



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Meralco Avenue
Pasig City, Philippines



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

February 26, 1999

DECS ORDER
No. 21, s. 1999

IMPLEMENTING GUIDELINES OF THE CONSTEL (SCIENCE) PROJECT

To: **Regional Directors**
Schools Superintendents
Private Elementary and Secondary School Principals

1. The Department of Education, Culture and Sports (DECS) in coordination with the University of the Philippines-Institute for Science and Mathematics Education Development (UP-ISMED) and the People's Television Network, Inc. (PTNI) will undertake the implementation of Project CONSTEL (Continuing Studies for Teachers via Television) Science.
2. To ensure the effective and efficient implementation of the Project, the inclosed Implementing Guidelines for CONSTEL Science was set by DECS in cooperation with UP-ISMED and PTNI. The procedure for the acquisition of the CONSTEL Science educational materials (video tapes and teacher support materials) is likewise provided in the guidelines.
3. All DECS regional, division, district and school officials shall be responsible for the implementation of this Project particularly in the monitoring and evaluation of the telelessons.
4. These guidelines shall take effect immediately.
5. Immediate dissemination of and compliance with this Order is directed.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Incl.: As stated

References: DECS Order No. 53, s. 1997 and DECS Memorandum No. 203, s. 1995

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

PROJECTS

RULES & REGULATIONS

SCIENCE EDUCATION

Implementing Guidelines for CONSTEL (Continuing Studies for Teachers via Television) Science

This set of **Implementing Guidelines for CONSTEL (Continuing Studies for Teachers via Television) Science** is hereby issued pursuant to the pertinent provisions of the Memorandum of Agreement entered into and signed by then Secretary of the Department Education, Culture and Sports (DECS), **Hon. Erlinda C. Pefianco**, Chancellor of the University of the Philippines (UP Diliman), **Dr. Claro T. Llaguno**, and the People's Television Network, Inc. (PTNI) General Manager, **Mr. Ramy S. Diez** on the 15th of April 1998.

I - General Provisions

Section 1. Title. These Implementing Guidelines shall be known as **Implementing Guidelines for Continuing Studies for Teachers via Television (CONSTEL) Science**.

Section 2. Definition of Terms. For purposes of these Implementing Guidelines, the terms below shall be operationally defined as follows:

- a. **CONSTEL Science** means *Continuing Studies for Teachers Via Television in Science*. This term formerly referred to *Continuing Science Education For Teachers Via Television*.
- b. **DECS** refers to the Department of Education, Culture and Sports.
- c. **UPISMED** refers to the *University of the Philippines Institute for Science and Mathematics Education Development*.
- d. **PTNI** refers to the *People's Television Network, Inc.*
- e. **FUSE** refers to the *Foundation for Upgrading the Standard of Education, Inc.*
- f. **DECS-BSE** refers to the Bureau of Secondary Education of the Department of Education, Culture and Sports.
- g. **DECS-BEE** refers to the Bureau of Elementary Education of the Department of Education, Culture and Sports.
- h. **DECS-TS** refers to the Technical Service of the Department of Education, Culture and Sports.
- i. **DECS-CD** refers to the Cash Division of the Department of Education, Culture and Sports.

- j. **DECS-AVD** refers to the Audio-Visual Division of the Department of Education, Culture and Sports.
- k. **CONSTEL Science Tapes** are the videotapes in Science Made Easy, Chemistry in Action and Physics in Everyday Life together with the Teacher Support Materials.
- l. **TSM** means Teacher Support Materials the accompanying print materials of these videotapes.
- m. **CONSTEL Science Educational Materials** refers to both the CONSTEL videotapes and their accompanying TSM. This term is also used interchangeably with CONSTEL Science materials.
- n. **ORF** refers to the Order Request Form needed to acquire the CONSTEL educational materials.
- o. **Secretariat** refers to a unit created by the implementing agency (**DECS**) which shall be in charge of keeping records of deliberations as well as other documents like the MOA, and serve as the communicating unit of the Department of Education, Culture and Sports.
- p. **Executive Steering Committee** is chaired by the Director IV of the *Bureau* of Secondary Education, co-chaired by the Director of the UPISMED, the Project Executive Officer for CONSTEL, PTNI, and by the Director IV of the Bureau of the Elementary Education. Its members are the chairpersons of the different technical working committees, the Director III of BSE and BEE, the CONSTEL Consultant of PTNI and DECS legal adviser. This Committee is in charge of the policy formulation related to the CONSTEL Project.
- q. **Finance and Budget Working Committee** is composed of the chiefs of the DECS Accounting Division and the Budget Division, and it shall be in-charge of the costing of the CONSTEL Science educational materials.
- r. **Audio-Visual Committee** refers to the committee in-charge of the replication of the videotapes.
- s. **Committee on Training of Trainors and Teachers** is the committee which shall be responsible for planning and implementing training or orientation programs for regional and divisional trainors and teachers on the effective use of CONSTEL Science educational materials.
- t. **Project Monitoring and Evaluation Committee** is the committee which shall be responsible for monitoring and evaluating the effectiveness of the CONSTEL Science materials.

