**OFFICE OF THE VICE PRESIDENT FOR ACADEMICS AND STUDENT SERVICES**

Learning and Instructional Materials Development Center

**LIMDC OFFICE ADVISORY**

**No. 004 s. 2025**

**TO: ALL CAMPUS EXECUTIVE DIRECTORS**

**EXECUTIVE DIRECTORS, OUS & SAS**

**ATTENTION: COLLEGE DEANS**

**DEPARTMENT CHAIRPERSONS**

**FACULTY MEMBERS**

**SUBJECT: RECALIBRATED GUIDELINES FOR THE DEVELOPMENT INSTRUCTIONAL MATERIALS**

1. In line with LIMDC Office Advisory No. 002 s. 2025, the TWG members have crafted the **Recalibrated Guidelines for the Development of Instructional Materials**

2. These revised guidelines will serve as a framework for PSU faculty members and content developers in the creation of high-quality, relevant, and effective instructional materials that support student learning and engagement.

3. Please see attached recalibrated guidelines, templates to be used, and timeline for the orientation, submission evaluation, and issuance of certification, including the updated content and structure of the recalibrated instructional materials.

4. For your reference and widest dissemination.

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Recommending Approval:

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