



Office of the Secretary

Direct Line: 633-7208 / 7228
Fax: 636-4876
DETxt: 0919-4560027
E-mail: osec@deped.gov.ph
Website: <http://www.deped.gov.ph>

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DepED MEMORANDUM
No. 163, s. 2004

**CALL FOR APPLICATIONS: SUBJECT MATTER EXPERTS (SMEs) IN FIRST YEAR
HIGH SCHOOL SCIENCE, MATHEMATICS AND ARLING PANLIPUNAN**

To: Regional Directors
Schools Division/City Superintendents
Heads, Public Secondary Schools

1. The Foundation for IT Education and Development (FIT-ED), in cooperation with the Department of Education (DepED), UP Open University (UPOU), UP National Institute for Science and Mathematics Education Development (UP NISMED), and CITE Technical Institute, and with funding support from Coca-Cola Export Corp. (Philippines Division) and Mirant Foundation (Philippines), has embarked on the ***e-Curricula for Public High Schools Program***.

2. The four-year Program (2004-2008) aims to help improve the quality of teaching and learning using ICT by: (a) developing interactive courseware in secondary school Science, Mathematics and Araling Panlipunan in all year levels; (b) providing training for teachers, school heads and technical support staff; and (c) building a "community of practice" consisting of a network of teachers, students, school heads and other interest groups that advocate on teaching and learning with technology.

3. In this connection, FIT-ED is looking for **Subject Matter Experts (SMEs) in First Year High School Science, Mathematics and Araling Panlipunan** to form part of the course development team. The guidelines outlining the functions, work schedule, qualifications and application procedure are found in the Enclosure.

4. In this regard, the field offices, through the division and regional IT coordinators, are requested to facilitate applications by screening and endorsing, respectively, on or before **April 7, 2004** the applications of interested persons to: **Dr. Lolita M. Andrada**, Director IV (Attn.: **Jesus L. Huenda**, National IT Coordinator), Bureau of Secondary Education, Department of Education, Meralco Avenue, Pasig City or contact at tel. nos. 633-7242 and 636-5173, fax no. 636-5173.

5. Immediate dissemination of this Memorandum is expected.

EDILBERTO C. DE JESUS
Secretary

Encl.:
As stated

Reference:
None

Allotment: 1—(D.O. 50-97)

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

INFORMATION TECHNOLOGY
TEACHERS

Made:c:FIT-ED
3-23-04

(Enclosure to DepED Memorandum No. 163, s. 2004)

**GUIDELINES ON THE SELECTION OF SUBJECT MATTER EXPERTS (SMEs)
IN FIRST YEAR HIGH SCHOOL SCIENCE, MATHEMATICS
AND ARLING PANLIPUNAN**

Background

Specifically, the *e-Curricula for Public High Schools Program* aims to: (a) Improve the knowledge and skills of public secondary school students in Science, Mathematics and Araling Panlipunan through the appropriate use of courseware; (b) Enhance the skills of teachers in integrating ICT in the 2002 Basic Education Curriculum (BEC) including the use of courseware and design of pedagogical tools such as innovative teaching strategies, instructional guides and non-traditional assessment tools; and (c) Promote optimal and sustainable utilization of existing ICT resources in schools.

Functions

Two (2) Subject Matter Experts (SMEs) for each of the three learning areas (Science, Mathematics and Araling Panlipunan) are required to assist in the development of the courseware for the First Year secondary school level.

The SMEs will work with a course team consisting of two SMEs, one Instructional Designer (ID), one copy editor, one Multimedia Designer (MMD), as well as the overall courseware coordinator, over a period of 12 months (from April 2004 to May 2005).

The SMEs will do the following:

1. Together with the course team, determine the content and structure of the courseware;
2. Assist the ID in formulating the learning objectives for each section of the courseware;
3. Gather learning materials (in print, video, audio, and multimedia formats) to be used in the courseware;
4. Together with the ID, write the courseware storyboard and organize the materials gathered for inclusion in the courseware;
5. Write/rewrite all text to be incorporated in the courseware;
6. Assist the ID in designing learning activities that will be included in the courseware; and
7. Participate in the alpha review/testing and revision of the courseware, as well as in the subsequent revision of the courseware's beta version after the pilot testing.

Schedule

- The bulk of the SMEs' work will be from April to September 2004.
- They are expected to attend a framework setting workshop in mid-April 2004 and to meet regularly with the ID and courseware team leader during this five-month period.
- The review of the alpha version is scheduled for February 2005 and the necessary revisions of the courseware should be made by the SMEs by March 2005.

Qualifications and Experience

The SMEs must have:

1. Educational training in the learning area applied for;
2. Taught the learning area at the First Year level for at least two years;
3. Teaching effectiveness rating of at least "very satisfactory";
4. Good command of the English or Filipino language and in writing skills;
5. Experience in developing instructional materials, whether in print or non-print;
6. Competence in word processing and use of e-mail and the Internet;
7. Familiarity with interactive multimedia courseware in their learning area;
8. Good interpersonal relationship with others; and
9. Good attitude in working according to schedule.

Compensation

Each SME will receive an honorarium between Forty Thousand to Seventy-Five Thousand Pesos (PhP40,000.00-PhP75,000.00), depending on their qualifications and experience.

Application Deadline and Procedure

Each applicant/nominee must submit:

1. Letter of application;
2. Curriculum Vitae (CV) detailing the required information above;
3. A copy of instructional materials (sample only in printed, or preferably in digital format) developed by him/her; and
4. Letter from his/her school head attesting to his/her capacity to meet the project requirements, including the project schedule.

The applicant nominee must be recommended by the Schools Division/City Superintendent and endorsed by the Regional Director through the Division and Regional IT Coordinators, respectively. All applications should be coursed through the Bureau of Secondary Education Director (Attn.: Jesus L. Huenda, National IT Coordinator) and received by FIT-ED not later than April 7, 2004.