II - Declaration of Policy

Section 1. Basic Policy and Objectives. It is the declared policy of the state, in conformity with the mandate of the Philippine Constitution, to promote quality education and make it accessible to all Filipino citizens especially the school teachers. Towards this end, the State through the Department of Education, Culture and Sports (DECS) in cooperation with other education-oriented organizations shall thus institute projects aimed at upgrading the competencies of science teachers through an alternative delivery system.

III – Organization of Different Committees

Section 1. Overall Supervision of CONSTEL Materials Reproduction and Distribution

- a. An Executive Steering Committee shall formulate policies and guidelines and oversee operations related to the reproduction of Science videotapes and teacher support materials (TSM).
- b. The Director IV of DECS - BSE shall act as the overall chairperson of the Executive Steering Committee, while the Director of UPISMED, Project Executive Officer for CONSTEL of the PTNI and the Director IV of DECS – BEE shall be the co-chairs.
- c. The members of the Executive Steering Committee shall be the CONSTEL Consultant of PTNI, Director III of DECS - BSE and BEE and the chairpersons of the different technical working committees.
- d. The legal advisers of the CONSTEL Project shall be the DECS Assistant Secretary for Legal Affairs, and the legal advisers of PTNI and UPISMED.
- e. The Secretariat shall be a special unit under the Executive Steering Committee.
- f. The different technical committees shall be the following:
 1. Finance and Budget Committee
 2. Audio-Visual Committee
 3. Committee on Technical Service (TS)
 4. Committee on Project Monitoring & Evaluation
 5. Committee on Training of National/Regional Trainers and Teachers

Section 2. Functions of the Different Committees. The following committees have the following functions. The list of DECS Officials/Personnel involved in the different committees is found on Appendix C.

- a. **The Executive Steering Committee shall provide policy directions for:**
 1. replication of the CONSTEL Science videotapes and printing of TSM and their distribution;
 2. accepting orders and payments;
 3. payment of royalty;
 4. program monitoring and evaluation
 5. training on the use of CONSTEL Science videotapes; and
 6. administration of trust funds;

- b. **The Secretariat shall have the following functions:**
 1. disseminate information through DECS Memo/Order re: acquisition and distribution of CONSTEL Science educational materials and about other matters related to the CONSTEL Science Project;
 2. keep records of deliberations/meetings and compile committee reports as well as other project-related documents; and
 3. serve as the communicating unit of the Steering Committee.

- c. **The Finance and Budget Committee shall :**
 1. prepare the annual budget and financial statements of the project to be submitted to members of the Executive Steering Committee;
 2. coordinate with UPISMED re: costing of TSM;
 3. determine costing of CONSTEL Science videotapes;
 4. accept payments and issue receipts for replication of videotapes and printing of TSM (DECS-CD);
 5. remit payment to Solid Video or any commissioned company for videotape replication and to UPISMED or commissioned printing press for the TSM, after delivery of these materials to DECS-Technical Service (DECS-CD);
 6. source working capital for reproduction;
 7. facilitate the payment of royalties; and
 8. administer the project trust funds to be plowed back for the revision/expansion of CONSTEL Science Project.

- d. **The Technical Service Committee shall:**
 1. accept the ORF for replication of the CONSTEL Science materials from BSE;
 2. coordinate with UPISMED/PTNI or commissioned companies re: orders for TSM/videotapes;
 3. handle printing of telecourse label for tape exhibits
 4. handle inventory of replicated tapes;

