



REPUBLIKA NG PILIPINAS  
 (REPUBLIC OF THE PHILIPPINES)  
**KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS**  
**DEPARTMENT OF EDUCATION, CULTURE AND SPORTS**  
 Office Center, Manila Avenue  
 Pasig City, Philippines



*Santa-Santa sa DECS*

*Tanggapan ng Kalihisi*  
*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 enclosed 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, ESC**  
 Secretary

Incl: As stated

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

Attachment: 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**

The 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. Francis C. Pefano**, Chancellor of the University of the Philippines (UP Dillman), **Dr. Claro T. Ilaguno**, and the Peoples Television Network, Inc. (PTNI) General Manager, **Mr. Remy S. Diaz** on the 15<sup>th</sup> 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 *Peoples Television Network, Inc.*
- e. **FOSE** refers to the *Foundation for Upgrading the Standards of Education, Inc.*
- f. **DECS-ESF** 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.

- g. **DECS-AVD** refers to the Audio-Visual Division of the Department of Education, Culture and Sports.
- h. **CONSTEL Science Tapes** are the videotapes in Science, Made Easy, Chemistry in Action and Physics in Everyday Life together with the Teacher Support Materials.
- i. **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. **ORE** refers to the Order Request Form needed to acquire the CONSTEL educational materials.
- o. **Secretariat** refers to a unit created by the implementing agency (OPCS) 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 OPSEMO, the Project Executive Officer for CONSTEL, RENC, 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 BEC, the CONSTEL consultant of RENC, 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 Trainers and Teachers** is the committee which shall be responsible for planning and implementing training or orientation programs for regional and divisional trainers 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.

- a. The **Executive Steering Committee** shall provide policy direction for:
  1. replication of the CONSTEL Science videotapes and printing of TSM and their distribution;
  2. accepting orders and payments;
  3. payment of royalties;
  4. program monitoring and evaluation;
  5. training in 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, requisition and shipment of CONSTEL Science educational materials and about other matters related to the CONSTEL Science Project;
  2. keep records of deliberations, minutes and working 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 UP-SMED re. costing of TSM;
  3. determine costing for CONSTEL Science videotapes;
  4. accept payments and issue receipts for replication of videotapes and printing of TSM (DECS-CO);
  5. remit payment to Solid Video-recopy, computerized company for videotape replication and to UP-SMED or commissioned printing press in the TSM, after delivery of these materials to DECS Technical Service (DECS-TS);
  6. secure working capital for reproduction;
  7. facilitate the payment of royalties; and
  8. redetermine the project trust funds to be placed back for the revision/expansion of CONSTEL Science Project.
- d. The **Technical Service Committee** shall:
  1. accept the ORI for replication of the CONSTEL Science materials from DECS;
  2. coordinate with UP-SMED (TS/TV) or commissioning companies re. orders for TSM videotapes;
  3. handle printing of telegraphic cable for tape exhibits;
  4. handle inventory of replicated tapes.

## 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 initiate projects aimed at broadening the competencies of science teachers through an alternative delivery system.

## III - Organization of Different Committees

*Section 2 - 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 UPTSMED, Project Executive Officer for CONSTEL of the PTNI and the Director IV of DECS - BSE shall be the co-chairs.
- c. The members of the Executive Steering Committee shall be the CONSTEL Consultant of PTNI, Director IV 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 UPTSMED.
- 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 3 - 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.

## **IV – Dissemination of Information on CONSTEL Science Educational Materials**

### *Section 1. Dissemination of CONSTEL Science Information*

- a. DECS, UPISMED and PTMI 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 of 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 narration and to UPISMED or the commissioned company for the printed TSM after delivery of the CONSTEL educational materials to DECS Technical Service.

5. receive completed tapes from replication firm;
6. pack videotapes with correspondence (SMS);
7. deliver (via the post) to the packers and deliver 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 agreement 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 Trainers 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 trainers 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 address the need for a wide training on the use of CONSTEL Science educational materials to the Steering Committee.

- 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 teacher/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 S. Mercado, Director II, Bureau of Secondary Education (BSE), DECS, UL Complex, Marikina Avenue, Pasig City (Attn: Mrs. Josefina S. 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 Bldg., DECS, UL Complex, Marikina 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 screening.



- a. The purchaser presents the OR who claims the educational materials at the Technical Service, Ground Floor, Bonifacio Building, DECS ULTRA, Marikina Avenue, Pasig City. If the purchaser cannot come personally, an authorization shall be given to the representative. The flow chart for acquisition of these materials is shown in appendix B.

### *Section 3: In the Reproduction of materials*

- a. **AVC** shall commission the contracted company for the reproduction of CONSTEL Science videotapes in coordination with the Finance and Budget Committee and with the technical advice from FTN.
- b. **UPISMED** shall reproduce the CONSTEL Science Teacher Support Materials (TSM) or commission a company to reproduce the materials, in coordination with the Finance and Budget Committee.
- c. **CONSTEL Science Educational Materials** may be reproduced in other electronic forms like CD-ROMS, with the approval of the CONSTEL Steering Committee.

