

**CPU-CTLE Form No. 01  
Rev 1 November, 2021**

Central Philippine University  
**CENTER FOR TEACHING AND LEARNING EXCELLENCE (CTLE)**  
Jaro, Iloilo City Philippines

**UNIVERSITY EVALUATION FORM FOR INSTRUCTIONAL MATERIALS**   
(References: CPUBT Resolution 4/30/98-7, the form approved by the Academic

Council on November 11, 2005, and current related literature)

**Part 1- Evaluator’s Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Department/  College: |  | | |
| Highest Degree  Earned: |  | | |
| School/  University: |  | | |
| Major/  Specialization: | **Bachelor’s degree** | **Master’s degree** | **Doctoral degree** |
| Recent  Publications: (not more than two) | | | |
| 1. | | | |
| 2. | | | |

**Part 2- Publication Data**

|  |  |
| --- | --- |
| Title of Textbook/Manual: |  |
| Author/s: | 1. 3.  2. 4.  Others: |
|  |
| Publisher: | Copyright Date:  Person/Company: |
| Type of Adoption:  (Textbook, Workbook,  Manual, etc.): |  |

**Part 3-Curriculum Analysis**

|  |  |  |
| --- | --- | --- |
| For each criterion, select the appropriate number/rating according to the scale provided:  **5 = Excellent 4 = Very Good3 = Average 2 = Fair 1 = PoorO = Missing** | | |
| **CRITERIA** | **GUIDELINES FOR RATING INSTRUCTIONAL MATERIALS** | **RATING** |
| A. Curriculum  Match | 1. National and the University standards |  |
| 2. Course objectives |  |
| 3. Course contents and enrichment activities |  |
| 4. Assessment and evaluation activities |  |
|  | **Sub-total**: |  |
| B. Instructional  Design | 5. Provides learners with access to a common core of  knowledge preparatoryto the next level of education,  employment, and personal interest (training,  employment,life skills, and Christian values). |  |
| 6. Provides extra help in a variety of appropriate formats for  those learners experiencing difficulty with the  content/curriculum. |  |
| 7. Promotes appropriate critical and high level of thinking  skills among learners (use problem-solving, decision-  making, and collaborative group strategies). |  |
|  | **Sub-total:** |  |
| C. Content | 8. Well-sequenced and the content load and length are appropriate tothe type and level of the learners. |  |
| 9. Format, vocabulary, and concepts are appropriate for the  intended purpose. |  |
| 10. Material stimulates and maintains the learner’s interest  and leads to further study/discussion in the course. |  |
| 11. Conforms with concerned agencies (DepEd/CHED, etc.)  prescribed standards and complements other  instructional materials used in the course. |  |
| 12. The instructional material promotes Christian values. |  |
|  | **Sub-total:** |  |
| D. Media Standard | 13. Paper and binding are of quality for the intended use  andlength of the adoption |  |
|  | 14. Print is clear, readable, and appropriate for the content  ofthe material, age, and maturity of the learners. |  |
| 15. Format is uncluttered, allowing learners to focus on  concepts presented. |  |
| 16. Visual arrangements are aesthetically designed. The use  of color, illustrations, and photographs are appropriate. |  |
|  | **Total:** |  |
|  | **Average** (total/16)**:** |  |

**Part 4- General Criteria including Price and Quality of Material**

|  |  |  |
| --- | --- | --- |
| If theinstructional material (e.g. textbook, manual, etc.)includes or references to any of the following subjects and elements, are they treated in an **accurate, constructive,** and **appropriate manner** and **suitable for school use**? Use a check (/) to indicate your rating. | | |
|  | **Yes** | **No** |
| A. Brand names |  |  |
| B. Corporation logos |  |  |
| C. Ecology and Environment |  |  |
| D. Racial, Ethnic, Minority,and Cultural groups |  |  |
| E. Religion |  |  |
| F. Legal (case of plagiarism), referencing, form and style  [e.g. APA 7th edition standards ]) |  |  |
| G. Price and Quality |  |  |

**Total= \_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

**Descriptive Evaluation/Comments (Optional):**

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**Evaluator’s Overall Rating**: (Place a **check** [**/**] to indicate assessment/evaluation rating.)

\_\_\_\_\_\_ I **strongly recommend** this instructional materialforadoption.

\_\_\_\_\_\_ I **recommend** this instructional materialfor adoption.

\_\_\_\_\_\_ I **do not** recommend this instructional material foradoption.

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EVALUATOR’S SIGNATURE OVER PRINTED NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date