



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Curriculum Implementation Division

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY
CAGAYAN DE ORO CITY

March 23, 2020

Division Memorandum
No. 206, s. 2020

RELEASED
DATE: MAR 24 2020

**EXTENDED DEADLINE OF SUBMISSION ON THE ENTRIES FOR THE 2020
INSTRUCTIONAL MATERIALS (IMs) CONGRESS**

To:

All Public Schools District Supervisors
All Education Program Supervisors/ Learning Area Coordinators
All Concerned SGOD Personnel
All Public Elementary and Secondary School Heads
All Public Elementary and Secondary Teachers
This Division

1. In consonance with the Division Memorandum No. 111, s. 2020, the field is hereby informed that the submission of entries for the **2020 Instructional Materials (IMs) Congress** will be moved from **March 20, 2020 to April 20, 2020**.
2. All entries in hardcopies shall be indorsed properly by the Public Schools District Supervisors (PSDSs) to the personnel in the Learning Resource Management Center (LRMC) on or before April 20, 2020. For the research-based entries, the proponent/s are advised to attach the full research paper of the instructional materials.
3. All elementary and secondary teachers are encouraged to submit their self-made learning resources and instructional materials (both research-based and non-research-based) for review and validation. The commendable entries will be announced in a separate memorandum and it will be showcased during the IMs Congress. Oral and poster presentations and exhibits of various instructional materials per district will be highlighted in the said event.
4. Other provisions stipulated in the Division Memorandum No. 111, s. 2020 remain the same.
5. For your guidance and compliance.


CHERRY MAE L. LIMBACO
Schools Division Superintendent

/jdp'20



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone No: (08822)855-0048



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY - DIVISION OF CAGAYAN DE ORO

Curriculum Implementation Division

February 12, 2020

RELEASED

DATE FEB 14 2020

Division Memorandum
No. 111, s. 2020

CALL FOR ENTRIES IN THE 2020 INSTRUCTIONAL MATERIALS (IMs) CONGRESS

To:

All Public Schools District Supervisors
All Education Program Supervisors/ Learning Area Coordinators
All Concerned SGOD Personnel
All Public Elementary and Secondary School Heads
All Public Elementary and Secondary Teachers
This Division

1. To promote contextualization and research-based learning resources, this office calls for entries in the **2020 Instructional Materials (IMs) Congress** which shall be held in May 2020. This event showcases an evidence-based and locally-made instructional materials across learning areas.
2. All entries in **hardcopies** shall be **indorsed properly by the Public Schools District Supervisors (PSDs)** to the personnel in the **Learning Resource Management Center (LRMC)** on or before **March 20, 2020**. All entries shall be evaluated and only those commendable entries will be showcased in the said congress.
3. The **criteria in the evaluation** are as follows: (1) *learning competencies (LCs)- content is consistent with the targeted LCs intended for the learning area and grade level;* (2) *instructional design and organization;* (3) *instructional quality;* (4) *assessment;* (5) *intellectual property rights compliance (ex. copyrighted materials used in the IMs are cited, references are properly cited in the bibliography, etc);* (6) *readability;* (7) *physical attributes (ex. cover page, front matter pages, inside pages, back matter pages);* (8) *design and layout;* (9) *typographical organization;* and (10) *format (prints, illustrations, design and layout, paper binding, size and weight of learning resource).*
4. Enclosed are the **Instructional Materials (IMs) format, criteria in the evaluation** for selecting the best IMs and **IMs evaluators** for your reference.
5. For strict compliance.

