

**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 DegreeEarned: |  |
| 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**

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| 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 useandlength 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**

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| 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