Examine the material carefully and for each evaluation criterion consider the extent to which the resource meets the criteria. Check the appropriate number (with 4 being *Very Satisfactory (VS)*; 3 - *Satisfactory (S)*; 2 - *Poor*; and 1 - *Not Satisfactory*. For a rating below 4, write your comments/justifications on each evaluation criterion. If an evaluation criterion is *Not Applicable (NA)*, the material is rated 3 on said criterion. Attach extra sheets if necessary. Your report may be completed in soft or hardcopy. Please write legibly if completing in hardcopy.

Factor 1: Content	V S 4	S/NA 3	Poor 2	Not Satisfactory 1
1. Content is suitable to the student's level of development.				
2. Material contributes to the achievement of specific objectives of the subject area and grade/year level for which it is intended.				
3. Material provides for the development of higher cognitive skills such as critical thinking, creativity, learning by doing, inquiry, problem solving, etc.				
4. Material is free of ideological, cultural, religious, racial, and gender biases and prejudices.				
5. Material enhances the development of desirable values and traits such as: (Put a check mark only to the applicable values and traits)				

☐ 5.1 Pride in being a Filipino
☐ 5.2 Scientific attitude and reasoning
☐ 5.3 Desire for excellence
☐ 5.4 Love for country
☐ 5.5 Helpfulness/Teamwork/Cooperation

☐ 5.8 Honesty and trustworthiness
☐ 5.9 Ability to know right from wrong
☐ 5.10 Respect
☐ 5.11 Critical and creative thinking
☐ 5.12 Productive work

☐ 5.6 Unity
☐ 5.7 Desire to learn new things

	V S 4	S/NA 3	Poor 2	Not Satisfactory 1
6. Material has the potential to arouse interest of target reader.				
7. Adequate warning/cautionary notes are provided in topics and activities where safety and health are of concern.				
Total Points				

☐ 5.13 Other (Please specify)

Note: Resource must score **at least 21 points** out of a maximum **28 points** to pass this criterion. Please put a check mark on the appropriate box.
☐ Passed
☐ Failed

Factor 2: Format	V S 4	S/NA 3	Poor 2	Not Satisfactory 1
1. Prints				
1.1 Size of letters is appropriate to the intended user.				
1.2 Spaces between letters and words facilitate reading.				
1.3 Font is easy to read.				
1.4 Printing is of good quality (i.e., no broken letters, even density, correct alignment, properly placed screen registration).				
2. Illustrations				
2.1 Simple and easily recognizable.				
2.2 Clarify and supplement the text.				
2.3 Properly labelled or captioned (if applicable)				
2.4 Realistic / appropriate colors.				
2.5 Attractive and appealing.				
2.6 Culturally relevant.				
3. Design and Layout				
3.1 Attractive and pleasing to look at.				
3.2 Simple (i.e. does not distract the attention of the reader)				
3.3 Adequate illustration in relation to text.				
3.4 Harmonious blending of elements (e.g., illustrations and text).				
4. Paper and Binding				
4.1 Paper used contributes to easy reading.				
4.2 Durable binding to withstand frequent use.				
5. Size and Weight of Resource				
5.1 Easy to handle.				
5.2 Relatively light.				
Total Points				

Note: Resource must score **at least 14 points** out of a maximum **32 points** to pass this criterion. Please put a check mark on the appropriate box.
☐ Passed
☐ Failed

Factor 3: Presentation and Organization	V S 4	S/NA 3	Poor 2	Not Satisfactory 1
1. Presentation is engaging, interesting, and understandable.				
2. There is logical and smooth flow of ideas.				
3. Vocabulary level is adapted to target reader's likely experience and level of understanding.				
4. Length of sentences is suited to the comprehension level of the target reader.				
5. Sentences and paragraph structures are varied and interesting to the target reader.				
Total Points				

Note: Resource must score **at least 15 points** out of a maximum **20 points** to pass this criterion. Please put a check mark on the appropriate box.
☐ Passed
☐ Failed

Factor 4: Accuracy and Up-to-datedness of Information Note down observations about the information contained in the material, citing specific pages where the following errors are found	Not present 4	Present but very minor & must be fixed 3	Present & requires major redevelopment 2	Poor Do not evaluate further. 1
1. Conceptual errors.				
2. Factual errors.				
3. Grammatical errors.				
4. Computational errors.				
5. Obsolete information.				
6. Typographical and other minor errors (e.g., inappropriate or unclear illustrations, missing labels, wrong captions, etc.).				
Total Points				

Note: Resource must score **24** out of a maximum **24 points** to **pass** this criterion. Please put a check mark on the appropriate box.
☐ Passed
☐ Failed- All issues must be documented in the comments section.

Other Comments

(Please write your comments and recommendations on the material not captured in Factors 1-4. Use additional sheet if necessary.

Recommendation

> **Note:** Any material that fails factor 4 must not be recommended for use in public schools until the identified issues have been fixed.
>
> Any material that **fails in at least one of the four factors** of the evaluation rating should not be recommended for possible use in public schools.

(Please put a check mark (✓) in the appropriate box.)

i. ☐ I / We recommend the approval of this material for possible use in public schools provided that the corrections / revisions included in this report are made. (For commercial resources from DepED owned resources) the Publisher must implement all recommended corrections / revisions in their next printing or provide errata.)

ii. ☐ I / We do not recommend the approval of this material for possible use in public schools for the reasons stated below and/or cited in this evaluation report. (Please use separate sheet if necessary.)

(Please sign below and at the back of each page.)

I/We certify that this evaluation report and recommendation are my/our own and have been made without any undue influence from others.

Evaluator(s) _____   Signature(s) _____

Date: _____

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Attachment to Division Memorandum No. _448_, s. 2024

Learning Resources Evaluation Tools

C. LR Evaluation Tool for Storybooks

DepEd Evaluation Checklist for Storybooks

Title: _____ ISBN _____

Author(s): _____ Publisher/Distributor(s): _____

Copyright Year: _____ Language Used: _____ No. of Pages: ___

Instructions: Examine the LR carefully and rate it along each evaluation criterion. Do the following:
1. Check the appropriate column [YES or NO] for your assessment guided by the indicators.
2. For a NO response, write your comments/justifications/findings by filling out the Summary of Findings. Attach extra sheets if necessary.
3. If an evaluation criterion is *Not Applicable (NA)*, check the column for NA.
4. Your report must be completed in ink. Please write legibly.

Criteria	YES	NO	N/A
Factor 1: Content			
1. Theme			
The theme/s is/are engaging, appropriate, and relevant to the target reader.			
2. Socio-cultural sensitivity			
2.1 The LR is consistent with the DepEd Social Content Guidelines. (Put a check mark on the box of the Social Content theme/s that is/are violated.)			
☐ The Philippine Nation and Society			
☐ Citizenship and Social Responsibility			
☐ Individuals and Social Identity			
☐ Social Institutions			
☐ Gender			
☐ Media, Technology, and Communication			
☐ Health, Nutrition and Wellness			
☐ Environment			
☐ Safety and Security			
3. Developmental aspect	YES	NO	N/A
3.1 The story considers the developmental needs of the target reader in 21ˢᵗ Century Skills such as: (Put a check mark only to the applicable values and traits.)			
• **Learning and Innovation**			
☐ Higher Order Thinking Skills and Sound Reasoning			
☐ Critical Thinking, Problem Solving, and Risk-taking			
☐ Adaptability, Managing Complexity, and Self-direction			
☐ Creativity and Curiosity			

