

VERSION NO. 1	MANUAL TITLE <b>SYSTEM OFFICE SERVICES MANUAL</b>	DOCUMENT NO. <b>SOM 4.0</b>
	DOCUMENT NAME	REVISION NO. 0
	PROGRAM/ CURRICULUM DEVELOPMENT, REVIEW AND ENHANCEMENT	EFFECTIVITY DATE DECEMBER 5, 2016
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## 1. OBJECTIVES

- 1.1. To ensure efficient flow of all curriculum-related programs and curricula design and development phases.
- 1.2. To ensure that the PSHS System Programs/ Curricula are implemented, monitored and evaluated.
- 1.3. To provide a clear, systematic and objective process of evaluating and the effectiveness of programs and curricula.

## 2. SCOPE

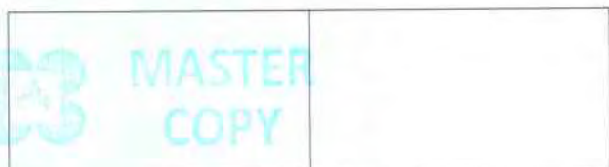
This process covers program and curriculum development, review and enhancement related activities from design, development, review, monitoring and evaluation of approved new and existing programs/ curricula.


This process excludes the actual implementation and delivery of programs/ curricula in PSHS campuses.

## 3. POLICIES

### 3.1. General

- 3.1.1. All programs/ curricula and its amendments thereto shall require the approval of the Board of Trustees (BOT);
- 3.1.2. The curriculum development cycle shall include four stages: creation or revision (design and writing), implementation, monitoring and evaluation.
- 3.1.3. The design and development of all programs/ curricula shall take into consideration the following inputs:
  - 3.1.3.1. Results of curriculum monitoring and review, and/or needs assessment;
  - 3.1.3.2. Recommendations of Curriculum and Instruction Services Division Chiefs (if any), which shall be backed by assessment of teachers and/or learners;



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- 3.1.3.3. Results of Benchmarking, Researchers' inputs, and other documents related in his/her field;
- 3.1.3.4. Consultants' or experts' recommendations; and
- 3.1.3.5. Other stakeholders' (e.g. parents, alumni, linkages) recommendations

3.1.4. All programs and curricula shall be designed according to standards and outcomes set, and implemented accordingly.

3.1.5. All personnel involved in any Program Development and Curriculum-related functions or activities shall be issued a Special Order (SO) which shall clearly specify their objectives, functions/ responsibilities and time bounded deliverables. They shall be selected based on their competency, expertise and qualifications. Whenever applicable, honorarium, service credit or compensatory time off credits, shall be provided, as approved by the duly-recognized authority for these.

### 3.2. Creation or Revision (design and writing) of Program/ Curriculum

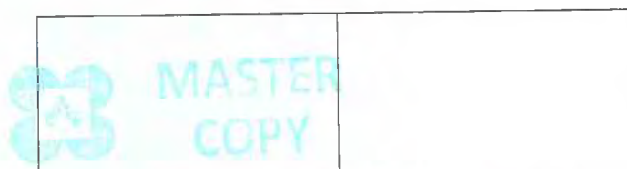
3.2.1. Solicited inputs from experts shall be documented and considered in the design and development of curricular contents, curriculum materials, and co-curricular programs.


3.2.2. Any revision made to the curriculum shall be studied and based on evidences. It shall be communicated to stakeholders two (2) years before implementation.

3.2.3. For curriculum materials used by the PSHS System, approval for use shall come from the BOT upon recommendation of existing committee at the Executive Committee (Execom) level and/or the Office of the Executive Director.

3.2.4. The curriculum shall be presented using the prescribed forms: Course Description, Course Outcomes based on standards, Scope and Sequence, and the Curriculum Guide describing Student Learning Outcomes, Instructional and Assessment Activities and List of References/Resources.

3.2.5. Course content, Course/ Learning Outcomes, and Program/ Curriculum



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3.2.6. Outcomes shall be implemented as a System (i.e., harmonized) based on the intended program or curriculum.

### 3.3. Program/ Curriculum Monitoring and Evaluation.

3.3.1. In the monitoring and evaluation of the program/ curriculum, instruments/tools shall be developed, piloted, revised, and rolled out. Review of the contents and necessary changes of the program/ curriculum and result of the stakeholder consultation shall be documented.

