**PANGASINAN STATE UNIVERSITY**

Lingayen, Pangasinan

**COLLEGE OF COMPUTING SCIENCE**

April 21, 2025

**COLLEGE ADVISORY**

No. 6, s. 2025

TO : ALL FACULTY MEMBERS

SUBJECT : PREPARATION OF INSTRUCTIONAL MATERIALS (IMS)

FOLLOWING THE RECALIBRATED GUIDELINES AND THE

SUBMISSION AND EVALUATION TIMELINE

1. In line with the OVPASS-LMIDC Office Advisory No. 004 s. 2025 RE: RECALIBRATED

GUIDELINES FOR THE DEVELOPMENT OF INSTRUCTIONAL MATERIALS, the

undersigned is encouraging all faculty members **to prepare their IMs In accordance with**

**the recalibrated guidelines for IM development**. Please see the said advisory, the

recalibrated guidelines, templates and timeline for the orientation, submission and

evaluation attached herewith.

2. Also, this is to inform all faculty members of the timeline for the orientation, submission,

evaluation and issuance of certification of IMs as follows:

**Orientation - April 2025**

**Submission - May 2025**

**Evaluation - June 2025**

**Issue of Certification - July 2025**

3. The undersigned anticipates all Instructional Materials (IMs) to be fully prepared and ready

for department and/or college-level evaluation prior to their submission for university-level

review. A meeting for the conduct of the review shall be scheduled after the orientation.

4. Faculty members are reminded to use the prescribed coded forms for IM evaluation,

including the IM Information Sheet and the IM Evaluation Forms, to ensure consistency and adherence to institutional standards.

5. For reference and guidance.

**CRISTETA G. TOLENTINO, DIT**

Dean

Noted:

**RENATO E. SALCEDO, Ph. D., CESE**

Campus Executive Director