1

DepEd Evaluation Checklist for Storybooks

Criteria	YES	NO	N/A
• **Information, Media, and Technology Skills**			
☐ Visual and Information Literacy			
☐ Basic Scientific, Economic, and Technology Literacy			
☐ Multicultural Literacy and Global Awareness			
☐ Media Literacy			
• **Life and Career Skills**			
☐ Flexibility and Adaptability			
☐ Social and Cross-cultural Skills			
☐ Leadership and Responsibility			
☐ Initiative and Self-direction			
☐ Productivity and Accountability			
• **Effective Communication Skills**			
☐ Teaming, Collaboration, and Interpersonal Skills			
☐ Personal, Social, and Civic Responsibility			
☐ Interactive Communication			
4. Plot / Story Line			
4.1 The story length is appropriate to the age group.			
4.2 The plot makes use of familiar objects, themes, or actions to introduce/develop concepts and learnings.			
4.3 The plot stimulates critical thinking.			
4.4 The plot has a logical flow.			
4.5 The plot allows the reader to connect with the emotion/s conveyed.			
4.6 The story ends with a resolution of the conflict introduced.			
4.7 The story does not promote hate and negative behavior.			
5. Characters			
5.1 The roles of the characters are well-defined.			
5.2 The character/s drive/s the plot of the story.			
6. Visuals			
6.1 The illustrations clarify the story.			
6.2 The illustrations are easily recognizable, artistically attractive, and appealing.			
6.3 The illustrations are appropriate to the target readers.			
7. Language			
7.1 Vocabulary used is appropriate to the target reader.			

2

DepEd Evaluation Checklist for Storybooks

Criteria	YES	NO	N/A
7.2 The material makes use of wordplay appropriate to the target reader (i.e., repetition, puns, etc.).			
7.3 Sentences are clear, simple, and appropriate.			
7.4 Sentences are grammatical.			
7.5 The story book has no substantial mechanical errors.			
Note: The LR shall garner YES response in ALL items to pass this criterion. Please put a check mark on the appropriate box.	COMPLIED		
	NOT COMPLIED		

Factor 2: Format			
1. Prints			
1.1 Size of letters is appropriate to the target reader.			
1.2 The typeface (e.g., Arial, Times New Roman, etc.) is easy to read.			
1.3 Spaces between letters and words facilitate easy reading.			
2. Design and Layout			
2.1 Layout is appropriate to the target reader.			
2.2 Cover is appropriate to the target reader.			
2.3 The pages observe appropriate balance of illustrations and text.			
3. Paper and Binding			
3.1 Paper used facilitates ease in reading.			
3.2 Binding is durable and can withstand frequent use.			
3.3 Size is appropriate and relatively easy to handle.			
3.4 Printing is of good quality (i.e., no broken letters, even density, correct alignment, properly placed screen registrations, no misprints).			
Note: The LR shall garner YES response in ALL items to pass this criterion. Please put a check mark on the appropriate box.	COMPLIED		
	NOT COMPLIED		

Other Comments
(Please write your comments and recommendations on the material not captured in Factors 1 to 2. Use additional sheets if necessary.)

3

DepEd Evaluation Checklist for Storybooks

Final Recommendation

Please put a checkmark (✔) in the appropriate box.

☐ **Minor revision.** This material is found compliant to all criteria. However, minimal revision is recommended following the Summary of Findings, Corrections, and Review (SPCR) Form and LR with marginal notes.

☐ **Major revision.** This material is non-compliant to any of the criteria, thus, major revision is recommended following the Summary of Findings, Corrections, and Review (SPCR) Form and LR with marginal notes.

☐ **For field validation.** This material is found compliant to all criteria with NO corrections.

(Please sign below and at the back of each page.)

I/We certify that this evaluation report and recommendation are my/our own and have been made without any undue influence from others.

Evaluator/s: Signature/s:

_____   _____

_____

Date: _____

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Learning Resources Evaluation Tools

D. LR Evaluation Tool for Reading Resources

(Enclosure No. 1 to DepEd Memorandum No. 064, s. 2023)

Screening Tool for Level 1 Evaluation or Screening

DepEd Screening Tool for Reading Resources

Title/Series Title: _____
Author(s): _____
Publisher(s): _____
Distributor(s): _____
ISBN(s): _____
Reading Resource is part of a set or package (if applicable): [ ] Yes [ ] No
If Yes, specify all items included in the package.
_____

Total No. of Pages: (if applicable) _____

Instructions: Examine the Reading Resource (RR) carefully and check the applicable criterion. Your report must be completed in ink. Please write legibly.

CRITERIA	YES	NO
1. The RR supports the National Reading Program (NRP) of the Department of Education (DepEd).		
2. The RR conforms to the type of RRs to be procured based on the guidelines issued by the DepEd. ___ LRs for remediation ___ LRs for enrichment		
3. The RR is appropriate for Key Stage 1. Check the appropriate grade level. ___ Grade 1 ___ Grade 2 ___ Grade 3		
4. The RR binding is sturdy and can withstand frequent use. (Note: If the RR is a set/package, consider the sturdiness of all the components.)		
5. The RR uses paper that is durable. (Note: If the RR is a set/package, consider the durability of the applicable components.)		
6. The RR observes the appropriate size of letters and the typeface is easy to read.		
7. The printing of the RR is of good quality (i.e., no broken letters, even density, correct alignment, properly placed screen registrations, and no misprints).		
8. The RR has a visual design that is clear, interesting, and appropriate.		
9. The RR uses language that is appropriate for the intended learner.		
10. The RR promotes the development of literacy.		

Other Comments/Findings: (Please write your comments and findings on the RR not captured in Items 1 to 10.)

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Attachment to Division Memorandum No. _948_, s. 2024

Learning Resources Evaluation Tools

LR Evaluation Tool for Reading Resources

RECOMMENDATION:
☐ **Recommended** for Level 2 or Content Evaluation (If Items 1 to 10 are checked **YES**.)
☐ **Not Recommended** for Level 2 or Content Evaluation *(If **NO** to at least one of the items.)*

Accomplished by:

_____
Signature Over Printed Name

_____
Signature Over Printed Name

Date: _____

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Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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Attachment to Division Memorandum No. 448, s. 2024

Learning Resources Evaluation Tools

LR Evaluation Tool for Reading Resources

(Enclosure No. 2 to DepEd Memorandum No. 064, s. 2023)

DepEd Evaluation Sheet for Level 2 Evaluation or Content Evaluation

DepEd Evaluation Sheet for Reading Resources

Title: _____

Author(s): _____

Illustrator(s): _____

Publisher/Distributor(s): _____

ISBN(s): _____   Language Used: _____   No. of Pages: _____

Instructions: Examine the Reading Resource (RR) carefully and rate it along each evaluation criterion. Do the following:

1. Check the appropriate column [YES or NO] for your assessment guided by the indicators.
2. For a NO response, write your comments/justifications/findings by filling out the Summary of Findings. Attach extra sheets if necessary.
3. If an evaluation criterion is *Not Applicable (NA)*, check the column for NA.
4. Your report must be completed in ink. Please write legibly.