3.3.2. Results from monitoring and assessment shall be documented and shall be used to evaluate the effectiveness and relevance of the program or curriculum

3.3.3. The effectiveness of the program/ curriculum based on achieved learning by students shall be evaluated using assessment activities conducted by the System and Subject teachers


3.3.4. The CCG and/or the RPAD shall propose research studies on identified problem or gap areas, which shall be undertaken by assigned teachers or personnel to enrich evaluation of curriculum.

## 4. PROCEDURE

### 4.1. Creation or Revision (design and writing) of Program/ Curriculum


<b>Responsibility</b>	<b>Activity</b>
RPAD Chief	1. Receives directives to design new program/ curriculum.  2. Solicits inputs from experts, teachers and other stakeholders.



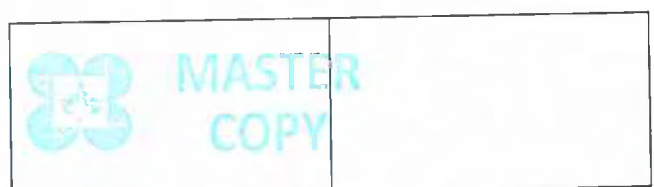
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<b>Responsibility</b>	<b>Activity</b>
RPAD Chief	3. Proposes criteria for the selection of CCG and TWG members.
Executive Director	4. Approves criteria for CCG and TWG members.
	5. Issues Memorandum to Campus Director on the nomination for CCG/ TWG members together with the approved criteria for selection.
Campus Director	6. Nominates CCG/ TWG members based on set criteria.
RPAD Chief	7. Screens the CCG nomination and recommends to Executive Director.
CCG	8. Screens the TWG nomination and recommends to the Executive Director.
Executive Director	9. Approves/ disapproves/ remands the recommendation of the RPAD Chief/ CCG.
	10. Issues SO for creation of CCG/ TWG
RPAD Chief	11. Invites subject area and assessment experts.
Program and Curriculum Officer	12. Prepares all logistics/ materials for the conduct of workshops and/or seminars.
RPAD Chief	13. Facilitates the conduct of curriculum workshops.



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Responsibility	Activity
CCG/ TWG	<p>14. Designs and develops contents or review existing Program/ Curriculum.</p> <ol style="list-style-type: none"> <li>conduct Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis</li> <li>conduct curriculum guide analysis</li> <li>conduct curriculum mapping</li> </ol> <p>15. Designs and develops contents or review existing Curriculum Materials.</p>
Subject Area Experts/ Consultants	16. Critique contents of the Program/ Curriculum materials, if with revision return to TWG for correction.
TWG	17. Consolidates all comments, finalizes the Program/ Curriculum and submits to RPAD for printing.
Program and Curriculum Officer	18. Prints the final report and endorse to CCG or Execom Secretariat for inclusion in the CCG/ Execom Meeting.
Execom	19. Review and endorse the Program/ Curriculum to BOT for approval.
BOT	20. Approves/ disapproves/ remands the Program/ Curriculum.
BOT Secretariat	21. Circulates the BOT Approved Program/ Curriculum to campuses through distribution of curriculum documents and orientation activities across the System.



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#### 4.2. Program/ Curriculum Monitoring and Evaluation

<u>Responsibility</u>	<u>Activity</u>
RPAD Chief	1. Conducts orientation across the system
Program and Curriculum Officer	2. Receives the monitoring result from the Campuses.
	3. Collates, summarizes, prepares report and submits to RPAD Chief for endorsement.
RPAD Chief	4. Endorses the report to the CCG for appropriate action.
CCG	5. Reviews and submits recommendations to the Execom Secretariat for inclusion in the Execom Meeting.
Execom	6. Endorses the report to BOT for appropriate action.
BOT	7. Approves/ disapproves/ remands the recommendations.
BOT Secretariat	8. Prepares and circulates the BOT Resolution to all concerned offices and campuses.




### 5. LIST OF FORMS AND REPORTS

#### 5.1. Forms

- 5.1.1. Design Plan
- 5.1.2. Design Review and Verification Form.
- 5.1.3. Design Change Form
- 5.1.4. SWOT Analysis Form
- 5.1.5. Curriculum Guide Analysis Form
- 5.1.6. Curriculum Map Form

#### 5.2. Reports

- 5.2.1. Curriculum Monitoring Report
- 5.2.2. Curriculum Evaluation Report
- 5.2.3. CCG Report

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