5. receive completed tapes from replication firm;
 6. pack videotapes with corresponding TSMs;
 7. deliver/give the packaged videotapes and TSMs to client; and
 8. prepare and submit monthly report on the distribution of tapes with TSM to the Steering Committee through its Secretariat.
- e. The **Audio-Visual Committee** shall:
1. facilitate the reproduction of videotapes.
 2. Prepare contract of service and coordinate with commissioned firm dealing with videotape replication; and
 3. monitor the reproduction of tapes by firm contracted to replicate.
- f. The **Committee on Project Monitoring and Evaluation** shall:
1. review existing guidelines for project monitoring and evaluation of CONSTEL Science educational materials;
 2. monitor the use of the CONSTEL Science educational materials in the regions;
 3. prepare consolidated monitoring and evaluation report;
 4. recommend policies for effective and efficient use of the CONSTEL Science educational materials;
 5. submit to the secretariat suggestions/feedback to improve the CONSTEL Science educational materials; and
 6. conduct studies on the effectiveness of CONSTEL Science materials in the teaching of science.
- g. The **Committee on Training of Trainors and Teachers on the Use of CONSTEL Science Educational Materials** shall:
1. design training programs on the use of the CONSTEL Science educational materials;
 2. conduct trainors and teachers training on the use of the CONSTEL Science educational materials at the national, regional or divisional levels;
 3. serve as facilitators or resource persons during the training; and
 4. administer pre- and post-tests to training participants;
 5. monitor training on the regional and divisional level;
 6. evaluate the regional and divisional training;
 7. prepare training report;
 8. recommend policies to improve the conduct of the training on the use of CONSTEL Science educational materials to the Steering Committee.

IV – Dissemination of Information on CONSTEL Science Educational Materials

Section 1. Dissemination of CONSTEL Science Information

- a. **DECS, UPISMED and PTNI** shall assist each other in disseminating information about CONSTEL Science Educational materials in print and non-print form.
- b. The Secretariat and the Materials Development and Publication Division of DECS shall facilitate the information dissemination of these materials.

V – Costing of CONSTEL Science Educational Materials

Section 1. Costing of CONSTEL Science Educational Materials

- a. The cost of the videotapes shall be determined by the Finance and Budget Committee following government procedures on procurement.
- b. The cost of the Teacher Support Materials (TSM) for Science telecourses shall be determined by the UPISMED in coordination with the DECS - Finance & Budget Committee.

VI – Acceptance of Orders, Acquisition, Reproduction and Distribution of CONSTEL Science Educational Materials

Section 1. Acceptance of Orders

- a. **DECS - BSE** shall issue the Order Request Form (ORF) and accept orders from interested clients
- b. **DECS - Cash Division** shall receive the payment and issue official receipt (OR) to the clients and shall remit payment to the commissioned company for videotape replication and to UPISMED or the commissioned company for the printed TSM after delivery of the CONSTEL educational materials to DECS-Technical Service.

- c. **Audio-Visual Committee (AVC)** shall receive the ORF with the OR number from the client and advise the client when to pick up his order. It shall contact the commissioned company for the reproduction of the videotapes. It may also shall consign a number of CONSTEL Science videotapes to UPISMED for sale to walk-in teachers/customers.
- d. The **AVC** shall contact the commissioned company for the reproduction of the CONSTEL Science videotapes.
- e. The **AVC** shall consign a number of videotapes to UPISMED for sale to walk-in teachers/customers. Moreover, UPISMED can sell TSM and videotapes, too, to walk-in teachers/customers. UPISMED shall submit an annual report of its videotape and TSM sales to DECS.

Section 2. Procedure for Acquiring CONSTEL Science Educational Materials. The procedure for acquiring CONSTEL Science tapes and TSM shall be through purchase and solicitation or donation. The following procedure shall be observed.

- a. Write a letter of request addressed to Dr. Alberto P. Mendoza, Director IV, Bureau of Secondary Education (BSE), DECS UL Complex, Meralco Avenue, Pasig City (Attn.: Mrs. Josefina B. Mariano).
- b. If the educational materials are to be acquired through solicitation of a donation from an education-oriented organizations, the donor organization should likewise write to the office and address in a. The letter of request shall indicate specific telecourse to be purchased. If it is through purchase, the client can visit the Bureau and accomplish an ORDER REQUEST FORM (ORF). A sample order request form (ORF) is found on Appendix B.
- c. The accomplished ORF is brought to the Cash Division, Ground Floor Rizal 2 Bldg., DECS, UL Complex, Meralco Avenue, Pasig City.
- d. The appropriate amount is paid in cash or in check or money order payable to DECS-CONSTEL. The ORF with the OR Number written at upper right hand corner is submitted to Audio Visual Committee (AVC) which advises the client to pick up his videotapes /TSM after sometime.

government agencies, DECS-BSE/BEE shall advise them to write the specific organization to contact DECS for the said purpose.

