



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 016, Series of 2017

TO : ALL CONCERNED

**SUBJECT: GUIDELINES ON PAYMENT OF UTIMEC/CTIMEC/HSTIMEC
EVALUATORS HONORARIA**

DATE : February 16, 2017

1.0. Rationale and Objectives

The **University Textbook and Other Instructional Materials Evaluation Committee (UTIMEC)** was created pursuant to the University Policy to have all textbooks and other instructional materials intended to be prescribed by the University for use of the PUP students undergo evaluation.

Per BOR-approved UTIMEC Evaluation Guidelines, all books and other instructional materials intended for use in the university shall pass through two (2) levels of evaluators--the **College Textbook and Other Instructional Materials Evaluation Committee (CTIMEC)** or **High School Textbook and Other Instructional Materials Evaluation Committee (HSTIMEC)** at the first level, and the UTIMEC at the second level. The UTIMEC evaluation process requires the participation of qualified experts and specialists in the different disciplines. This role of experts and specialists is crucial in the fulfillment of the UTIMEC mandate which includes among other others, making endorsements for higher authorities' approval of all textbooks and other instructional materials which have the passed the evaluation criteria and scrutiny of evaluators.

This set of guidelines aims to guide the granting of honoraria to qualified evaluators duly tasked to review and rate the textbooks and other instructional materials submitted to the UTIMEC for evaluation purposes.

2.0. Coverage

These guidelines shall cover CTIMEC/HSTIMEC and UTIMEC evaluators who may be **fulltime or part-time faculty members** and **external experts** invited to extend their services as members of the evaluation committee.

3.0. Definition of Terms

3.1. University Textbook and other Instructional Materials Evaluation Committee (UTIMEC) shall refer to the University-level body responsible for, among others, the validation of the results of evaluation of books and other instructional materials proposed to be prescribed to students in college/high school as either textbook or as a general reference as conducted by a lower-level evaluation body.

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- 3.2. **College Textbook and Instructional Materials Evaluation Committee (CTIMEC)** shall refer to the three-member College-level body responsible for the evaluation of books and other instructional materials proposed to be prescribed to students in the college level as textbook or as a general reference.
- 3.3. **High School Textbook and other Instructional Materials Evaluation Committee (HSTIMEC)** shall refer to the three-member high school-level body responsible for the evaluation of books and other instructional materials proposed to be prescribed to students in high school as textbook or as a general reference.
- 3.4. **CTIMEC/HSTIMEC Evaluators** – shall refer to experts and/or specialists in the field who, by virtue of a special order, shall be tasked to comprise the panel of evaluators and conduct the first level evaluation of a given textbook / instructional material.
- 3.5. **UTIMEC Evaluators** – shall refer to the members of the UTIMEC. The members of the UTIMEC perform the second level evaluation and acts on the evaluation made by the CTIMEC/HSTIMEC in accordance with the UTIMEC Evaluation guidelines.
- 3.6. **Honorarium** – as defined by DBM Budget Circular No. 2007-1 (April 23, 2007) and as used in this set of guidelines, is a form of compensation given as token of appreciation or reward for gratuitous services on account of one's broad and superior knowledge or expertise in a specific field for which no fixed price is set.

4.0. General Provisions

4.1. CTIMEC/HSTIMEC Evaluators' Minimum Qualifications

A member of the faculty, whether fulltime or part-time, who possesses at least the following minimum qualifications may be tapped as CTIMEC/HSTIMEC evaluator:

- a. At least a master's degree holder in the discipline
- b. Has written at least three (3) studies that have been presented or published; and
- c. Has taught the course for at least five (5) years

4.2. Engaging External Evaluator

An external expert or specialist in the discipline may be tapped as CTIMEC/HSTIMEC evaluator, especially when the Chair or any member of the UTIMEC is the author of the book/instructional material under evaluation.

4.3. Payment of Honorarium

4.3.1. Only external evaluators shall be entitled to receive honoraria.

4.3.2. An external evaluator shall be paid an honorarium of Php2,000.00 per book evaluated, subject to pertinent issuances of the Department of Budget Management.

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4.3.3. The following shall be considered new evaluation engagements hence shall entitle the evaluators to receive honoraria:

- > a re-evaluation of a book/instructional material that shall not pass the first evaluation of the CTIMEC/HSTIMEC and the UTIMEC, and shall be recommended for a rework or further modifications by the author/s in order to meet the UTIMEC evaluation criteria or the minimum rating required
- > evaluation of a revised edition of a book/instructional material or of a book/instructional material which validity has lapsed

4.4. Reimbursement of Transportation Expenses

Faculty members from any branch or campus shall be reimbursed of transportation expenses incurred in attending CTIMEC/HSTIMEC/UTIMEC evaluation meetings subject to existing University policies and procedures.