Criteria	YES	NO	N/A
Factor 1: *Content*			
1. The RR is/are appropriate for the learner's reading ability level. ☐ Grade 1　　☐ Grade 2　　☐ Grade 3			
2. The RR is appropriate for the intended Reading Profile. *(Refer to NRP Policy Guidelines)* ☐ Full Refresher　☐ Moderate Refresher　☐ Light Refresher			
3. The RR purposively promotes literacy.			
4. The RR is consistent with the DepEd social content guidelines. *(If **NO**, check the box of the social content theme/s that is/are violated.)*			

☐ The Philippine Nation and Society　　☐ Gender
☐ Citizenship and Social Responsibility　☐ Social Institutions
☐ Individuals and Social Identity　　　　☐ Health, Nutrition and Wellness
☐ Media, Technology, and Communication　☐ Environment
Others (please specify) _____

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Learning Resources Evaluation Tools

LR Evaluation Tool for Reading Resources

5. The RR enhances the development of desirable values, traits, and skills such as: *(If **YES**, check the applicable values, traits, and skills.)*		

a. Love for Reading

☐ Adaptability, Managing Complexity, and Self-direction
☐ The Philippine Nation and Society

b. Information, Media, and Technology Skills

☐ Visual and Information Literacy ☐ Media Literacy
☐ Multicultural Literacy and Global Awareness

c. Life and Career Skills

☐ Flexibility and Adaptability ☐ Leadership and Responsibility
☐ Social and Cross-cultural Skills ☐ Productivity and Accountability
☐ Initiative and Self-direction

d. Effective Communication Skills

☐ Teaming, Collaboration, and Interpersonal Skills
☐ Personal, Social, and Civic Responsibility
☐ Interactive Communication

6. The plot/story line/reading selection/article:			
6.1 is appropriate to the intended readers.			
6.2 makes use of familiar objects, themes, or actions to introduce/develop concepts and learnings.			
6.3 stimulates critical thinking.			
6.4 has a logical flow.			
6.5 allows the reader to reconnect with the emotion/s conveyed.			
6.6 ends with a resolution of the conflict introduced and emphasizes the moral of the lesson.			
7. The visuals:			
7.1 clarify the story.			
7.2 are easily recognizable, attractive, and appealing.			
7.3 are appropriate to the target readers.			
8. Adequate warning/cautionary notes are provided in topics and activities where safety and health are of concern.			
Note: *The RR shall garner a YES response in ALL applicable items to pass this criterion. Please put a check mark on the appropriate box.*	**PASSED**		
	FAILED		

Learning Resources Evaluation Tools

LR Evaluation Tool for Reading Resources

Factor 2: *Format and Technical Design/Specifications*	YES	NO	N/A
For Print RRs:			
1. Prints			
1.1 Size of letter is appropriate to the target reader.			
1.2 The typeface (e.g., Alfabeto or Century Gothic) is easy to read. Spaces between letters and words facilitate easy reading.			
2. Design and Layout			
2.1 Layout is appropriate to the target reader.			
2.2 Cover is appropriate to the target reader.			
2.3 The pages observe appropriate balance of illustrations and text.			
3. Paper and Binding			
3.1 Paper used facilitates ease in reading.			
3.2 Binding is durable and can withstand frequent use.			
3.3 Size of the RR is appropriate and relatively easy to handle.			
3.4 Printing is of good quality (i.e., no broken letters, even density, correct alignment, properly placed screen registration, no misprints).			
For Non-Print RRs:			
1. Volume and quality of sound is appropriate.			
2. Pacing is effective and appropriate to instructional purposes.			
3. Audio-visual effects (music, sound, graphics, etc.) are appropriate and effective for instructional purposes.			
Note: *The RR shall garner a YES response in at least 7 items for print to pass this criterion.*		PASSED	
The RR shall garner a YES to ALL items for non-print to pass this criterion. *Please put a check mark on the appropriate box.*		FAILED	
Factor 3: *Presentation and Organization*	YES	NO	N/A
1. Presentation is engaging, interesting, and understandable by the intended readers.			
2. There is logical and smooth flow of ideas.			
3. The RR is/are aligned with the guidelines issued by the DepEd in terms of:			
3.1 Readability Index			
3.2 Language used			
3.3 Text types/structure/organization			

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Learning Resources Evaluation Tools

LR Evaluation Tool for Reading Resources

4 For Non-Print RRs, length of the video recording is appropriate to the attention span of the target learner.			
Note: *The RR shall garner a YES response in at least 4 items for print to pass this criterion.*		**PASSED**	
The RR shall garner a YES response at least 5 items for non-print to pass this criterion. *Please put a check mark on the appropriate box.*		**FAILED**	

Factor 4: *Accuracy and Recency of Information*	YES	NO	N/A
The RR is free from:			
1. Conceptual errors			
2. Factual errors			
3. Grammatical errors			
4. Computational errors			
5. Obsolete information			
6. Substantial mechanical errors			
Note: *The RR shall garner a YES response in ALL applicable items to pass this criterion. Please put a check mark on the appropriate box.*		**PASSED**	
		FAILED	

Other Comments
Please write your comments and recommendations on the material not captured in Factors 1 to 4. Use additional sheets if necessary.

Learning Resources Evaluation Tools

LR Evaluation Tool for Reading Resources

Recommendation

> **Note:** The RR shall NOT be recommended for possible use in the NRP if it fails in any of the four factors.

(Please put a checkmark (/) in the appropriate box.)

☐ I / We **recommend** the approval of this RR for possible use in public basic education schools.

☐ I / We **do not recommend** the approval of this RR for possible use in public basic education schools for the reasons stated below or cited in this evaluation report. (Please use a separate sheet if necessary.)

(Please sign below and at the back of each page.)

I/We certify that this evaluation report and recommendation are my/our own and have been made without any undue influence from others.

PRINTED NAME/S of Evaluator/s   Signature/s

_____   _____

_____   _____

_____   _____

Date: _____

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OCT 2 3 2023

DepEd MEMORANDUM
No. **064** , s. 2023

SCREENING AND EVALUATION TOOLS FOR THE EVALUATION AND SELECTION OF READING RESOURCES FOR THE NATIONAL READING PROGRAM

To: Undersecretaries
        Assistant Secretaries
        Minister, Basic, Higher, and Technical Education, BARMM
        Bureau and Service Directors
        Regional Directors
        Schools Division Superintendents
        Public Elementary and Secondary School Heads
        All Others Concerned

1.   The Department of Education (DepEd), through the Bureau of Learning Resources (BLR) issues the enclosed **Screening and Evaluation Tools for the Evaluation and Selection of Reading Resources for the National Reading Program** to serve as reference in the evaluation and selection of reading resources for use in public schools.

2.   This issuance aims to establish standardized criteria and guidelines ensuring the quality of reading resources that will enhance the effectiveness of the program and promote the development of strong reading skills among the target learners. It provides clear guidance to streamline the evaluation process ensuring consistency and fairness in the selection of reading resources across all governance levels of DepEd.

3.   In support of the MATATAG Agenda, the National Reading Program (NRP), as stated in DepEd Order No. 013, s. 2023 or the Adoption of the National Learning Recovery Program in the Department of Education, contributes in continuously innovating ways to provide quality and relevant learning resources that will strengthen the production of learners who are competent and job-ready, active, and responsible citizens. This is a program that harmonizes all reading programs implemented in the schools. Given the learning standards relevant to reading literacy, the reading teachers are expected to transfer the skills to learners using evidence-based and innovative pedagogies and these include the use of supplementary learning resources in reading also called the reading resources.

4.   Each classroom for every organized class shall be provided with a set of reading resources so that the teachers and learners will have an engaging love for reading. This set of reading resources must have undergone quality assurance for it to be responsive, relevant, and meaningful in the development of foundational skills in reading.

5.   The Bureau of Learning Resources-Quality Assurance Division (BLR-QAD) with the help of the National Reading Program-Technical Working Group (NRP-TWG)/Sub-TWG shall facilitate the evaluation process of all submitted reading resources from the publishers, suppliers, or distributors to qualify for the intended procurement in the NRP.