- c. Regarding donations of tapes by FUSE and other agencies, FUSE shall work out with DECS the list of recipient schools. The distribution of the said materials shall be done by FUSE or other donor agency in cooperation with the DECS Central office and regional offices.
- e. Distribution of these materials shall be done preferably after the designated trainers/teachers in Science have undergone an Orientation or Training on the effective use of CONSTEL Science Educational Materials.

VII- Monitoring and Evaluation

Section 1. Monitoring and evaluation as an integral component of Project Science CONSTEL.

- a. District supervisors shall schedule an afternoon session every week when elementary school teachers in the district gather to view and discuss the videotapes, under their leadership.
- b. At the secondary level, **principals** of DLS, regional science high schools, ESEP high schools and selected private-school-recipients shall also do the same for secondary school teachers of pertinent subjects.
- c. These sessions are expected to end with the participating teachers accomplishing a questionnaire that serves to evaluate the quality of the CONSTEL Science educational materials and their impact on Science teaching.
- d. These sessions with the teachers may be one of the professional activities during the Midyear Performance Review and Evaluation Week.
- e. Quarterly consolidated progress reports are expected to be submitted through the regional offices during the months of October and December and March, to BSE and BEE. (DECS Order No. 53, s. 1997 – **Institutionalization of the Use of CONSTEL Tapes and TSM for Elementary and Secondary School Teachers**)

- f. Subsequent **evaluation** shall be undertaken by **DECS-BSE** and **BEE** to determine further impact of this project on the concerned teachers.

VIII - Royalty and Trust Funds

Section 1. Royalty and Trust Funds. Royalty and trust funds from the sale of CONSTEL Science Materials shall be used primarily for revising the existing materials and expanding into other subject areas.

Section 2. Amount Intended for Royalty and Trusts Funds. The legal advisers of PTNI, UP, and DECS together with the Finance and Budget Committee shall determine the amount intended for royalty and trust funds to be used to expand the CONSTEL Project to other subject areas.

IX - Annual Report Preparation

Section 1. Annual Report on Reproduction and Sales. DECS, UPISMED and PTNI shall be given an annual report on reproduction and sales. The report shall be prepared by the Secretariat in collaboration with the different working committees.

Section 2. Report on Monitoring, Evaluation and other activities. Monitoring, evaluation and other activities related to the CONSTEL Science Project shall also be included in the report.

X – Miscellaneous Provisions

Section 1. Separability Clause. In event that any provision of this implementing guidelines is declared unconstitutional, the validity of other provisions shall not be affected by such declaration.

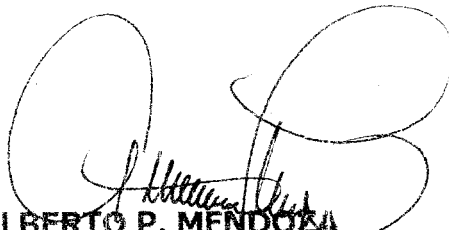
Section 2. Repealing Clause. All other issuance or parts thereof inconsistent with these implementing guidelines are hereby repealed or modified accordingly.

Section 3. Appropriation. All funds appropriated for the CONSTEL Project shall be constituted as a trust fund.

Section 4. Effectivity. This Order shall take effect immediately.

Andrew B. Gonzales
ANDREW B. GONZALES, JSC

Secretary
Department of Education, Culture and Sports



ALBERTO P. MENDOZA
Director IV
Bureau of Secondary Education, DECS
Over-all Chairperson

mtalisayon
VIVIEN M. TALISAYON
Director, UPISMED
Co-Chair

Josefina S. Patron
JOSEFINA S. PATRON
Project Executive Officer
For CONSTEL, PTNI
Co-Chair

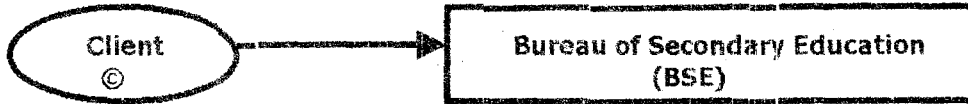
Lidinila L. Santos
LIDINILA L. SANTOS
Director IV
Bureau of Elementary education
Co-Chair