5.0. Repealing Clause

Any other guidelines, administrative order, rule or regulation and/or parts thereof contrary or inconsistent with the provisions of this set of guidelines is hereby repealed, modified or amended accordingly.

6.0. Effectivity

This set of guidelines shall take effect upon the approval by the PUP Board of Regents on December 23, 2015.

(Sgd.) **EMANUEL C. DE GUZMAN, PhD**
President

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 University Textbooks and other Instructional Materials Evaluation Committee

Annex A

CRITERIA FOR TEXTBOOK EVALUATION
 Revised May 2014

Author/s : _____
 Title : _____
 Copyright Year : _____
 Subject for Which the Book is Intended : _____
 College : _____
 Department : _____

Instructions:

Below are statements that describe or show the qualities of an acceptable textbook. Consider how the book you are assessing shows these qualities. For facility in evaluation, the highest total number of points for each group of items are given and the highest number of points assigned to each item is shown.

I. Format and Other Technical Matters (Please check the appropriate boxes if the items indicated below are present in the material.)

A. Preliminary Pages

- 1. Title Page
- 2. Author Page
- 3. Copyright Page
- 4. Preface – this contains the author's objective. If acknowledgement is brief, it can be incorporated in the preface.
- 5. Table of Contents

B. All Chapters/Major Divisions

- 1. Objectives
- 2. Brief Introduction
- 3. Citations, and proper documentation for intellectual property rights.
- 4. Study helps/discussions
- 5. Bibliography/References/Work Cited

C. Certification of Editing



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MEMORANDUM ORDER
No. 041, Series of 2013

TO : ALL CONCERNED

SUBJECT: SUBMISSION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS FOR UTIMEC EVALUATION

DATE : September 30, 2013

Please be informed that evaluation of textbooks and other instructional materials by the UTIMEC is continuing. You are therefore advised to submit for evaluation textbooks and other instructional materials intended to be used particularly this Second Semester, 2013-2014.

Please be reminded of the following standing guidelines:

1. All textbooks and other instructional materials approved by the UTIMEC prior to 2009 are to be revised and submitted to the editorial board of the publishing company for editing, comments and approval.

Hard and soft copies (in PDF and word formats) together with the publisher's editorial board evaluation results and endorsement are to be submitted by the concerned authors or publishers to the UTIMEC for evaluation.

2. All textbooks and other instructional materials approved by the UTIMEC in 2009 to 2012 are to undergo re-evaluation by the UTIMEC.

Hard and soft copies (in PDF and word formats) are to be submitted by the concerned authors or publishers to the UTIMEC for evaluation. No re-evaluation fee shall be charged if payment has been made during the previous UTIMEC evaluation.

3. All textbooks and other instructional materials newly submitted to the UTIMEC this 2013 are to undergo the process of evaluation based on the 2013 Revised Guidelines for Evaluation of Textbooks and other Instructional Materials.

For strict compliance.

(Sgd.) **EMANUEL C. DE GUZMAN, PhD**
President

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MEMORANDUM ORDER

No. 015, Series of 2014

TO : ALL CONCERNED

SUBJECT : **SUBMISSION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS FOR UTIMEC EVALUATION**

DATE : April 4, 2014

Please be informed that evaluation by the UTIMEC is resuming. You are therefore advised to now submit for evaluation textbooks and other instructional materials intended to be used particularly on the first semester of school year 2014-2015 to the Office of Vice President Alberto C. Guillo who is now the UTIMEC chairman.

Please be reminded of the following guidelines:

- All textbooks and other instructional materials approved by the UTIMEC prior to 2009 are to be revised and be submitted for UTIMEC evaluation.
- Those approved by the UTIMEC in 2009 to 2012 are to undergo re-evaluation by the UTIMEC.
- Submission must be in hard and soft copies (in PDF and word formats).
- An evaluation fee of P5,000.00 is charged per book/instructional material.
- Original copy of the publisher's editorial board evaluation results and a photocopy of the receipt of evaluation fee payment must also be submitted to the Committee.

For strict compliance.

(Sgd.) **EMANUEL C. DE GUZMAN, PhD**
President

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