6. The NRP-TWG/Sub-TWG are ad hoc committees comprising of educational leaders, specialists, and field implementers across all governance levels of DepEd.

7. The NRP-TWG/Sub-TWG and identified Learning Resource Evaluators (LREs) shall use the DepEd Screening Tool for Reading Resources (Enclosure No. 1) for the preliminary examination of reading resources if these comply with the requirements to undergo the content evaluation. Consequently, the DepEd Evaluation Rating Sheet (Enclosure No. 2) shall be used for the content evaluation to assess the suitability of reading resources for use in classrooms and to ensure the quality of reading resources in terms of format, content, presentation and organization, and accuracy and recency of information.

8. The NRP-TWG/Sub-TWG and LREs shall summarize the content evaluation results, process the copies of reading resources and reports, and prepare the list of passed reading resources. Evaluation rating sheets and summaries of findings shall be processed by the BLR immediately after the evaluation activity.

9. All reading resources that passed the evaluation process shall be considered for procurement and shall be subjected to procurement planning activities in accordance with Republic Act No. 9184 or the Government Procurement Reform Act and its Revised Implementing Rules and Regulations (IRR).

10. In case of downloaded funds, the regional offices shall facilitate the evaluation and selection of submitted and identified reading resources from the conduct of various scoping activities.
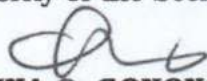
11. The timeline for each evaluation stage in the evaluation and selection of reading resources for the NRP shall be set by the committees. The committees shall establish a clear timeline at the outset of the evaluation process ensuring that each stage, from submission up to the selection, adheres to specific timeframes.

12. This issuance is effective for a specific period subject to the availability of funds for the submission and evaluation of reading resources. It applies to all governance levels of DepEd ensuring a standardized and comprehensive approach to the evaluation and selection process to enhance the quality and diversity of reading resources to be utilized across the NRP.

13. For inquiries, please contact the **Bureau of Learning Resources-Quality Assurance Division (BLR-QAD)**, Ground floor, Bonifacio Building, DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at blr.lrqad@deped.gov.ph or at telephone numbers (02) 8634-1054 and (02) 8631-9294.

14. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

GINA O. GONONG
Undersecretary

Encls.:
        As stated

Reference:
        DepEd Order (No. 013, s. 2023)

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

                BASIC EDUCATION
                COMMITTEES
                EVALUATION
                POLICY
                PROGRAMS
                PROJECTS
                SCHOOLS
                SELECTION

Screening Tool for Level 1 Evaluation or Screening

DepEd Screening Tool for Reading Resources

Title/Series Title: _____

Author(s): _____

Publisher(s): _____

Distributor(s): _____

ISBN(s): _____

Reading Resource is part of a set or package (if applicable): [ ] Yes [ ] No

If Yes, specify all items included in the package.

Total No. of Pages: (if applicable) _____

Instructions: Examine the Reading Resource (RR) carefully and check the applicable criterion. Your report must be completed in ink. Please write legibly.

CRITERIA	YES	NO
1. The RR supports the National Reading Program (NRP) of the Department of Education (DepEd).		
2. The RR conforms to the type of RRs to be procured based on the guidelines issued by the DepEd. ___ LRs for remediation ___ LRs for enrichment		
3. The RR is appropriate for Key Stage 1. Check the appropriate grade level. ___ Grade 1　　___ Grade 2　　___ Grade 3		
4. The RR binding is sturdy and can withstand frequent use. *(Note: If the RR is a set/package, consider the sturdiness of all the components.)*		
5. The RR uses paper that is durable. *(Note: If the RR is a set/package, consider the durability of the applicable components.)*		
6. The RR observes the appropriate size of letters and the typeface is easy to read.		
7. The printing of the RR is of good quality (i.e., no broken letters, even density, correct alignment, properly placed screen registrations, and no misprints).		
8. The RR has a visual design that is clear, interesting, and appropriate.		
9. The RR uses language that is appropriate for the intended learner.		
10. The RR promotes the development of literacy.		

Other Comments/Findings: (Please write your comments and findings on the RR not captured in Items 1 to 10.)

RECOMMENDATION:

    ☐ **Recommended** for Level 2 or Content Evaluation (If Items 1 to 10 are checked **YES**.)

    ☐ **Not Recommended** for Level 2 or Content Evaluation *(If **NO** to at least one of the items.)*

Accomplished by:

_____

Signature Over Printed Name

_____

Signature Over Printed Name

Date: _____

DepEd Evaluation Sheet for Level 2 Evaluation or Content Evaluation

DepEd Evaluation Sheet for Reading Resources

Title: _____

Author(s): _____

Illustrator(s): _____

Publisher/Distributor(s): _____

ISBN(s): _____ Language Used: _____ No. of Pages: _____

Instructions: Examine the Reading Resource (RR) carefully and rate it along each evaluation criterion. Do the following:

1. Check the appropriate column [YES or NO] for your assessment guided by the indicators.
2. For a NO response, write your comments/justifications/findings by filling out the Summary of Findings. Attach extra sheets if necessary.
3. If an evaluation criterion is *Not Applicable (NA)*, check the column for NA.
4. Your report must be completed in ink. Please write legibly.

Criteria	YES	NO	N/A
Factor 1: *Content*			
1. The RR is/are appropriate for the learner's reading ability level. ☐ Grade 1 ☐ Grade 2 ☐ Grade 3			
2. The RR is appropriate for the intended Reading Profile. *(Refer to NRP Policy Guidelines)* ☐ Full Refresher ☐ Moderate Refresher ☐ Light Refresher			
3. The RR purposively promotes literacy.			
4. The RR is consistent with the DepEd social content guidelines. *(If **NO**, check the box of the social content theme/s that is/are violated.)*			

☐ The Philippine Nation and Society   ☐ Gender
☐ Citizenship and Social Responsibility   ☐ Social Institutions
☐ Individuals and Social Identity   ☐ Health, Nutrition and Wellness
☐ Media, Technology, and Communication   ☐ Environment
Others (please specify) _____

5. The RR enhances the development of desirable values, traits, and skills such as:

*(If **YES**, check the applicable values, traits, and skills.)*

   a. Love for Reading

      ☐ Adaptability, Managing Complexity, and Self-direction
      ☐ The Philippine Nation and Society

   b. Information, Media, and Technology Skills

      ☐ Visual and Information Literacy   ☐ Media Literacy
      ☐ Multicultural Literacy and Global Awareness

   c. Life and Career Skills
      ☐ Flexibility and Adaptability   ☐ Leadership and Responsibility
      ☐ Social and Cross-cultural Skills   ☐ Productivity and Accountability
      ☐ Initiative and Self-direction

   d. Effective Communication Skills

      ☐ Teaming, Collaboration, and Interpersonal Skills
      ☐ Personal, Social, and Civic Responsibility
      ☐ Interactive Communication

6. The plot/story line/reading selection/article:

6.1 is appropriate to the intended readers.			
6.2 makes use of familiar objects, themes, or actions to introduce/develop concepts and learnings.			
6.3 stimulates critical thinking.			
6.4 has a logical flow.			
6.5 allows the reader to reconnect with the emotion/s conveyed.			
6.6 ends with a resolution of the conflict introduced and emphasizes the moral of the lesson.			

7. The visuals:

    7.1 clarify the story.
    7.2 are easily recognizable, attractive, and appealing.
    7.3 are appropriate to the target readers.