### *Section 4: Sale and Exchange of CONSTEL Science Materials*

- a. The sale of CONSTEL Science Educational Materials is open to all who are interested including foreign institutions and individuals at prices determined by the Finance and Budget Committee.
- b. The exchange of CONSTEL Science Educational Materials with other multi-media materials developed by agencies/institutions shall be allowed. **DECS**, **UPISMED** and **ITNS** shall be given CONSTEL Science Educational Materials free of charge and for non-commercial purposes.

### *Section 5: Distribution of videotapes with the TSM*

- a. **Technical Service (TS)** (formerly the **DECS Technical Information Division (TID)**) shall contact the **UPISMED** for the TSM needed, receive the TSM, and package the videotapes together with the TSM. When the CONSTEL Science Educational Materials are ready, the TID shall contact the clients to pick them up. **UPISMED** will regularly consign TSM copies to TID. Likewise, **DECS** will regularly consign CONSTEL videotapes to **UPISMED**.
- b. For school heads who wish to acquire CONSTEL videotapes and TSM through solicitation or donation from non-government and

government agencies. DECS-BSI/SEE shall advise donors, write the specific organization to contact DECS for the aid proposal.

- 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 first to the designated winners/teachers in science who have undertaken an Orientation or Training on the activities under CONSTEL Science Educational Materials.

## VII. Monitoring and Evaluation

### Section 1. *Monitoring and evaluation at an intermediate level of District Offices (DIOs)*

- a. District supervisors shall schedule an (optional) session/overseer's/where-else/primary school teachers in the District Office to view and discuss the videotapes together/teachers.
- b. At the secondary level, principals of DCS Regional Science High School, CSEM from schools and selected private school principals shall also do the same for secondary school teachers in pertinent subjects.
- c. Three sessions are expected to hold with the participation of teachers accomplishing a quest on their own selves to evaluate the quality of the CONSTEL Science Educational Materials with their input on science teaching.
- d. These sessions with the teachers must be one of the pre-orientation activities during the Mid-Year 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 DECS (DECS Order No. 13 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, SSE and SEE to determine further impact of this project on their concerns 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 Trust Funds.* The legal advisers of PTNL, 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, UP/SMED and PTNL 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 issuances by any authority 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, Ph.D.**