CHERRY MAE L. LIMBACO
Schools Division Superintendent

1dp/20



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone No: (08822)855-0048



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Enclosure 1 Instructional Materials (IMs Format)

A. Self-learning Modules with Learning Competencies

Title Page
Overview
Module Content
Objectives
General Instructions
Pre-test (key answer on a separate sheet)
Lessons/Concept
Self-test/activities
Summary/ Generalization
Post-test (key answer on a separate sheet)
Key answers
References
Icons (must be consistent and original (own design not copied) throughout pages)

B. Strategic Intervention Materials (SIM) with Learning Competencies

Guide Card
Activity Card
Assessment Card
Enrichment Card
Reference Card
Answer Card

C. Other Types of Learning Resources

C.1 Learning Packages (LP)

(This shall reflect the grade level, learning area, and learning competency codes)

L. Package 1

-Detailed Lesson Plan (DLP)
-Instructional Materials/Devices
-Slide deck/powerpoint presentations with learning competencies in the 1st slide and notes in all slides
-Video Clips (downloaded already/ not only the link)
-if necessary
-session guide for teachers (if necessary)

C.2 Other types/formats

- pretest - post test



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone No: (08822)855-0048



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Enclosure 2
Evaluators in the Screening of Entries for the Instructional Materials Congress 2020

English Jerry G. Roble, PhD
 Joel D. Potane, PhD
 Mark John T. Gabule
 Gemma Pajayon
 Lanie Signo
 Jean T. Loquillano, PhD

Math Ray O Maghuyop
 Joel D. Potane, PhD
 Mark John T. Gabule
 Gemma Pajayon
 Lanie Signo
 External Reviewers

Science Jean Macasero, PhD
 Joel D. Potane, PhD
 Mark John T. Gabule
 Gemma Pajayon
 Lanie Signo
 External Reviewers

ESP Eduardo T. Cartel, PhD
 Joel D. Potane, PhD
 Mark John T. Gabule
 Gemma Pajayon
 Lanie Signo
 External Reviewers

Filipino Sol P. Acheron, PhD
 Joel D. Potane, PhD
 Mark John T. Gabule
 Gemma Pajayon
 Lanie Signo
 External Reviewers

MAPEH Jun Suaner
 Joel D. Potane, PhD
 Mark John T. Gabule
 Gemma Pajayon
 Lanie Signo
 External Reviewers

Y



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone No: (08822)855-0048



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

AP Romeo B. Aclo
Joel D. Potane, PhD
Mark John T. Gabule
Gemma Pajayon
Lanie Signo
External Reviewers

TLE Juan Mingo
Joel D. Potane, PhD
Mark John T. Gabule
Gemma Pajayon
Lanie Signo
External Reviewers

Head Secretariat: Leah Manzano
Members: Jairus John Gochuco
Pureza Camonias
Shiela Lagrama

Note: All winning entries will be announced in a separate memorandum.

f



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone No: (08822)855-0048

EVALUATION TOOL FOR DESIGN AND LAYOUT

DepEd-developed Learning Resources

Learning Area: _____ Grade: _____

Title: _____

Instructions:

1. Carefully read the learning resource (LR) page by page to evaluate the LR for compliance to standards indicated in the criterion items under the four (4) factors below.
2. Put a check mark (✓) in the appropriate column beside each criterion item. If your answer is NO, cite specific pages, briefly indicate the errors found, and give your recommendations in the attached *Summary of Findings, Corrections, and Review* form.
3. Write *Not Applicable (NA)* for criterion items that does not apply in the LR evaluated.
4. Based on the number of criterion items marked "YES" under each factor, mark the appropriate column to indicate if the LR complied or not to the standards.
5. For factors with items marked *Not Applicable*, count the total applicable criterion items and multiply this with 70% to determine the cutoff for compliance.