8. Adequate warning/cautionary notes are provided in topics and activities where safety and health are of concern.

Note: *The RR shall garner a YES response in ALL applicable items to pass this criterion. Please put a check mark on the appropriate box.*	**PASSED**
	FAILED

Factor 2: *Format and Technical Design/Specifications*	YES	NO	N/A
For Print RRs:			
1. Prints			
1.1 Size of letter is appropriate to the target reader.			
1.2 The typeface (e.g., Alfabeto or Century Gothic) is easy to read. Spaces between letters and words facilitate easy reading.			
2. Design and Layout			
2.1 Layout is appropriate to the target reader.			
2.2 Cover is appropriate to the target reader.			
2.3 The pages observe appropriate balance of illustrations and text.			
3. Paper and Binding			
3.1 Paper used facilitates ease in reading.			
3.2 Binding is durable and can withstand frequent use.			
3.3 Size of the RR is appropriate and relatively easy to handle.			
3.4 Printing is of good quality (i.e., no broken letters, even density, correct alignment, properly placed screen registration, no misprints).			
For Non-Print RRs:			
1. Volume and quality of sound is appropriate.			
2. Pacing is effective and appropriate to instructional purposes.			
3. Audio-visual effects (music, sound, graphics, etc.) are appropriate and effective for instructional purposes.			
Note: The RR shall garner a YES response in at least 7 items for print to pass this criterion. The RR shall garner a YES to ALL items for non-print to pass this criterion. Please put a check mark on the appropriate box.		**PASSED**	
		FAILED	
Factor 3: *Presentation and Organization*	YES	NO	N/A
1. Presentation is engaging, interesting, and understandable by the intended readers.			
2. There is logical and smooth flow of ideas.			
3. The RR is/are aligned with the guidelines issued by the DepEd in terms of:			
3.1 Readability Index			
3.2 Language used			
3.3 Text types/structure/organization			

4	For Non-Print RRs, length of the video recording is appropriate to the attention span of the target learner.			
Note: The RR shall garner a YES response in at least 4 items for print to pass this criterion. *The RR shall garner a YES response at least 5 items for non-print to pass this criterion.* *Please put a check mark on the appropriate box.*			**PASSED**	
			FAILED	

Factor 4: *Accuracy and Recency of Information*	YES	NO	N/A
The RR is free from:			
1. Conceptual errors			
2. Factual errors			
3. Grammatical errors			
4. Computational errors			
5. Obsolete information			
6. Substantial mechanical errors			
Note: The RR shall garner a YES response in ALL applicable items to pass this criterion. Please put a check mark on the appropriate box.		**PASSED**	
		FAILED	

Other Comments

Please write your comments and recommendations on the material not captured in Factors 1 to 4. Use additional sheets if necessary.

Recommendation

> **Note:** The RR shall NOT be recommended for possible use in the NRP if it fails in any of the four factors.

(Please put a checkmark (/) in the appropriate box.)

☐ I / We **recommend** the approval of this RR for possible use in public basic education schools.

☐ I / We **do not recommend** the approval of this RR for possible use in public basic education schools for the reasons stated below or cited in this evaluation report. (Please use a separate sheet if necessary.

(Please sign below and at the back of each page.)

I/We certify that this evaluation report and recommendation are my/our own and have been made without any undue influence from others.

PRINTED NAME/S of Evaluator/s   Signature/s

_____   _____

_____   _____

_____   _____

Date: _____

1.1 Evaluation Rating Sheet for Charts, Posters, Drill / Flash Cards and Manipulative.

Title:

Type:

Intended for: Grade/Year level(s):   Subject area(s):

Author(s):

Publisher   Distributor / Supplier:

Copyright Year: No. of Pages:

> **Instructions:** Examine the material carefully and for each evaluation criterion consider the extent to which the resource meets the criteria. Check the appropriate number [with **4** being *Very Satisfactory (VS)*; **3** - *Satisfactory (S)*; **2** - *Poor*, and **1** – *Not Satisfactory*]. For a rating below 4, write your comments/justifications on each evaluation criterion. If an evaluation criterion is ***Not Applicable (NA),*** the material is rated **3** on said criterion. (Not Applicable means that the criteria is not relevant to the resource being evaluated. It is given the score of 3 so that the evaluation score for each factor reflects only the performance against criteria that are relevant to the nature of the resource being evaluated). Attach extra sheets if necessary. Your report may be completed in soft or hardcopy. Please write legibly if completing in hardcopy

Factor A. Content	V S 4	S/NA 3	Poor 2	Not Satisfactory 1
1. Content reinforces, enriches, and / or leads to the mastery of certain learning competencies for the level and subject it was intended.				
2. Material has the potential to arouse interest of the target users.				
3 Facts are accurate.				
4. Information provided is up-to-date.				
5. Visuals are relevant to the text.				
6. Visuals are suitable to the age level and interests of the target user.				
7. Visuals are clear and adequately convey the message of the subject or topic.				
8. Typographic layout / design facilitates understanding of concepts presented.				

9. Size of the material is appropriate for use in school.				
10. Material is easy to use and durable.				
Total Points				

Note: Resource must score **at least 30 points** out of a maximum **40 points** to pass this criterion. Please put a check mark on the appropriate box		Passed
		Failed

Factor B. Other Findings Note down observations about the information contained in the material, citing specific pages where the following errors are found:	Not Present 4	Present but very minor & must be fixed 3	Present & requires major redevelopment 2	Poor Do not evaluate further 1
1. Conceptual errors.				
2. Factual errors.				
3. Grammatical and/or typographical errors.				
4. Other errors (i.e., computational errors, obsolete information, errors in the visuals, etc.)				
Total Points				

Note: Resource must score **at least 16 points** out of a maximum **16 points** to **pass** this criterion. Please put a check mark on the appropriate box		Passed
		Failed. (All issues must be documented in the Comments section)

Manipulative

Complete Evaluation for Factor A and B above as well as Factor C

Factor C. Additional requirements for Manipulative	V S 4	S/NA 3	Poor 2	Not Satisfactory 1
Instructional Design 1. Adequate support material is provided.				
2. Activities are summarised; extension activities are provided.				

3 Suggested activities support innovative pedagogy.				
Technical Design 4. Manipulative is safe to use.				
5. Size and composition of manipulative is appropriate for intended audience.				
6. Suggested manual tasks within the activities are compatible with the motor skills of the intended users.				
Total Points				

Note: Resource must score **at least 18 points** out of a maximum **24 points** to pass this criterion. Please put a check mark on the appropriate box		**Passed**
		Failed

Other Comments

Recommendation

> **Note: Any material that fails Factor B must not be recommended for use in public schools until the identified issues have been fixed.**

(Please put a check mark (✔) in the appropriate box.)

i.   ☐ I / We recommend the approval of this material for possible use in public schools provided that the corrections / revisions included in this report are made. (For commercial resources (non-DepED owned resources) the Publisher must implement all recommended corrections / revisions in their next printing or provide errata.)

ii.   ☐ I / We do not recommend the approval of this material for possible use in public schools for the reasons stated below and/or cited in this evaluation report. (Please use separate sheet if necessary.)

(Please sign below and at the back of each page.)

Evaluation Template 6.5 Refer to Guidelines and Processes for LRMDS Assessment and Evaluation

I/We certify that this evaluation report and recommendation are my / our own and have been made without any undue influence from others.

Evaluator(s):_____Signature(s):_____

(Please print your full name)

Date: _____

1.1.1 Descriptors for Factors A to C of the Evaluation Rating Sheet for Charts, Posters, Drill / Flash Cards and Manipulatives

> **Important:** These descriptors will guide you in giving an objective and quantifiable score for each criterion item in the rating sheet. For ratings of 3 and below, your written comments in the rating sheet should indicate specific part and brief descriptions of inadequacies in the material. If a criterion is not applicable, give it a rating of 3.

