

**Level 2 DepEd Evaluation Rating Sheet for General References
(Print or Digital Format)**

Title: _____ ISBN _____

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

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

Instructions: Examine the material carefully and rate it along each evaluation criterion by encircling the appropriate number [with **4** being *Very Satisfactory (VS)*; **3** - *Satisfactory (S)*; **2** - *Fair*; and **1** - *Poor*]. 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 must be completed in ink. Please write legibly.

Factor 1. Content and Format	VS	S	F	P
1. Content is suitable to the student's level of development.	4	3	2	1
2. Instructional design of the material facilitates understanding of concepts presented.	4	3	2	1
3. Language is appropriate for the level of the target user.	4	3	2	1
4. Material is free of ideological, cultural, religious, racial, and gender biases and prejudices.	4	3	2	1
5. Visuals are relevant to the text and suitable to the interests of the target user.	4	3	2	1
6. Visuals are clear in content and detail.	4	3	2	1
7. Typographic layout / design adequately supports concepts presented.	4	3	2	1
8. Printing is of good quality (i.e., no broken letters, even density, correct alignment, properly placed screen registration).	4	3	2	1
9. Material / Paper used contributes to easy reading and is durable.	4	3	2	1
10. Binding is suitable for its intended purpose and durable to withstand frequent use	4	3	2	1

TOTAL POINTS: _____

Note: SLR 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 2. Accuracy and Up-to-dateness of Information

Using a 1 to 4 rating scheme, with **4** as the highest (with very minimal errors) and **1** as the lowest (with many errors), classify your findings into the categories indicated in the matrix below. Arrange the pages with errors in chronological order, and then put a check (☑) mark in the appropriate column. You may add extra sheets of this matrix as needed. On the last two rows of this table, write the total number of errors found and its equivalent points (per category) based on the indicators provided.

Page No. Paragraph / Line No.	Categories						Specific Comment on Error	Recommendations / Suggestions	
	(1) Conceptual Errors	(2) Factual Errors	(3) Gramma- tical Errors	(4) Computation al Errors	(5) Obsolete Information	(6) Others (Typographical and other errors)			
Total No. of Errors							Total Points: _____		
Equivalent Points (based in the indicators)									

Note: SLR must score **at least 20 points** out of the maximum **24 total points** to pass this criterion. Please put a check mark on the appropriate box.

- PASSED**
- FAILED**

C. Other Comments

(Please write your comments and recommendations on the material not captured in Factors A and B. Use additional sheet/s if necessary.)

Recommendation

Note: A material which **Failed in one of the two Factors** in this rating sheet should not be recommended for possible use in public schools.

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

- I / We **recommend** the approval of this supplementary material for possible use in public schools provided that the corrections / revisions included in this report are made. (Publisher must implement all recommended corrections / revisions in their next printing or provide an errata.)

- I / We **do not recommend** the approval of this supplementary 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: _____