Standards/Criterion Items	Yes	No
Factor I. Physical Attributes		
Cover Page		
1. Cover art is appropriate, relevant, and interesting		
2. Cover elements are correct and complete. (i.e., w/ grade indicator & learning area, book title & type (LM, TG), cover art, DepEd text entries, spine entries, back cover entries)		
b. Front Matter Pages		
3. All necessary elements are complete (e.g., title page, copyright page, table of content, and introduction/preface (optional))		
4. Page number are set in lower case roman numerals, centered at the bottom of the page, no page number on the title and copyright pages.		
c. Inside Pages		
5. Beginning page of the LR consistently falls on the right-hand page.		
6. Pagination is set in Arabic numerals and centered at the bottom of the page.		
7. Spaces between letters, words, and paragraphs facilitate reading.		
8. Page ending do not end with a hyphenated word or an awkward page turn. (i.e., there are at least two lines of text below a text head at the foot of a page.)		
9. There is a maximum of only three consecutive hyphenated words in a paragraph.		
10. Pages have no bad breaks which affect readability.		
d. Back Matter Pages		
11. Has useful back matter pages (e.g., glossy, bibliography, index, appendix, etc.)		
Note: At least 8 criterion items must be marked YES to indicate compliance to this factor	Complied	Not Complied
Factor II. Design and Layout		
1. Consistency of elements (i.e., main heads, subheads, sections, and sub-sections are consistently classified)		
2. Simple (i.e., does not distract the attention of the reader)		
3. Attractive and pleasing to look at		
4. Adequate illustration in relation to text		
5. Harmonious blending of elements (e.g. Illustrations and text)		
6. Suitable to the target users		
Note: At least 4 criterion items must be marked YES to indicate compliance to this factor	Complied	Not Complied

Standards / Criterion Items	Yes	No
Factor VI. Readability		
1. Vocabulary level is adapted to target users' experience and understanding.		
2. Length of sentences is suited to the comprehension level of the target user.		
3. Sentences and paragraph structures are varied and appropriate to the target user.		
4. There is logical and smooth flow of ideas within a lesson and from lesson to lesson.		
5. There is consistently good use of transition devices to focus on the main topics and signal a change of topic.		
6. Lessons, instructions, exercises, questions and activities are clear to the target user.		
Note: At least 5 criterion items must be marked YES to indicate compliance to this factor.	Complied	Not Complied

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

- Minor revision.** This material is found compliant to the minimum requirements in all six factors. Revision based on the recommendations included in the *Summary of Findings, Corrections, and Review Form* and LR with marginal notes must be implemented.
- Major revision.** This material is non-compliant to the requirements in one or more factors. Revision based on the recommendations included in the *Summary of Findings, Corrections, and Review Form* and LR with marginal notes must be implemented.
- For field validation.** This material is found compliant to all factors with NO corrections.

I/We certify that this evaluation report and the recommendation(s) in the summary report are my/our own and have been made without any undue influence from others

Evaluator (s) _____

Signature (s) _____

Date accomplished: _____

EVALUATION TOOL FOR CONTENT

DepEd-developed Modules

Learning Area : _____
 Title : _____

Grade Level : _____

Instructions:

1. Carefully read the learning resource (LR) page by page to evaluate the LR for compliance to standards indicated in the criterion items under the six (6) factors below.
2. Put a check mark (✓) in the appropriate column beside each criterion item. If your answer is NO, cite specific pages, briefly indicate the errors found, and give your recommendations in the attached *Summary of Findings, Corrections, and Review Form*.
3. Write *Not Applicable (N/A)* for criterion items that does not apply in the LR evaluated.
4. Based on the number of criterion items marked "YES" under each factor, mark the appropriate column to indicate if the LR complied or not to the standards.
5. For factors with items marked *Not Applicable*, count the total applicable criterion items and multiply this with 75% to determine the cutoff for compliance.

