



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

Malacañan Palace, Pasig City

OFFICE OF THE SECRETARY

May 9, 1997

DECS. D. R. D. E. P.

No. 46, 1997

**GUIDELINES FOR EVALUATION OF MULTIMEDIA MATERIALS**

- a. Undersecretaries,  
Assistant Secretaries,  
Bureau Directors,  
Schools Superintendents,  
Presidents of State Colleges and Universities
- b. Pursuant to the DECS Memorandum No. 35, s. 1997, entitled: "Task Force on Multimedia Instruction", the following guidelines are being issued to facilitate the evaluation of multimedia materials:
  - a. All software materials shall be duly pre-qualified by DECS through the Pre-qualifying Awards Committee (PQAC). Print materials from PQAC-accredited dealers shall be evaluated by Multimedia Test Force (MMTF).
  - b. Among the documents required for accreditation are:

SEC Registration	TIR for two years
Mayor's Permit	Financial Statement
RRFRAXI Registration	Bank Deposit Certification
Phil Registration	List of Clients
Articles of Incorporation and by-laws for Corporation	List of Suppliers
	Processing Fee of P100.00
  - c. Multimedia materials which pertain to non-print materials such as videos, CD-ROMs, transparencies, films and slides submitted for evaluation shall be received by the MMTF upon the completion of necessary documents and certification of accredited suppliers, title, type, quantity of materials, etc.
  - d. Materials submitted shall be reviewed/evaluated within 25 working days after the date of certification of receipt. Non-approval on materials submitted within 45 working days shall be deemed automatically approved.
  - e. Confirmation of approval to the Com shall be made by the respective Director/Level (elementary, secondary, and tertiary) and assistant secretary for management upon recommendation of the in-charge (DIC) of the MMTF.

The board of evaluators shall be composed of the following:

1. JCC Multimedia Task Force  
Curriculum Specialist (elementary, secondary and non-formal)

A member of the NMTF

A trained teacher on subject under review (optional)

2. All materials approved shall serve as complementary guides for OEDC and shall be included in the Instructional Materials Council (IMC) list of approved materials.

3. Immediate dissemination of this Order to all concerned is expected.

  
RICARDO J. GLORIA

References:

DECS Memorandum (No. 34, s. 1997)

Attachment: 1-7-95-2410-1 (S7)

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

RULES & REGULATIONS

COMMITTEES