Factor A. *Content*

1. Content reinforces, enriches, and/or leads to the mastery of certain learning competencies for the subject and grade/year level it was intended.

Descriptor:

Very satisfactorily reinforces, enriches, and/or leads to mastery of certain learning competencies

Material supports, compliments achievement of learning competencies of the subject area and grade / year level for which it is intended.

2. Material is likely to promote interest of the target users.

Descriptor:

The material is presented in such a way that it is stimulate interest in the subject matter.

Focussing techniques and cueing devices are evident such as use of symbols, highlighting, color contrasting or emphasis.

3. Facts are accurate.

Descriptor:

All facts are accurate.

Presentation of factual content is accurate and up-to-date.

No outdated information, improper use of figures, inaccurate graphs; over simplified models or diagrams.

4. Information provided is up-to-date.

Descriptor:

All information provided is up-to-date.

No outdated information, improper use of figures, inaccurate graphs; over simplified models or diagrams.

5. Visuals are relevant to the text.

Descriptor:

What is said or written clearly responds to what is shown.

Captions are clear and relevant

Placement of visuals supports the content of the text and does not interfere with reading or viewing.

6. Visuals are suitable to the age level and interests of the target user.

Descriptor:

Design, layout, complexity of information contained in visuals is appropriate for the age level.

7. Visuals are clear and adequately convey the message of the subject or topic.

Descriptor:

All visuals are clear and adequately convey the message of the subject or topic.

Visuals are used to enhance understanding of the content.

8. Typographic layout / design facilitate understanding of concepts presented.

Descriptor:

Font size and type and spacing enhance readability for the intended use of the material. There is adequate contrast between all elements on the page.

9. Size of the material is appropriate for use in school.

Descriptor:

Easy to handle
Relatively light

10. Material is easy to use and durable.

Descriptor:

The material is easy to use and durable.

Factor B. *Other Findings*

1. Conceptual errors

Descriptor:

No conceptual error found
Presentation of content will not lead to the development of misconceptions or misunderstanding.

2. Factual errors

Descriptor:

No factual error found
Presentation of factual content is accurate and up-to-date
No outdated information, improper use of statistics; inaccurate graphs; over simplified models or examples.

3. Grammatical and / or typographical errors

Descriptor:

No grammatical error found
No spelling errors

4. Other errors (i.e., computational errors, obsolete information, errors in the visuals, etc.)

Descriptor:

No error found
No outdated information – maps; inaccurate graphs, diagrams or pictures.

Factor C. *Manipulative*

Instructional Design

1. Adequate support material is provided.

Descriptor:

The material should be packaged with student and teacher support material.

Clear instructions

Instructional objectives clearly stated.

2. Activities are summarized; extension activities are provided.

Descriptor:

Target activities and sequence are clearly identified and opportunities to extend activities are provided.

3. Suggested activities support innovative pedagogy.

Descriptor:

Materials should actively involve target users in exploring, testing and applying ideas.

Materials should invite repeated use over an extended period of time.

Technical Design

4. Manipulative is safe to use.

Descriptor:

Consider whether the manipulative has:

- sharp edges,
- is heavy and awkward to handle,
- is made of potentially toxic substances
- Fragile and easily broken or breakable.

5. Size and composition of the manipulative is appropriate for the intended audience.

Descriptor:

Consider the manual dexterity and strength of the intended user

Consider whether the material is durable enough to withstand repeated use.

Are there many small pieces that can be easily lost?

Can missing pieces be easily replaced or substituted?

6. Suggested manual tasks within the activities are compatible with the motor skills of the intended users

Descriptor:

Consider the manual dexterity and strength of the intended user.

Evaluation Rating Sheet for PRINT Resources

Title: _____

ISBN: _____

Author(s):_____Illustrator(s):_____
_____

Publisher/Distributor(s):_____
_____

Copyright Year: _____Number of Pages_____

Subject: _____

Intended for (Please check): ☐ Elem. (Primary)   ☐ Elem. (Intermediate)   ☐ High
School

> **Instructions:** Examine the material carefully and for each evaluation criterion consider the extent
> to which the resource meets the criteria. Check the appropriate number [with **4** being *Very
> Satisfactory (VS)*; **3** - *Satisfactory (S)*; **2** - *Poor*, and **1** – *Not Satisfactory*]. For a rating below 4,
> write your comments/justifications on each evaluation criterion. If an evaluation criterion is *Not
> Applicable (NA)*, the material is rated **3** on said criterion. Attach extra sheets if necessary. Your
> report may be completed in soft or hardcopy. Please write legibly if completing in hardcopy

Factor 1: Content	V S 4	S/NA 3	Poor 2	Not Satisfactory 1
1. Content is suitable to the student's level of development.				
2. Material contributes to the achievement of specific objectives of the subject area and grade/year level for which it is intended.				
3 Material provides for the development of higher cognitive skills such as critical thinking, creativity, learning by doing, inquiry, problem solving, etc.				
4.Material is free of ideological, cultural, religious, racial, and gender biases and prejudices.				
5.Material enhances the development of desirable values and traits such as: (Put a check mark only to the applicable values and traits)				

☐ 5.1 Pride in being a Filipino   ☐ 5.8 Honesty and trustworthiness

☐ 5.2 Scientific attitude and reasoning   ☐ 5.9 Ability to know right from wrong

☐ 5.3 Desire for excellence   ☐ 5.10 Respect

☐ 5.4 Love for country   ☐ 5.11 Critical and creative thinking

☐ 5.5 Helpfulness/Teamwork/Cooperation   ☐ 5.12 Productive work

☐ 5.6 Unity	☐ 5.13 Other: (Please specify)			
☐ 5.7 Desire to learn new things				
6. Material has the potential to arouse interest of target reader.				
7. Adequate warning/cautionary notes are provided in topics and activities where safety and health are of concern.				
Total Points				
Note: Resource must score **at least 21 points** out of a maximum **28 points** to pass this criterion. Please put a check mark on the appropriate box	☐ Passed ☐ Failed			

Factor 2: Format	V S 4	S/NA 3	Poor 2	Not Satisfactory 1
1.Prints				
1.1 Size of letters is appropriate to the intended user.				
1.2 Spaces between letters and words facilitate reading.				
1.3 Font is easy to read.				
1.4 Printing is of good quality (i.e., no broken letters, even density, correct alignment, properly placed screen registration).				
2. Illustrations				
2.1 Simple and easily recognizable.				
2.2 Clarify and supplement the text.				
2.3 Properly labelled or captioned (if applicable) .				
2.4 Realistic / appropriate colors.				
2.5 Attractive and appealing.				
2.6 Culturally relevant.				
3. Design and Layout				
3.1 Attractive and pleasing to look at.				
3.2 Simple (i.e., does not distract the attention of the reader).				
3.3 Adequate illustration in relation to text.				
3.4 Harmonious blending of elements (e.g., illustrations and text).				
4. Paper and Binding				
4.1 Paper used contributes to easy reading.				
4.2 Durable binding to withstand frequent use.				
5. Size and Weight of Resource				
5.1 Easy to handle.				
5.2 Relatively light.				
Total Points				

Note: Resource must score **at least 54 points** out of a maximum **72 points** to pass this criterion. Please put a check mark on the appropriate box	☐ Passed ☐ Failed

Factor 3: Presentation and Organization	V S 4	S/NA 3	Poor 2	Not Satisfactory 1
1. Presentation is engaging, interesting, and understandable.				
2. There is logical and smooth flow of ideas.				
3. Vocabulary level is adapted to target reader's likely experience and level of understanding.				
4. Length of sentences is suited to the comprehension level of the target reader.				
5. Sentences and paragraph structures are varied and interesting to the target reader.				
Total Points				
Note: Resource must score **at least 15 points** out of a maximum **20 points** to pass this criterion. Please put a check mark on the appropriate box	☐ Passed ☐ Failed			

Factor 4: Accuracy and Up-to-datedness of Information Note down observations about the information contained in the material, citing specific pages where the following errors are found	Not present 4	Present but very minor & must be fixed 3	Present & requires major redevelopment 2	Poor Do not evaluate further. 1
:				
1. Conceptual errors.				
2. Factual errors.				
3. Grammatical errors.				
4. Computational errors.				
5. Obsolete information.				

