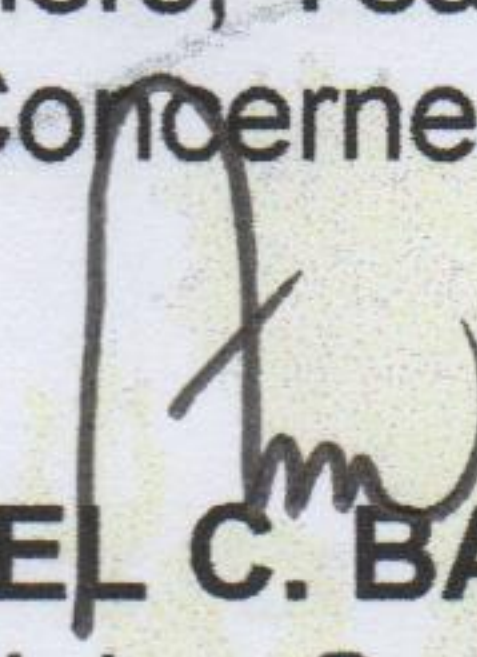


MEMORANDUM

TO : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors in Araling Panlipunan and LRMSD
Public Schools District Supervisors
Senior Education Program Specialist in Human Resource Development
Education Program Specialist in Human Resource Development
Elementary and Secondary School Heads
Head Teachers, Teacher-In-Charge, Officer-In-Charge
All Others Concerned

FROM : 
DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : **SCREENING OF APPLICANTS FOR DIVISION POOL OF CURRICULUM WRITERS, VALIDATORS/EDITORS, TRAINERS AND QUALITY ASSURANCE PERSONNEL IN ARLING PANLIPUNAN / SOCIAL SCIENCE**

DATE : March 16, 2016

Pursuant to Section 5 A-H of RA 10533 or the standards and principles on Curriculum Development and Section 7 A-C on the responsiveness of Enhanced Basic Education Program through quality teachers and school leaders, this office shall conduct the screening of applicants for the Division pool of curriculum writers, trainers and quality assurance personnel in Araling Panlipunan / Social Science.

Interested faculty members from both elementary and secondary schools are enjoined to submit their pertinent papers on or before March 23, 2016. Attention: Mrs. Arlene Tayona, SEPS in Human Resource Development.

Refer to the following enclosures for your perusal:

- Enclosure 1: Basic Eligibilities and Documentary Requirements for Curriculum Writers
- Enclosure 2: Basic Eligibilities and Documentary Requirements for Content Validators / Editors
- Enclosure 3: Basic Eligibilities and Documentary Requirements for Trainers
- Enclosure 4: Basic Eligibilities and Documentary Requirements for Quality Assurance Personnel

Widest dissemination of this memorandum is earnestly desired

Enclosure No. 1 to Memorandum No. 160 s. 2016

**BASIC ELIGIBILITIES AND DOCUMENTARY REQUIREMENTS FOR CURRICULUM WRITERS
IN ARALING PANLIPUNAN / SOCIAL SCIENCE**

A. Basic Eligibility

1. Has at least 2 years in service.
2. Obtained Very Satisfactory performance for the last 3 semesters
3. Has experience in curriculum documents, textbook, module, teaching guides etc. writing in school, division, regional or national levels including those who have written materials for private entities.

B. Documentary Requirements (Compiled in Long Blue Sliding Folder)

1. Letter of intent addressed to the schools Division Superintendent
2. Comprehensive Curriculum Vitae with 2x2 photos (3 pages maximum)
3. Recommendation from the School Principal
4. Photocopy of sample works:
 - cover page containing the name of the applicant
 - copyright page of the material
5. certificate of attendance to writing workshops (sponsored by either DepEd or private entities)
6. Summary of CB PAST rating for at least 3 semesters

Enclosure No. 2 to Memorandum No. 160 s. 2016

BASIC ELIGIBILITIES AND DOCUMENTARY REQUIREMENTS FOR CONTENT VALIDATORS AND EDITORS IN ARALING PANLIPUNAN / SOCIAL SCIENCE

A. Basic Eligibility

1. Has at least 2 years in service.
2. Obtained Very Satisfactory performance for the last 3 semesters
3. Has experience in content editing / validating curriculum documents, textbook, module, teaching guides etc. writing in school, division, regional or national levels including those from private entities.

B. Documentary Requirements (Compiled in Long Red Sliding Folder)

1. Letter of intent addressed to the schools Division Superintendent
2. Comprehensive Curriculum Vitae with 2x2 photos (3 pages maximum)
3. Recommendation from the School Principal
4. Photocopy of sample works:
 - cover page containing the name of the applicant as editor
 - copyright page of the material edited / validated
5. Certificate of attendance to writing workshops (sponsored by either DepEd or private entities) or a Memorandum / Letter requesting the applicant's participation as editor / validator in a curriculum-based project.
6. Summary of CB PAST rating for at least 3 semesters

Enclosure No. 3 to Memorandum No. 160 s. 2016

**BASIC ELIGIBILITIES AND DOCUMENTARY REQUIREMENTS FOR TRAINERS
IN ARALING PANLIPUNAN / SOCIAL SCIENCE**

A. Basic Eligibility

1. Has at least 2 years in service.
2. Obtained Very Satisfactory performance for the last 3 semesters
3. Has experience in facilitating workshop, seminars, conference in school, division, regional or national levels including those from private entities.

B. Documentary Requirements (Compiled in Long Green Sliding Folder)

1. Letter of intent addressed to the Schools Division Superintendent
2. Comprehensive Curriculum Vitae with 2x2 photos (3 pages maximum)
3. Recommendation from the School Principal
4. Certificate of participation to a Training of Trainers (TOT) or Certificate of Recognition/Appreciation as Speaker/Facilitator to school, division, regional or national levels including those from private entities.
4. Photocopy of sample works:
 - Session Guides / Session Learning Episode
 - Ppt Presentations
5. Summary of CB PAST rating for at least 3 semesters

Enclosure No. 4 to Memorandum No. 160 s. 2016

BASIC ELIGIBILITIES AND DOCUMENTARY REQUIREMENTS FOR QUALITY ASSURANCE PERSONNEL IN ARLING PANLIPUNAN / SOCIAL SCIENCE

A. Basic Eligibility

1. Has at least 2 years in service.
2. Obtained Very Satisfactory performance for the last 3 semesters
3. Has technical know-how in Research and Statistics
4. Has experience in monitoring and evaluation of trainings, seminars and other activities including those from private entities.

B. Documentary Requirements (Compiled in Long Yellow Sliding Folder)

1. Letter of intent addressed to the Schools Division Superintendent
2. Comprehensive Curriculum Vitae with 2x2 photos (3 pages maximum)
3. Recommendation from the School Principal
4. Certificate of participation to a Training of Trainers (TOT)
5. Photocopy of memorandum or certificates of participation as member of quality assurance or M and E committee
6. Summary of CB PAST rating for at least 3 semesters

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