



October 21, 2015

**DIVISION MEMORANDUM**  
No. 724, s. 2015

**INSTRUCTIONAL PLAN (IPLAN) EVALUATION AND PILOT TESTING**

**To: Assistant Superintendent  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads**

1. To implement the Work-Flow on the Development and Production of iPlans, this Office announces the conduct of the **Instructional Plan (iPlan) Evaluation and Pilot Testing** at designated venues on November 3-10, 2015.
2. For more information, please refer to Enclosure No. 1 for the **Schedule** and Enclosure No. 2 for the **Instructional Plan (iPlan) Pilot Test Feedback Form**.
3. Division Supervisors are requested to provide a copy of the iPlan to each demonstration teacher at least two (2) days before the actual demonstration teaching. They are to coordinate with the School Heads and District Supervisors/OICs concerned for the smooth conduct of the said activity.
4. Traveling expenses, meals and snacks, accommodation, materials and other expenses relative to the conduct of this activity, shall be chargeable against **Division MOOE Funds**, subject to the existing accounting and auditing rules and regulations.
5. This Memorandum serves as Authority to Travel.
6. Immediate and wide dissemination of and compliance with this Memorandum is directed.

**ARDEN D. MONISIT, Ed.D.**  
Schools Division Superintendent

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Schedule of Instructional Plan (iPlan) Evaluation and Pilot Testing

Dates	Venues	Subject Areas	Leaders	LRMDS Auxiliary Teams	
				Elementary	Secondary
November 5-6, 2015	Madridejos	English	Evelyn F. Balang	Chloe S. Garrucha Luthgarda C. Borgonia Annalee P. Salvador Imelda H. Gealon Maxima Osoreo Janette P. Cobrado Leoncia C. Lunday Cristina N. Ocampo Violeta Gonzaga	Marivic M. Yballe Leonita J. Bureros Emilia S. Ibones Edmond C. Apora Sarah Jane A. Colina Eugenia M. Solon Imelda M. Ecarma Anna Zhusette Z. Pintor Arlene D. Buot Carmelito Lauron Sr. Edito Lepon Anecita Mendez
November 3-4, 2015	Bantayan	Filipino	Rosemary N. Oliverio		Estrellita L. Quiamco Josephine D. Sesante Anselma D. Undalok Marjorie S. Cauagdan Eunice G. Pepito
November 9-10, 2015	Dalaguete	Math	Pamela A. Rodemio	Danilo Manguilimotan Chona Bayang Gilda Bancog	Marydita D. Uytico Darwin C. Cuyos Tita A. Ceniza Maria Socorro N. Relacion Dominic L. Valparaiso Agustina C. Coleta Chona B. Jumao-as Janette B. Amarillo Dionesio Aton, Jr. Renz Harold Mancao Archie Gallego
November 9-10, 2015	Consolacion	Science	Juvimar E. Montolo		Romeo V. Mejia Reynaldo D. dela Rama Esther N. Cebrian Candida C. Purgatorio
November 3-4, 2015	Sta. Fe	AP	Isaiah T. Wagas	Glynn B. Sumagang Lorna I. Soco Gina J. Molejon Marieber T. Pulvera	
November 9-10, 2015	Dumanjug CS (Elem) Dalaguete NHS (Sec)	Esp	Jane O. Gurrea		
November 9-10, 2015	Balamban	MAPEH	Nenita G. Jaralve	Joel Umbay Raquel Solis Janelee Lima Liza M. Maningo Elizabeth D. Arreglo Lani B. Arcilla Jervies P. Monterde	
November 9-10, 2015	Cordova NHS	TLE	Araceli A. Cabahug		

Education Program Supervisor (LRMDS): Mrs. Maria Elena T. Paras  
 Technical Support Staff : Dr. Ronil D. Manayon

Dr. Mary Ann P. Flores

Dr. Novie O. Mangubat



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
Sudlon, Lahug, Cebu City



**INSTRUCTIONAL PLAN (iPlan) PILOT TEST FEEDBACK FORM**

Name of Teacher: (Pilot testing the iPlan) \_\_\_\_\_  
 School: \_\_\_\_\_ Division: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This Feedback Form is to be accomplished by the teacher pilot testing the iPlan. The responses will be the basis for making the necessary revisions/modifications for improvement. Please answer all the questions and feel free to make honest comments about the iPlan.*

**Thank you for your cooperation.**

**A. Qualities of an Educationally Sound iPlan**

Qualities of an Educationally Sound iPlan	Yes/ No	Remarks
1. Content is accurate and reflects the ways in which knowledge is conceptualized within the domain		
2. Concepts presented in the iPlan are adequate to develop the skills the material intends to develop		
3. Activities are logically sequenced (If No, please suggest the proper sequence)		
4. The following are used correctly and appropriately, if applicable: - terms and expressions - symbols and notations - diagrammatic representation - graphical representation		
5. Uses content in ways that are real/authentic for learners/users: - are not oversimplified or trivialized - make sense to learners within their imaginary or real world - are realistic within the relevant context		
6. Presents the same idea to learners/users in multiple/multi-directional modes when applicable: - visual text (e.g. pictures, diagrams) - verbal (written) text - symbolic representations - oral (spoken) text - both static and dynamic images		
7. Learning objectives are made explicit to learners/users		
8. Content is structured to scaffold learning		
9. Pre-requisite knowledge/skills are clearly identified and their connections to prior and future learning is established		
10. Language used is appropriate to the intended learners/users		

Qualities of an Educationally Sound iPlan	Yes/ No	Remarks
11. Clear instructions for the activities are provided (If No, please indicate which activity and give suggestions)		
12. There are activities that are time consuming (If Yes, please state which activity)		
13. Activities included in the iPlan do not confront or embarrass learners in any or all of the following ways: <ul style="list-style-type: none"> <li>- require learner to expose personal data which may embarrass them</li> <li>- invade learners' privacy</li> <li>- unfavorably compare learners' learning performance with learners' identity</li> <li>- unfavorably or stereotypically compare family or community characteristics with learners' identity</li> <li>- unnecessarily or indiscriminately confront cultural beliefs or practices</li> </ul>		
14. Different activities that achieve the same learning outcome are available/presented		
15. All assessment activities are aligned with the learning objectives (If No, please specify which assessment activity)		
16. All the learning objectives were met		
17. All activities contained in the iPlan were carried within the given time allotment		

**B. Please write your Over-All comments and suggestions on the table below:**

Major Strengths	Major Weakness

iPlan Number: \_\_\_\_\_  
iPlan Writer: \_\_\_\_\_  
Learning Area: \_\_\_\_\_  
Grade Level: \_\_\_\_\_  
Quarter: \_\_\_\_\_