6. Typographical and other minor errors (e.g., inappropriate or unclear illustrations, missing labels, wrong captions, etc.).				
Total Points				
Note: Resource must score **24** out of a maximum **24** **points** to **pass** this criterion. Please put a check mark on the appropriate box.	☐ **Passed** ☐ **Failed- All issues must be documented in the comments section.**			

Other Comments

(Please write your comments and recommendations on the material not captured in Factors 1-4. Use additional sheet if necessary.

Recommendation

> **Note:** **Any material that fails factor 4 must not be recommended for use in public schools until the identified issues have been fixed.**
>
> Any material that **fails in at least one of the four factors** of the evaluation rating should not be recommended for possible use in public schools.

(Please put a check mark (✔) in the appropriate box.)

i. ☐ I / We recommend the approval of this material for possible use in public schools provided that the corrections / revisions included in this report are made. (For commercial resources (non-DepED owned resources) the Publisher must implement all recommended corrections / revisions in their next printing or provide errata.)

ii. ☐ I / We do not recommend the approval of this material for possible use in public schools for the reasons stated below and/or cited in this evaluation report. (Please use separate sheet if necessary.)

(Please sign below and at the back of each page.)

I/We certify that this evaluation report and recommendation are my/our own and have been made without any undue influence from others.

Evaluator(s): _____ Signature(s): _____

Date: _____

DepEd Evaluation Checklist for Storybooks

Title: _____   ISBN _____

Author(s): _____   Publisher/Distributor(s): _____

Copyright Year: _____   Language Used: _____   No. of Pages: __

Instructions: Examine the LR carefully and rate it along each evaluation criterion. Do the following:

1. Check the appropriate column [YES or NO] for your assessment guided by the indicators.
2. For a NO response, write your comments/justifications/findings by filling out the Summary of Findings. Attach extra sheets if necessary.
3. If an evaluation criterion is *Not Applicable (NA)*, check the column for NA.
4. Your report must be completed in ink. Please write legibly.

Criteria	YES	NO	N/A
Factor 1: *Content*			
1. Theme			
The theme/s is/are engaging, appropriate, and relevant to the target reader.			
2. Socio-cultural sensitivity			
2.1 The LR is consistent with the DepEd Social Content Guidelines. (Put a check mark on the box of the Social Content theme/s that is/are violated.)			
☐ The Philippine Nation and Society			
☐ Citizenship and Social Responsibility			
☐ Individuals and Social Identity			
☐ Social Institutions			
☐ Gender			
☐ Media, Technology, and Communication			
☐ Health, Nutrition and Wellness			
☐ Environment			
☐ Safety and Security			
3. Developmental aspect	YES	NO	N/A
3.1 The story considers the developmental needs of the target reader in 21st Century Skills such as: (Put a check mark only to the applicable values and traits.)			
▪ **Learning and Innovation**			
☐ Higher Order Thinking Skills and Sound Reasoning			
☐ Critical Thinking, Problem Solving, and Risk-taking			
☐ Adaptability, Managing Complexity, and Self-direction			
☐ Creativity and Curiosity			

DepEd Evaluation Checklist for Storybooks

Criteria			YES	NO	N/A
▪ **Information, Media, and Technology Skills**					
	☐	Visual and Information Literacy			
	☐	Basic Scientific, Economic, and Technology Literacy			
	☐	Multicultural Literacy and Global Awareness			
	☐	Media Literacy			
▪ **Life and Career Skills**					
	☐	Flexibility and Adaptability			
	☐	Social and Cross-cultural Skills			
	☐	Leadership and Responsibility			
	☐	Initiative and Self-direction			
	☐	Productivity and Accountability			
▪ **Effective Communication Skills**					
	☐	Teaming, Collaboration, and Interpersonal Skills			
	☐	Personal, Social, and Civic Responsibility			
	☐	Interactive Communication			
4. Plot / Story Line					
4.1 The story length is appropriate to the age group.					
4.2 The plot makes use of familiar objects, themes, or actions to introduce/develop concepts and learnings.					
4.3 The plot stimulates critical thinking.					
4.4 The plot has a logical flow.					
4.5 The plot allows the reader to connect with the emotion/s conveyed.					
4.6 The story ends with a resolution of the conflict introduced.					
4.7 The story does not promote hate and negative behavior.					
5. Characters					
5.1 The roles of the characters are well-defined.					
5.2 The character/s drive/s the plot of the story.					
6. Visuals					
6.1 The illustrations clarify the story.					
6.2 The illustrations are easily recognizable, artistically attractive, and appealing.					
6.3 The illustrations are appropriate to the target readers					
7 Language					
7.1 Vocabulary used is appropriate to the target reader.					

DepEd Evaluation Checklist for Storybooks

Criteria	YES	NO	N/A
7.2 The material makes use of wordplay appropriate to the target reader (i.e., repetition, puns, etc.).			
7.3 Sentences are clear, simple, and appropriate.			
7.4 Sentences are grammatical.			
7.5 The story book has no substantial mechanical errors.			
Note: The LR shall garner **YES** *response in* **ALL** *items to pass this criterion. Please put a check mark on the appropriate box.*		COMPLIED	
		NOT COMPLIED	

Factor 2: *Format*			
1. Prints			
1.1 Size of letters is appropriate to the target reader.			
1.2 The typeface (e.g., Arial, Times New Roman, etc.) is easy to read.			
1.3 Spaces between letters and words facilitate easy reading.			
2. Design and Layout			
2.1 Layout is appropriate to the target reader.			
2.2 Cover is appropriate to the target reader.			
2.3 The pages observe appropriate balance of illustrations and text.			
3. Paper and Binding			
3.1 Paper used facilitates ease in reading.			
3.2 Binding is durable and can withstand frequent use.			
3.3 Size is appropriate and relatively easy to handle.			
3.4 Printing is of good quality (i.e., no broken letters, even density, correct alignment, properly placed screen registrations, no misprints).			
Note: The LR shall garner **YES** *response in* **ALL** *items to pass this criterion. Please put a check mark on the appropriate box.*		COMPLIED	
		NOT COMPLIED	

Other Comments

(Please write your comments and recommendations on the material not captured in Factors 1 to 2. Use additional sheets if necessary.)

DepEd Evaluation Checklist for Storybooks

Final Recommendation

Please put a checkmark ($\checkmark$) in the appropriate box.

☐ **Minor revision.** This material is found compliant to all criteria. However, minimal revision is recommended following the Summary of Findings, Corrections, and Review (SPCR) Form and LR with marginal notes.

☐ **Major revision.** This material is non-compliant to any of the criteria; thus, major revision is recommended following the Summary of Findings, Corrections, and Review (SPCR) Form and LR with marginal notes.

