

REQUEST FOR EVALUATION

Document Control No (for OCID only)._____

Instruction. This form is used for all request for evaluation in the OCID. Print in long bondpaper

<div>1 Request</div> <div>(Name of Proponent)</div> <div>Signature over Printed Name</div> <div>Date:_____</div> <div>Contact No.:_____</div> <div>Email: _____@carsu.edu.ph</div>	<div>Type of Document</div> <div><input type="checkbox"/> New Program Curriculum (NPC) Program Name: _____</div> <div><input type="checkbox"/> Old Curriculum Revision (OCR)</div> <div><input type="checkbox"/> Instructional Materials (IM)</div> <div><div><input type="checkbox"/> Book <input type="checkbox"/> Manual/ Workbook <input type="checkbox"/> Audio-Visual <input type="checkbox"/> Others, Specify: _____</div></div> <div><input type="checkbox"/> Instructional Materials (IM) for consignment</div>
<div>2 Check</div> <div>(by)</div> <div>NPC/OCR: OCID</div> <div>IM: Department Chair/ Dean</div> <div>IM for Consignment: OCID</div>	<div>Attachment is Complete?</div> <div><div>_____ Complete _____ Incomplete, Return to requester Checked by:_____ Date:_____</div><div>_____ Complete _____ Incomplete, Return to requester Checked by:_____ Date:_____</div></div> <div>Note: If Complete, endorse to:</div> <div>NPC: Evaluation Committee for Feasibility Study for New Program Curriculum</div> <div>OCR: Committee for Curriculum Revision</div> <div>IM: Reviewer (Internal/ External)</div> <div>IM for Consignment: Instructional Material Development Board (IMDB), proceed to section 5</div>
<div>3 Evaluate/ Review</div> <div>_____ Pass, proceed to section 5</div> <div>_____ For revision</div> <div>(return for proponent for revision)</div> <div>_____ Fail (To file)</div>	<div>Review/ Evaluation Committee (Attach Evaluation/ Review Report)</div> <div><div>_____</div><div>Evaluator Reviewer 1 Evaluator Reviewer 2 Evaluator Reviewer 3</div><div>Date:_____ Date:_____ Date:_____</div><div>_____</div><div>Evaluator Reviewer 4 IMDB Chair (for IMs) OCID Director</div><div>Date:_____ Date:_____ Date:_____</div></div> <div>Note: For IMS with External Reviewer, the Department Chair/ Dean shall sign on their behalf. Communication email from the external reviewer shall be attached to this form.</div>
<div>4 Revision</div> <div>(Name of Proponent)</div> <div>Signature over Printed Name</div> <div>Date:_____</div>	<div>(Checked by OCID)</div> <div><div>_____ Complete _____ Incomplete, Return to requester Checked by:_____ Date:_____</div><div>_____ Complete _____ Incomplete, Return to requester Checked by:_____ Date:_____</div></div> <div>Note: If Complete, Endorse to Next process</div> <div>NPC/ OCR: to Academic Council ; IM: to IMDB; IM for Consignment: tile</div>
<div>5 Endorsement</div> <div>_____ Pass, proceed to section 7</div> <div>_____ For revision</div> <div>(return for proponent for revision)</div> <div>_____ Fail (To file)</div>	<div>NPC/ OCR:</div> <div>Academic Council Meeting Date: _____</div> <div>Action: _____ Date: _____ OCID Director: _____</div> <div>Instructional Material</div> <div>IMDB Meeting Date: _____</div> <div>Action: _____ Date: _____ IMD Unit Head _____</div>
<div>6 Revision</div> <div>(Name of Proponent)</div> <div>Signature over Printed Name</div> <div>Date:_____</div>	<div>(Checked by OCID)</div> <div><div>_____ Complete _____ Incomplete, Return to requester Checked by:_____ Date:_____</div><div>_____ Complete _____ Incomplete, Return to requester Checked by:_____ Date:_____</div></div> <div>Attach F-CID-003 for the details of revision, If Complete, Endorse for BOR Approval/ IMDB Resolution Approval</div>
<div>7 Approval</div> <div>_____ Approved</div> <div>_____ Disapproved</div>	<div>BOR Resolution No.: _____</div> <div>IMDB Resolution No.: _____</div>
<div>8 File (OCID)</div>	<div>Date filed: _____</div>

Checklist of Attachments

New Program Curriculum

___ Feasibility Study

___ Technical

___ Marketability

___ Management

___ Financial

___ Documentation

___ Program Specification

___ PEO, ___ PO, ___ CO

___ All Course Syllabi (link to soft copy)

___ Curriculum Map

___ Assessment Tools

Old Curriculum Revision

___ Program Curriculum

___ Program Specification

___ PEO, ___ PO, ___ CO

___ Curriculum Map

___ All Course Syllabi (link to soft copy)

Instructional Material

___ S.O of authors

____ Scholarly work

___ F-CID-001 Request for Evaluation

F-CID-012 Review Report

____ F-CID-013 Review and Reply Sheet

____ F-CID-016 Pilot Testing Report

____ F-CID-015 Declaration of Authorship

____ F-CID-018 Certificate of Author Contribution (for multiple authors)

___ List of potential external reviewers (CV with contact details)

Instructional Material (for consignment)

___ F-CID-001 Request for Evaluation

F-CID-012 Review Report

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