Secretary

Department of Education, Culture and Sports

*Alberto P. Mendoza*  
**ALBERTO P. MENDOZA**

Director IV

Bureau of Secondary Education, DECS  
Overall Chairperson

*Vivien M. Falisayon*  
**VIVIEN M. FALISAYON**

Director, UPISMED

Co-Chair

*Josefina S. Patron*  
**JOSEFINA S. PATRON**

Project Executive Officer

UP CONSTEEL, UPNI

Co-Chair

*Licynia E. Santos*  
**LICYNIA E. SANTOS**

Director IV

Bureau of Elementary Education

Co-Chair

Appendix A

Request No. \_\_\_\_\_

**ORDER REQUEST FORM (ORF)**  
**FOR THE PURCHASE OF THE CONSTRUCTION YEAR 4**

Name \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Principal \_\_\_\_\_

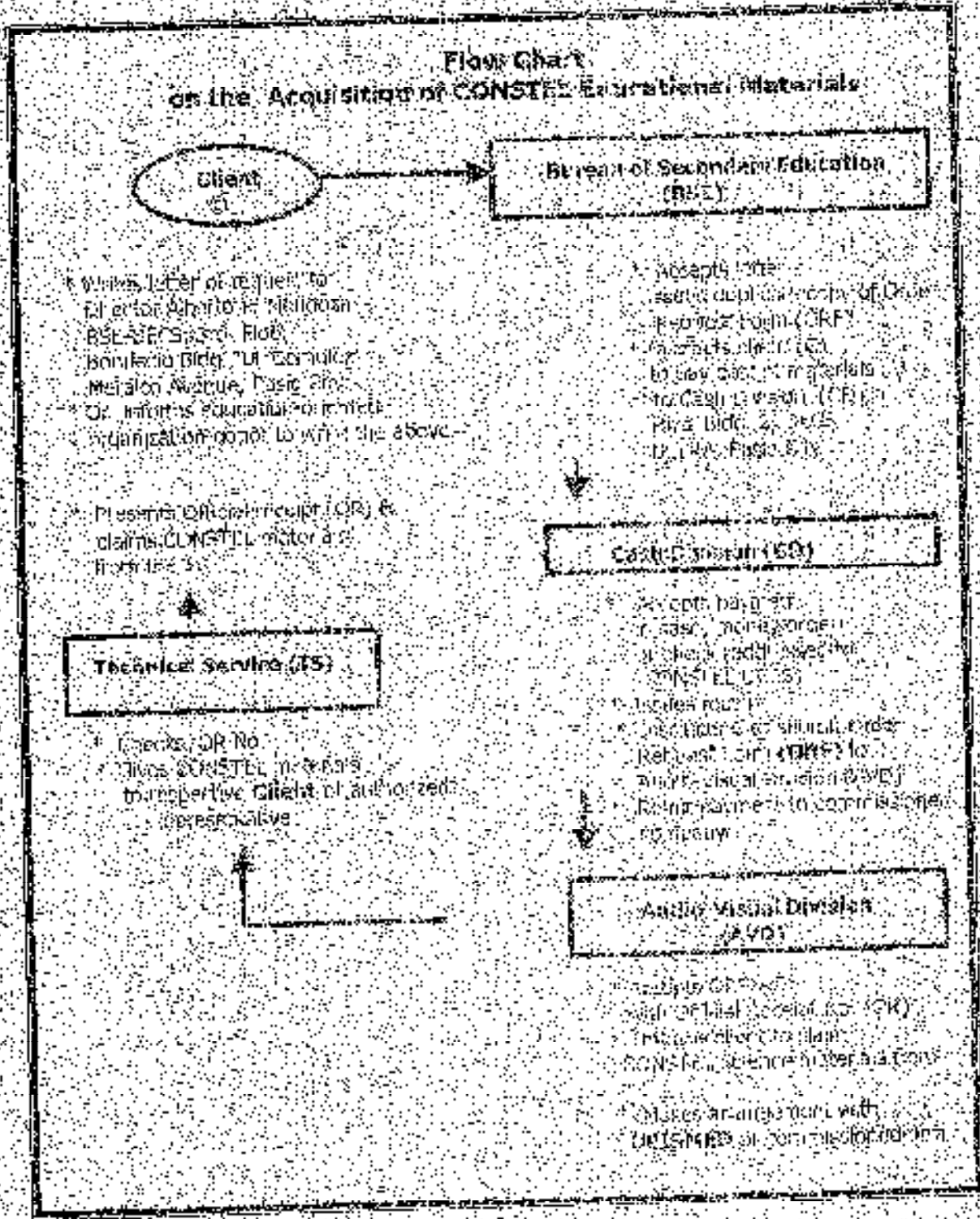
Region \_\_\_\_\_

County \_\_\_\_\_

Unit	CONSTRUCTION Materials	Unit Cost	Total Cost
Set	Science with Easy with 5th		
Set	Chemistry with high level 11th		
Set	Physics in Everyday Life w/ TSM		
Set	on world of science		
	(Example Title)		
Issued By _____		Issued Date _____	
Received By _____		Date _____	

Appendix B

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



Appendix C

List of DDCS Officers and Personnel Involved in CONSET at Different Committees

EXECUTIVE STEERING COMMITTEE

- Chairman: Dr. Alberto P. Morinda  
Director IV, BSP
- Co-Chairs: Dr. Violet M. Lainsayon  
Director, UPISMED  
Dr. Josefina S. Patron  
Deputy Project Manager for CONSET  
PTW  
Dr. Leliana Luis Santos  
Director IV, BSE
- Legal Adviser: Emmanuel M. Meruano  
Assistant Secretary, DDCS
- Members:
1. Dr. Avelina T. Legas - CONSET Consultant, PTW
  2. Dr. Carolina S. Guetero - Director III, DDCS-BSE
  3. Dr. Teresita G. Inclenc - Director III, DDCS-BSE
  4. Chairpersons of Different Technical Working Committees

Secretariat

1. Mrs. Celia Balonista - Secretary  
Office of the Director IV  
Circuit, BSE-III
2. Mrs. Celica Javier

TECHNICAL WORKING COMMITTEES

1. Finance and Budget Working Committee

- Chairperson: Dr. Blancia B. Bantua  
Members: Mr. Hazel Laya  
Mr. Marcelo Balarbano

## 2. Audio-Visual Council

Chairperson	Mrs. Berdgette Narvasa	Chief, EDC
Members	Mrs. Rosine Rivera	Asst. EDC
	Mr. Oscar Gabark	SAV
	Mr. Alexandra Galang	SAV
	Mr. Elnor Guzman	SAV

## 3. Committee on Technical Service (CTS)

Chairperson	Dr. Ma. Lourdes V. Macatangay	Director III
Members	Mrs. Dorothea L. Mantre	TD
	Mrs. Salvacion Balustanon	Chief, Publication
	Other Staff from IS	

## 4. Committee on Project Monitoring & Evaluation

Chairperson	Ms. Boris S. Marinas	DC, OOD-SEE
Co-Chair	Ms. Corazon Galang	Chm, OOD-SEE
Members	Ms. Anita Puran	SEE
	Ms. Lily Magalo	SEE
	Mrs. Remedios Ventura	USE
	Ms. Josephine M. Matane	SEE

## 5. Committee on Training of National/Regional Trainers

Chairperson	Dr. Mylen Tolison	Director, UNRSD
Co-Chair	Ms. Lorna Andrada	Chief, SDD, CSR
	Dr. Chona Castano	Chief, SDD, SEE
Members	Ms. Waldredo Aringol	SEE
	Ms. Maria Ojores	SEE

Executive Secretarial Staff