Standards / Criterion Items	Yes	No
Factor I. Intellectual Property Rights Compliance		
1. The learning resource has no copyright violations.		
2. The copyrighted texts and visuals used in the LR are cited.		
3. The copyrighted materials used in the LR are accurately cited		
4. The references are properly cited in the Bibliography.		
Note: At least 3 criterion items must be marked YES to indicate compliance to this factor.	Complied	Not Complied
Factor II. Learning Competencies		
Content is consistent with the targeted DepEd Learning Competencies (LCs) intended for the learning area and grade level.		
NOTE: The item must be marked YES to indicate compliance.		
Factor III. Instructional Design and Organization		
1. The LR contributes to the achievement of specific objectives of the learning area and grade level for which it is intended.		
2. Sequencing of contents and activities within each lesson facilitates achievement of objectives.		
3. Content is suitable to the target learner's level of development, needs and experience.		
4. Content reinforces, enriches, and / or leads to the mastery of the targeted learning competencies intended for the learning area and grade level.		
5. Content is logically developed and organized throughout the material. (Lessons / activities are arranged from simple to complex, from observable to abstract)		
6. The LR contains useful introductions, reviews, summaries, and other devices that facilitate smooth progression from one lesson to another.		
7. Development of lessons allows for review, comparison, and integration with previous lessons.		

1.1. Evaluation Rating Sheet for PRINT Resources

Title: _____

ISBN: _____

Author(s): _____

Illustrator(s): _____

Publisher/Distributor(s): _____

Grade and Subject: _____ Copyright Year: _____ No. of Pages: _____

Intended for: *Check all that apply* (✓) 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.

Factor 1: Content		VS 4	S 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				
5.6	Unity				
5.7	Desire to learn new things				
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			
5.13		Other: (Please specify)			
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 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	<input type="checkbox"/> Passed			
	<input type="checkbox"/> Failed			

Factor 3: Presentation and Organization	V S 4	S 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	<input type="checkbox"/> Passed			
	<input type="checkbox"/> Failed			

1.1.1 Descriptors for Factors 1 to 4 of the Evaluation Rating Sheet PRINT Resources

Important: These descriptors will guide you in giving an objective rating for each criterion item in the rating sheet. For ratings of 3 and below, your written comments in the rating sheet should indicate **specific pages and brief descriptions** of inadequacies in the material.

Factor 1: Content

1. Content is suitable to the student's level of development.

Descriptor:

The scope, range and depth of content and topics are appropriate to the target audience learning needs
The level of difficulty is appropriate for the intended target audience age and stage of learning
The level of detail is appropriate for the achievement of the specified learning outcomes for the intended target audience

2. Material contributes to the achievement of specific objectives of the subject area and grade / year level for which it is intended.

Descriptor:

Material promotes achievement of objectives of the intended subject area(s) and grade / year level(s).
Material supports the achievement of learning objectives and outcomes of the intended subject area(s) and grade / year level(s)

Material reinforces, enriches, and or leads to mastery of certain learning competencies

3. Material provides for the development of higher cognitive skills such as critical thinking, creativity, learning by doing, inquiry, problem solving, etc.

Descriptor:

The learning activities require cognitive effort not just chance selection of responses
The learning activities include one or more of the 6 facets of learning. (Explain, interpret, apply, have perspective, empathize, have self knowledge)

User is required to assume an increased responsibility for their learning.

Material promotes development of higher order thinking skills.

4. Material is free of ideological, cultural, religious, racial, and gender biases and prejudices.

Descriptor:

Refer to the Social Content Guidelines Section 6.8.

There are no ideological, cultural, religious, racial, and gender biases and prejudices found in the material.

Presentation of social content including values and perspectives is fairly represented.

All social content is fairly presented and does not violate the Social Content Guidelines

5. Material enhances the development of desirable values and traits.

Descriptor:

Inclusion of identified desirable value(s) / trait(s) is/are evident and/or properly discussed in the material.

Presentation of controversial social content is balanced and structured to promote an educated understanding of differing points of view.

6. Material promotes interest of target reader.

Descriptor:

The material is presented in such a way that is likely to connect with the target reader's knowledge and experience.

Focussing techniques and cueing devices are evident such as variation in typeface, boxes and underlining.

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

Descriptor:

Inclusion of adequate warning / cautionary notes (where needed) is evident in the material.

For example: "How to" instructions, symbols to represent health and safety requirements for activities.

Factor 2: Format

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