



Republic of the Philippines
Department of Education
 BUREAU OF LEARNING DELIVERY

TERMS OF REFERENCE AND SCOPE OF THE SERVICES

Quality Assurance of the Lesson Scripts for the National Reading Program,
 National Mathematics Program and Catch-Up Fridays

Minimum Qualification Requirements of the Quality Assurance Team

Member	Education	Work Experience	Training	Others
Content Evaluator	<ul style="list-style-type: none"> At least a Bachelor's Degree (preferably in Education or related to the target learning area/discipline she will serve as a content evaluator) 	<ul style="list-style-type: none"> With at least 5 years of teaching experience in the learning area/discipline, she will serve as a content evaluator 	<ul style="list-style-type: none"> Has relevant training/experience in the development and quality assurance of learning resources 	<ul style="list-style-type: none"> Must not be a member of the development team for the assigned learning area Computer literate in word processing application Has excellent skills in writing and proofreading learning resources Has a track record in producing quality learning resources
Language Evaluator	<ul style="list-style-type: none"> At least a Bachelor's Degree holder (Preferably in Education Major in English/Filipino) 	<ul style="list-style-type: none"> With at least 5 years of teaching experience in the language she/he will serve as an evaluator 	<ul style="list-style-type: none"> Has relevant training/experience in the development and/or evaluation of learning resources 	<ul style="list-style-type: none"> Must not be a member of the development team for the assigned learning area for evaluation/review



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				<ul style="list-style-type: none">• Has proficiency in English or Filipino• Computer literate in word processing application• Has excellent skills in writing and proofreading learning resources
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A. Service Provider's Roles and Responsibilities

1. Evaluate the lesson scripts for the National Reading Program, National Mathematics Program, and Catch-up Fridays in all grade levels across all learning areas immediately upon the approval of the Memorandum of Agreement.
2. Divulge personal information and sign an oath of commitment to ensure the identified individuals have no conflict of interest.
3. Report consistently and update the DepEd on the quality assurance progress of the lesson scripts for the National Reading Program, National Mathematics Program, and Catch-up Fridays in all grade levels across all learning areas.
4. Maintain the confidentiality of all information arising out of or as a result of the work and shall not disclose or permit disclosure of the lesson scripts for the National Reading Program, National Mathematics Program, and Catch-up Fridays in all grade levels across all learning areas and other information acquired from DepEd, directly or indirectly, during its undertaking or at any time after that without proper authorization from DepEd.
5. Attend orientation sessions and in-person writeshops on the development and quality assurance of the lesson scripts for the National Reading Program, National Mathematics Program, and Catch-up Fridays in all grade levels across all learning areas. Discuss with other teammates the comments and findings and agree through consensus regarding the comments, revisions, and decisions to be made
6. Submit on the agreed schedules the required output.



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7. Evaluate and check whether the lesson scripts for the National Reading Program, National Mathematics Program, and Catch-up Fridays in all grade levels across all learning areas are:
 - a. Accurate in content, facts, computations and free from social content violations, and other errors in the texts and visual
 - b. Accurate in terms of language and readability level
 - c. Aligned with the standards set by the Department of Education through the Bureau of Learning Delivery
8. Perform other tasks as requested for the completion of the project
9. Sign off the pages of the lesson scripts for the National Reading Program, National Mathematics Program, and Catch-up Fridays in all grade levels across all learning areas, and issue a specialty clearance to indicate that the revised copy of the assigned lesson scripts for the National Reading Program, National Mathematics Program, and Catch-up Fridays in all grade levels across all learning areas is ready for final printing