Appendix A

Request No. _____	O.R. No. _____		
ORDER REQUEST FORM (ORF) FOR THE PURCHASE OF THE CONSTEL TAPES			
Name: _____			
School: _____	Division: _____		
Address: _____	Region: _____		
Tel. No. _____	Fax No. _____		
Unit	CONSTEL Materials	Unit Cost	Total Cost
_____ set	Science Made Easy with TSM	_____	_____
_____ set	Chemistry in Action with TSM	_____	_____
_____ set	Physics in Everyday Life w/ TSM	_____	_____
_____ copy(ies)	of videotape & TSM	_____	_____
	_____ (Episode Title)	_____	_____
Issued by: _____		Grand Total	P. _____
Received by: _____		Date: _____	

Appendix B

**Flow Chart
on the Acquisition of CONSTEL Educational Materials**



- * Writes letter of request to:
Director Alberto P. Mendoza
BSE-DECS, 3rd Floor
Bonifacio Bldg., UL Complex
Meralco Avenue, Pasig City
- * Or informs education-oriented organization-donor to write the above.

- * Accepts letter
- * Issues duplicate copy of Order Request Form (ORF)
- * Instructs client (C) to pay cost of materials to Cash Division (CD), Rizal Bldg. 2, DECS, ULTRA, Pasig City

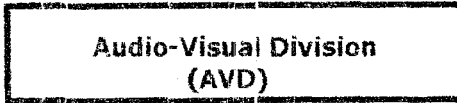


- * Presents Official receipt (OR) & claims CONSTEL materials from the TS



- * Checks OR No.
- * Gives CONSTEL materials to respective **Client** or authorized representative

- * Accepts payment in cash, money order or check (addressed to CONSTEL DECS)
- * Issues receipt
- * Instructs C to submit Order Request Form (ORF) to Audio-Visual Division (AVD)
- * Remit payment to commissioned company



- * Accepts ORF w/ with Official Receipt No. (OR)
- * Informs client to claim CONSTEL Science materials from TS
- * Makes arrangement with **UPISMED** or commissioned firm



Appendix C

List of DECS Officials/Personnel Involved in CONSTEL Different Committees

EXECUTIVE STEERING COMMITTEE

- Chairman : **Dr. Alberto P. Mendoza**
Director IV, BSE
- Co-Chairs : **Dr. Vivien M. Talisayon**
Director, UPISMED
- : **Dr. Josefina S. Patron**
Deputy Project Manager for CONSTEL
PTNI
- : **Dr. Lidinila Luis-Santos**
Director IV, BEE
- Legal Adviser : **Emmanuel M. Mariano**
Assistant Secretary, DECS

Members :

1. **Dr. Avelina T. Llagas** - CONSTEL Consultant, PTNI
2. **Dr. Carolina S. Guerrero** - Director III, DECS-BSE
3. **Dr. Teresita G. Inciong** - Director III, DECS-BEE
4. **Chairpersons** of Different Technical Working Committees

Secretariat :

1. Mrs. Celia Balbuena - Secretary
Office of the Director IV
2. Mrs. Girlita Javier - Clerk II, BSE-CDD

TECHNICAL WORKING COMMITTEES

1. Finance and Budget Working Committee

- Chairperson - Dr. Blanquita Bautista
- Members: Ms. Helen Laya
Mr. Minrado Batonghinog

2. Audio-Visual Committees

- Chairperson - Ms. Bernadette Narvasa - Chief, Educ'l. AV
 Members: - Ms. Rosine Rivera - Asst. Chief
 - Mr. Oscar Cabael - EAV
 - Mr. Alejandro Nunez - EAV
 - Mr. Elmer Guizano - EAV

3. Committee on Technical Service (TS)

- Chairperson - Dr. Ma. Lourdes V. Macatangay - Director III, TS
 Member - Ms. Demetria L. Manuel - TID
 - Mrs. Salvacion Ballestamon - Chief, Publication
 Other Staff from TS

4. Committee on Project Monitoring & Evaluation

- Chairperson - Ms. Bella O. Marinas - OIC, CDD-BSE
 Co-Chair - Ms. Corazon Galang - Chief, CDD-BEE
 Members:
 Ms. Aurea Duran - BEE
 Ms. Lily Nodalo - BEE
 Ms. Amparo Ventura - BSE
 Ms. Josefina B. Mariano - BSE

5. Committee on Training of National/Regional Trainers

- Chairperson: Dr. Vivien Talisayon - Director, UPISMED
 Co-Chairs : Ms. Lolita Andrada - Chief, SDD, BSE
 Dr. Chona Castano - Chief, SDD, BEE
 Members : Mr. Walfredo Afunggol - BSE
 Ms. Mirla Olores - BEE
 CONSTEL technical writers