Instructional Materials (IM) - are supplementary educational resources developed by PSU

Faculty members which supports the teaching learning purposes in the University.

**I. COMPREHENSIVE GUIDE FOR INSTRUCTIONAL PACKAGE**

**1. MODULE** - Self-contained, learner-centered instructional units designed to guide students through specific topics at their own pace. They include clear learning outcomes, explanations, activities, and assessments, making them effective for both independent and classroom-based learning.

**Parts of a Modulo:**

* **PRELIMINARIES**
* Cover Page / Pabalat
* Copyright / Karapatang-Ari
* Acknowledgment / Pasasalamat (optional)
* Preface / Paunang Salta
* Declaration use of Artificial Intelligence
* Percentage
* Use of Al (assistive only - for improvement NOT generative)
* Grammarly check
* Plagiarism verification
* Table of Contents / Talaan ng Nialaman
* **CONTENT STRUCTURE / BALANGKAS NG NILALAMAN**

(Conversational in tone and no third person)

* Unit Title / Pamagat ng Yunit
* Overview/ Lagom-Pananaw
* Pre-test / Paunang Pagsubok
* Introduction / Panimula
* Leaming Objectives / Mga Layunin sa Pagkatuto
* Lesson Presentation/Paglalahad ng Aralin
* Learning Activities / Mga Gawain sa Pagkatuto
* Generalizations / Paglalahat
* Assessment / Pagtatasa
* Post-test/ Pangwakas na Pagsubok
* REFERENCES / MGA SANGGUNIAN
* APA Format
* APPENDICES/ MGA APENDISE
* Rubrics / Rubriks
* Answer Key / Susing Sagot
* BIONOTE /ABOUT THE AUTHOR(S)/TUNGKOL SA MAY-AKDA

**2. TEXTBOOK** (Published) - Authoritative and structured educational resources that provide comprehensive coverage of subject matter, theories, and concepts. Used as primary references in classroom instruction, textbooks offer explanations, exercises, and visual aids to reinforce learning.

* Format shall follow the guidelines of the publishing company

**3. LABORATORY MANUAL** - Specialized instructional materials that provide step-by-step guidance for conducting experiments, observations, and hands-on activities. These manuals promote experiential learning, scientific inquiry, and problem-solving, making them essential in classroom and laboratory settings.

**Parts of a Laboratory Manual:**

* **PRELIMINARIES**
* Cover Page
* Inside Tele Page
* Preface
* Table of Contents
* Laboratory Safety Procedures
* Laboratory Safety Agreement
* Rubric for Checking Laboratory Activity
* **CONTENT OUTLINE**
* Introduction
* Purpose of the Manual
* Scope
* Learning Outcomes
* Materials
* Procedure/ Step-by-Step Instructions
* Grouping Instruction
* Safety Procedures
* Procedures
* Illustrations or Diagrams
* Guide Questions
* **REFERENCES**
* **BIONOTE / ABOUT THE AUTHOR(S)**

**II. GENERAL GUIDELINES IN WRITING AND INITIAL EVALUATION OF IM MATERIALS**

1. **Coverage of Syllabus**

* The IM must cover 100% of the topics in the approved syllabus.

1. **Plagiarism**

* Similarity index (plagiarism) shall not exceed 20%.

1. **Grammar Checking**

* The Grammarly results shall be 85% and above.

1. **Use of Artificial Intelligence Tool**

* Al shall be used as assistive (improvement of grammar, spelling, sentence structure,

punctuation, vocabulary, outline) NOT generative (content and assessment are generated

by Al)

* The author shall disclose how the Al was used in the development of IMs.

1. **Standard Format for Writing**

* Font Size: 11
* Font Style: Arial
* Margin: Left (1.5 inches), Right, Top, & Bottom (1 inch)
* Spacing: 1.15
* Paper Size: A4 – Portrait

1. Use of Inclusive and Bias-Free Language

* Avoid content and language bias; instead, use gender-fair and culturally inclusive

language to ensure that materials are accessible to all learners.

1. **Apply Gender Sensitivity Across Disciplines**

* Ensure that examples, images, and discussions represent diversity and do not reinforce

stereotypes

1. **Ensure Clarity and Simplicity**

* Use clear, simple, and concise language appropriate for the target learners.
* Avoid technical jargon unless necessary and define complex terms when used.

1. **Align Content with Learning Outcomes**

* The instructional material should be structured in a way that supports the intended

learning objectives and competencies

1. **Use Engaging and Interactive Elements**

* o Include visual aids, illustrations, charts, and real-life examples to make learning more

engaging.

* o Encourage active learning strategies like self-check questions, reflection activities, and

exercises.

1. **Provide Well-Structured Assessments**

* Include pre-tests, formative assessments, and post-tests to measure student progress.
* Assessments should align with Bloom's Taxonomy or other learning frameworks to

ensure a range of cognitive skills are developed.

1. **Cite Sources Properly**

* Follow standard citation formats (APA) for references.
* Ensure that all borrowed content (text, images, and charts) is properly attributed to avoid

plagiarism.

1. Instructional materials written by faculty members shall be within their area(s) of specialization

regardless if the subject is taughthanded by them.

1. For 201 or revised edition, revision must be at least 30% of the original content. To ensure that the

revised IM is of very good quality, revision must be after five years. Author(s) shall declare the

revised part(s) of the original IM.

1. As per EOMS process for IM development, the department chairperson shall initially check the

IMs as to completeness based on the prescribed format & template. The department chairperson

shall accomplished the coded checklist. The said IMs shall be endorsed by the College Dean &

Campus Executive Director. Moreover, as the EOMS process, there shall only be one evaluation

which shall be approved by the university.

1. The criteria for evaluation of IMs to include modules, textbook & laboratory manual are the same

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**III. TIMELINE FOR SUBMISSION AND EVALUATION FOR INSTRUCTIONAL MATERIALS**

**April 2025 - Orientation**

Introduction of the E-Management System to faculty, staff, and administrators, covering its

purpose, goals, and operation.

**May 2025 - Submission**

Faculty members upload instructional materials to the ELMS platform following the given

guidelines and standards.

**June 2025 - Evaluation**

Review and assessment of submitted materials to ensure quality, alignment with learning

objectives, and adherence to institutional guidelines.

**July 2025 - Issue of Certification**

The recalibrated guidelines are the same as those approved during the meeting and were

unanimously agreed upon by consensus of the Technical Working Group for Recalibration for IMs

Development, held March 24, 2025 at the Main Campus of Lingayen, under the supervision and

guidance of the Curriculum and Instruction Director and the Vice President for Academic and

Student Services.

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