


VERSION NO. 1	MANUAL TITLE CURRICULUM AND INSTRUCTION MANUAL	DOCUMENT NO. CIM 4.1
	DOCUMENT NAME	REVISION NO. 01
	CURRICULUM REVIEW AND FEEDBACK	EFFECTIVITY DATE OCTOBER 24, 2018
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1.0 OBJECTIVES

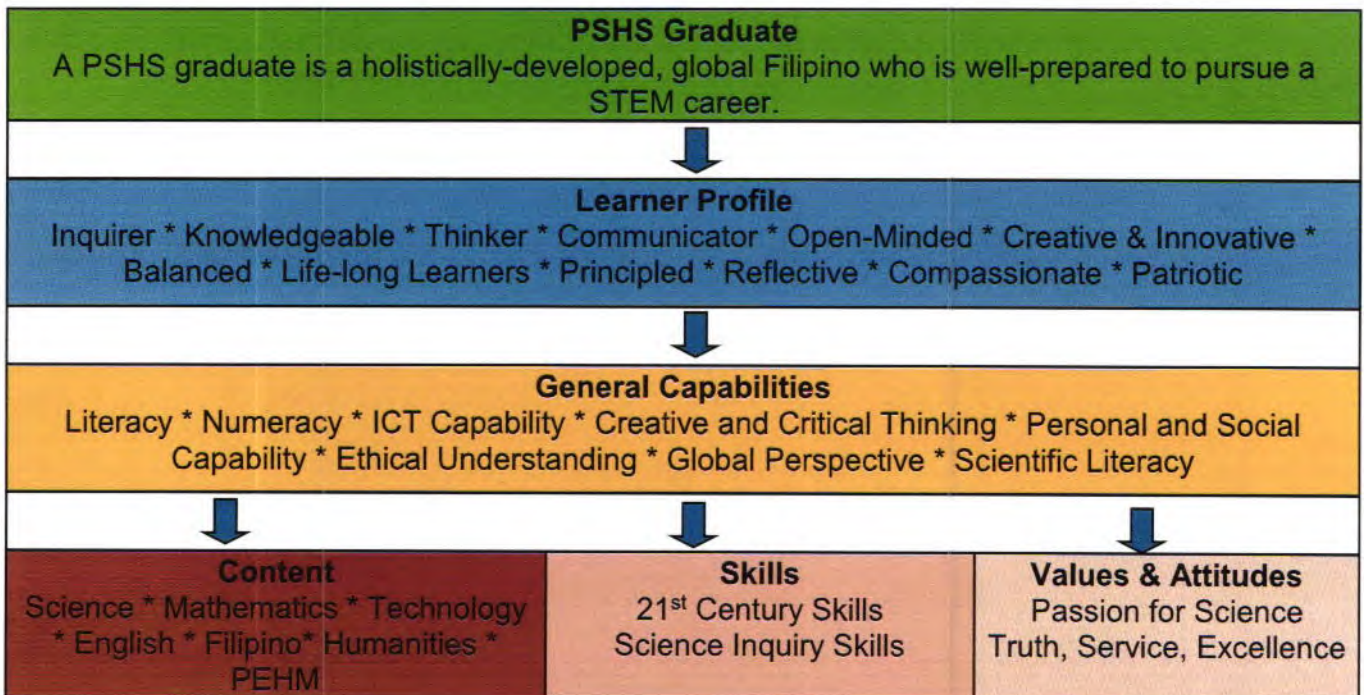
- 1.1 To ensure full implementation of the PSHS mandated curriculum in each subject area.
- 1.2 To identify gaps and overlaps in the curriculum, and suggestions for improvement.

2.0 SCOPE


This procedure applies to the review, monitoring, and evaluation of curriculum.

3.0 POLICIES

3.1 The Six-Year PSHS Curriculum Framework is shown below:

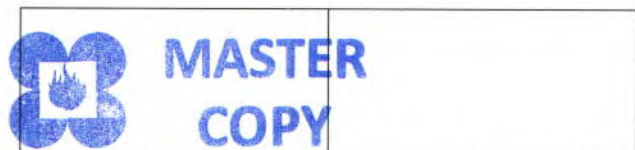




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	↓		↓		↓
Gr 12	Specialization Enhanced engagement in the chosen area of specialization		Service, Creativity, Action, Leadership Enhancement (SCALE)	Institutional Celebrations Field Trips Student Activities Competitions	
Gr 11					
Gr 10	Advancement Deepening of knowledge, skills, and values in the various disciplines that prepares scholars for their own specialized course of study.		Alternative Learning Activities (ALA)		
Gr 9					
Gr 8					
Gr 7					

- 3.2 The faculty members shall implement the approved curriculum.
- 3.3 The CID Chief and Academic Unit Heads concerned shall monitor the implementation of the curriculum.
- 3.4 The Academic Units shall assess and evaluate the curriculum through the Curriculum Feedback Form and Curriculum Mapping yearly.
- 3.5 The CID Chief and Academic Unit Heads concerned shall identify the gaps and overlaps in the curriculum.
- 3.6 Any recommendations for improvement on the curriculum shall be endorsed by the Campus Director to the Research, Policy Formulation and Academics Division (RPAD) of the Office of the Executive Director (OED).

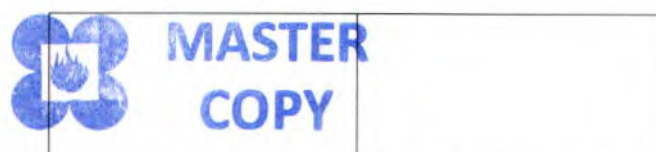



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3.7 Curriculum review, enhancement, and development shall be conducted after completion of "1-Cycle" of implementation of the curriculum, reckoned from the start of the school year when the curriculum being reviewed or enhanced was implemented; or upon instruction by the Executive Director.

4.0 PROCEDURES

Responsibility	Activity
Faculty Member	1. Implements the curriculum.
Academic Unit Head	2. Monitors the implementation of the curriculum through classroom observation and evaluation of instructional materials, class activities and tools for assessment.
Faculty Member/s of each Academic Unit	3. Assesses and evaluates the curriculum using Curriculum Feedback Form and curriculum mapping.
Academic Unit Head and CID Chief	4. Identifies the gaps and overlaps in the curriculum from the results of the curriculum feedback and curriculum mapping.
CID Chief	5. Submits the consolidated reports of the Academic Unit Heads to the Campus Director.
Campus Director	6. Endorses the recommendations of the campus to the OED.
	7. Receives feedback from RPAD.



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5.0 LIST OF FORMS AND REPORTS

5.1 Forms

- 5.1.1 Classroom Observation Form
- 5.1.2 Assessment of Instructional Material Form
- 5.1.3 Class Activity Assessment Form
- 5.1.4 Curriculum Feedback Form
- 5.1.5 Curriculum Mapping Form

5.2 Reports

- 5.2.1 Curriculum Assessment Report

6.0 REVISION HISTORY

DCR No.	Section	Amendment/s	Revision No.	Implementation Date
		-Initial Implementation-	0	December 5, 2016
18-00-039	3.7	Added Section 3.7	01	October 24, 2018

PREPARED BY: 	APPROVED BY: 		MASTER COPY	
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