☐ **For field validation.** This material is found compliant to all criteria with NO corrections.

(Please sign below and at the back of each page.)

I/We certify that this evaluation report and recommendation are my/our own and have been made without any undue influence from others.
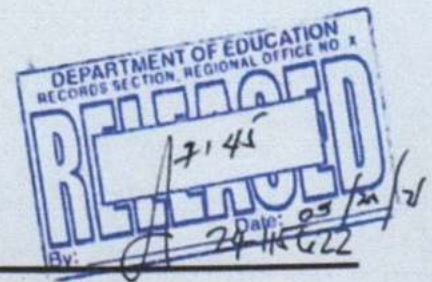
Evaluator/s: Signature/s:

_____

_____

_____

Date: _____

September 25, 2024

REGIONAL MEMORANDUM
No. 0730, s. 2024

UPDATED REGIONAL MEMORANDUM NO. 0647, S. 2024
(TRAINING ON TEACHING READING ACROSS LEARNING AREAS
FOR SECONDARY SCHOOL TEACHERS AND CONVERGENCE
OF CURRICULUM AND INSTRUCTINAL LEADERS)

To: Schools Division Superintendents
        All Others Concerned

1.   Following **Regional Memorandum No. 647, s. 2024**, vis-à-vis the Department's National Learning Recovery Program (NLRP), this Office will facilitate a **Training on Teaching Reading across Learning Areas for Secondary Teachers and Convergence of Curriculum and Instructional Leaders** within Cagayan de Oro City, on November 24-29.

2.   The participants are entitled to claim compensatory time-off (CTO) when any of the training schedules fall during declared holidays, regular official holidays, and weekends.

3.   Their board and lodging will be charged to the Regional Office's (RO) Funds and OSEC-10-24-4177 while their travel, per diem, and incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

4.   Attached is the allotted number of participants per division.

5.   For queries, please contact Mr. Carlos B. Llamas III at 0939-924-8540 or email at carlos.llamas@deped.gov.ph.

6.   This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
        under the following subjects:

        TEACHERS   TRAINING PROGRAMS

CLMD/CLlamas3

Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email Address: region10@deped.gov.ph
Website: r10.deped.gov.ph

| Doc. Ref. Code | RO-ORD-F013 | Rev | 01 |
| Effectivity | 01.22.24 | Page | 1 of 1 |

Participants for the Training on Teaching Reading across Learning Areas for Secondary Teachers and Convergence of Curriculum and Instructional Leaders

November 24-29, 2024

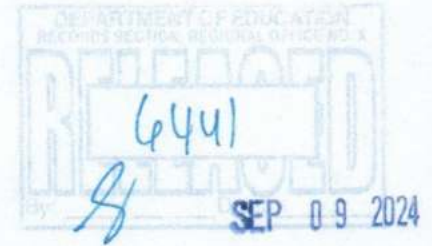| Office/ SDO	No. of Pax	
	Teachers (All learning Areas must be represented)	**EPS and/or School Head**
Regional Office		5
Bukidnon	8	2
Cagayan de Oro City	8	2
Camiguin	8	2
El Salvador City	8	2
Gingoog City	8	2
Iligan City	8	2
Lanao del Norte	8	2
Malaybalay City	8	2
Misamis Occidental	8	2
Misamis Oriental	8	2
Oroquieta City	8	2
Ozamiz City	8	2
Tangub City	8	2
Valencia City	8	2
Total	**112**	**33**

Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email Address: region10@deped.gov.ph
Website: r10.deped.gov.ph

6441

SEP 09 2024

September 6, 2024

REGIONAL MEMORANDUM
No. 0647, s. 2024

TRAINING ON TEACHING READING ACROSS LEARNING AREAS FOR SECONDARY SCHOOL TEACHERS AND CONVERGENCE OF CURRICULUM AND INSTRUCTIONAL LEADERS

To: Schools Division Superintendents
       All Others Concerned

1.   DepEd Order No. 10, s. 2024 highlights the teaching of reading to the learners as a significant part of the teaching load of teachers, especially during the National Reading Program (NRP) time.

2.   Hence, this Office will conduct a **Training on Teaching Reading across Learning Areas for Secondary School Teachers and Convergence of Curriculum and Instructional Leaders** to ensure that teachers, especially in the secondary schools, are capacitated on teaching reading to secondary school learners who have a difficulty in reading and comprehension. The following are scheduled activities:

Activity	Date	Venue
Pre-work Activity in Training Teachers in Teaching Reading for Secondary Schools Learners	September 12-13	Within Cagayan de Oro City
Training on Teaching Reading across Learning Areas for Secondary Teachers and Convergence of Curriculum and Instructional Leaders	November 24-29	Within Cagayan de Oro City

3.   The participants are entitled to claim compensatory time-off (CTO) when any of the training schedules fall during declared holidays, regular official holidays, and weekends.

4.   Each participant is expected to secure the following:

a.   Laptop
b.   Pocket wifi/mobile internet data
c.   Extension cord
d.   School and SDO Reading data for the last three years

Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
Telephone No: (088) 881-3137
Email: region10@deped.gov.ph
Website: r10.deped.gov.ph

| Doc. Ref. Code | RO-ORO-F013 | Rev | 01 |
| Effectivity | 01.22.24 | Page | 1 of 1 |

5. The participants' board and lodging will be charged to RO Funds while the their travel, per diem, and incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations

6. For queries, please contact Mr. Carlos B. Llamas III at 0939-924-8540 or email at carlos.llamas@deped.gov.ph

7. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
     under the following subjects:

    CURRICULUM   LEARNING AND DEVELOPMENT

    READING EDUCATION   TEACHERS

    TRAINING   PROGRAMS

RE: Training on Teaching Reading across Learning Areas
       for Secondary School Teachers and Convergence
       of Curriculum and Instructional Leaders

CLMD/CLlamas3

Participants for the Pre-work Activity in Training Teachers in Teaching Reading for Secondary Schools Learners

September 12-13

Speakers:

Name	Office/ SDO
Mala Epra B. Magnaong	Regional Office
Carlos B. Llamas III	Regional Office
Ramon G. Abrera, Jr.	Regional Office
Armando A. Agustin	Regional Office
Rejynne Mary Ruiz	Bukidnon
Levie Llemit	Gingoog City
Leabel Ll. Morales	Gingoog City
Imelda Bentillo	Malaybalay City
Joannette Clarpondel Caparaz	Misamis Occidental
Sally Aguilar	Misamis Oriental
Angelita Maribojoc	Ozamis City
Total	**11**

Additional Participants as TWG Member

Office/ SDO	No. of Pax
Bukidnon	1
Cagayan de Oro City	2
Camiguin	2
El Salvador City	2
Gingoog City	1
Iligan City	2
Lanao del Norte	2
Malaybalay City	1
Misamis Occidental	1
Misamis Oriental	1
Oroquieta City	2
Ozamis City	1
Tangub City	2
Valencia City	2
Total	**22**

**Participants for the Training on Teaching Reading Across Learning Areas
for Secondary Teachers and Convergence of Curriculum
and Instructional Leaders**

November 24-29

Office/ SDO	No. of Pax
Regional Office	5
Bukidnon	10
Cagayan de Oro City	10
Camiguin	10
El Salvador City	10
Gingoog City	10
Iligan City	10
Lanao del Norte	10
Malaybalay City	10
Misamis Occidental	10
Misamis Oriental	10
Oroquieta City	10
Ozamis City	10
Tangub City	10
Valencia City	10
Total	**145**