Revision History

Rev. No.	Originator	Details of Revision	Revision Date	Effectivity Date
00	Lilian F. Uy	Original Issue	May 3, 2021	May 4, 2021

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LILIAN F. UY, EdD.	**FELIPA M. RICO, PhD.**
Dean, College of Teacher Education	VP, Academic & Student Affairs

1.0 OBJECTIVE

To establish and maintain documented procedure in approving the Self-Learning Modules (SLM) of the instructors/professors.

2.0 SCOPE

This procedure applies to all faculty members under part-time, Contract of Service, and Regular status.

3.0 REFERENCES

PRMSU Strategic Framework for Flexible Teaching/Learning System

4.0 DEFINITION OF TERMS

Modular Approach refers to the other alternative learning delivery modality which is stipulated in the PRMSU Strategic Framework for Flexible teaching and learning system.

PRMSU Strategic Framework for Flexible Teaching/Learning System refers to the approved and implemented flexible learning during the time of New Normal where no face to face holding of classes is not allowed.

Self-Learning Module (SLM) is a self-contained independent learning; it refers to the printed learning materials prepared by the instructors/professors

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5.0 PROCEDURES

FLOWCHART
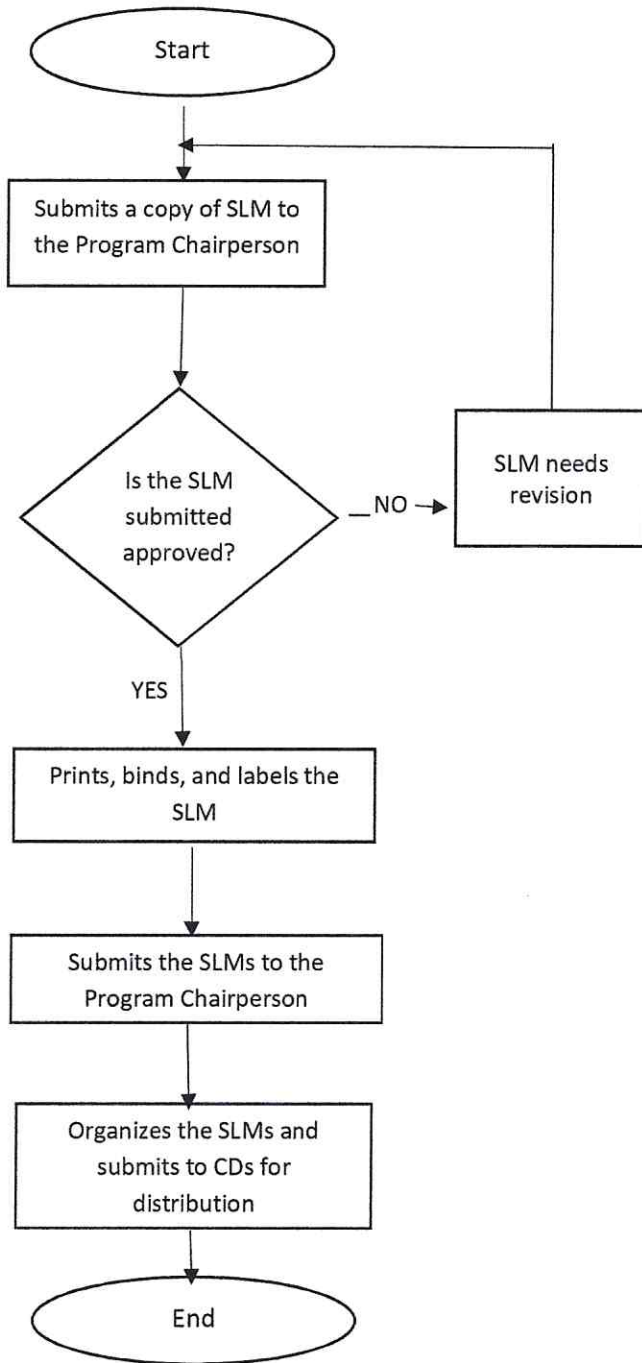
FLOWCHART	RESPONSIBLE	DETAILS
Start	Faculty member	1. Prepares and submits a copy of the SLM compliant to the syllabi
Submits a copy of SLM to the Program Chairperson	Program/Dept. Chairpersons	2. Program/Dept chairperson reviews the SLM
Is the SLM submitted approved? → NO → SLM needs revision	Program/Dept Chairperson	3. If the SLM needs for revision, the program/dept. chairperson returns the SLM
YES	Program/Dept. Chairperson and Faculty member	4. If found no error, the program/dept chairperson returns the SLM for printing, binding, and labelling of the SLMs
Prints, binds, and labels the SLM		
Submits the SLMs to the Program Chairperson	Faculty member and Program/ Dept. Chairperson	5. After the printing, binding, and labelling, faculty member submits the complete SLM to the program chairpersons
Organizes the SLMs and submits to CDs for distribution	Program Chairperson	6. Organizes the SLMs and submits to the Campus Directors for distribution to LGUs or to other campuses
End		

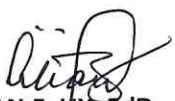| Prepared by:	Reviewed and Approved by:
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6.0 ATTACHMENT/FORMS

- PRMSU Strategic Framework for Flexible Teaching and Learning
- Proposed Self Learning Module Content

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PROPOSED SELF LEARNING MODULE CONTENT

College/Department: _____

Course Code   : _____

Course Title   : _____

_____

Introduction

Intended Learning Outcomes:

Discussion

Example Exercises with Solutions

Exercises

Additional Activities

Reflection/Valuing

Suggested Readings

References/ Additional Resources

Prepared by:

Name of Faculty

Prepared by:	Reviewed and Approved by:
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