

**GENERAL CURRICULUM AND INSTRUCTIONAL DEVELOPMENT PROJECT  
PROPOSAL FORM**

Project Title: \_\_\_\_\_

Type of project (Course Development, Materials Development, SoTL/PAR/DBER/EBT,  
PFilipinization, Inclusion and Diversity, Service Learning, ESD):  
\_\_\_\_\_

Output is to be used in which Course/s? \_\_\_\_\_

Principal Proponent: \_\_\_\_\_

Department and College/Unit: \_\_\_\_\_

Existing GCID or LCC CID Project title and number: \_\_\_\_\_

Co-Proponent 1: \_\_\_\_\_

Department and College/Unit: \_\_\_\_\_

Existing GCID or LCC CID Project title and number: \_\_\_\_\_

Co-Proponent 2: \_\_\_\_\_

Department and College/Unit: \_\_\_\_\_

Existing GCID or LCC CID Project title and number: \_\_\_\_\_

Chair's/Unit Head's Recommendation: (Please check those that apply and write a meaningful appraisal of the proposal.)

- Is the project aligned with the objectives of the Department?
- Has the Department been informed of this project? Has it given its inputs during the preparation of this proposal?
- Is this project over and above the regular tasks of the faculty?
- Will the project significantly improve pedagogy in the course involved?
- Given the project type, are all the necessary elements included and discussed in detail in the proposal?
- Is the proposed plan appropriate for the accomplishment of the stated objective?
- Does the proposal exhibit standards expected of an instructional and curriculum development?

Please add meaningful comments that will help the review committee decide on the merits of the proposed project.

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\_\_\_\_\_  
Chair/Department/Date

Disclaimer: This endorsement from the Chair/Unit Head shall solely be for the merit of the project proposal. Any decision regarding the faculty member's status (hiring/renewal) shall supersede this endorsement.

**GENERAL CURRICULUM AND INSTRUCTIONAL DEVELOPMENT PROPOSAL FORM (Please see the guidelines and fill in all items applicable to the type of project proposed.)**

**I. Project Title:**

**II. Proposal Abstract:**

**III. Body:** please include whatever may apply: Review of Related Literature, Significance, Objectives, Evaluation mode, and instruments, Course description, Course design, Course modules outline, Curriculum map, Innovation plan, Table of contents, Framework, Methodology, References,

**IV. Implementation and Assessment Plan:**

**RESOURCE PLAN**

**I. Work Plan**

Duration of the entire project (number of terms) \_\_\_\_\_ (maximum of 2 terms)

Deloading: \_\_\_\_\_ (Up to 6 units)

Distribution of deloading if there are co-proponents who will share the deloading with the lead proponent:

Principal proponent: \_\_\_\_\_ units  
 Co-proponent 1: \_\_\_\_\_ unit/s  
 Co-proponent 2: \_\_\_\_\_ unit/s

Deloading units (for FT proponent/s)*	Equivalent hours per term/14 weeks**
<b>3 units</b>	7 hrs/week = 98 hrs/term (or project duration)
<b>6 units</b>	98 hours/term x 2 = 196 hours (or project duration)
*Approved deloading units are for the whole duration of the project and may be divided among the proponents. They may be availed of in any term within the said duration of the project.	**For FT proponents, these hours may be spread throughout the approved project duration even if the deloading is availed of in a particular term within the said duration.

Deloading units converted into an honorarium (for PT co-proponent/s)*	Equivalent hours per term/14 weeks**
<b>0.5 unit</b>	7/6 x 14 weeks = 16.33 hrs/term
<b>1 unit</b>	7/3 x 14 weeks = 32.66 hrs/term
<b>1.5 units</b>	7/2 x 14 weeks = 49 hrs/term
<b>2 units</b>	65.32 hrs/term
<b>3 units</b>	98 hrs/term
<b>4 units</b>	130.64 hrs/term
<b>5 units</b>	163.3 hrs/term
<b>6 units</b>	196 hrs/term
*Approved deloading units converted into an honorarium are for the whole duration of the project and may be divided among the proponents. They may be availed of in any term within the said duration of the project as long as the PT proponent is given a teaching load.	**For PT co-proponents, these hours must be accounted for within the term in which the honorarium is applied for.

Work Schedule:

Proponent : Principal	Hours/week	Week Numbers	Tasks
First term (please see note in the Deloading for FT table ** above)	e.g. 7 hours per week	1-2	Review of existing syllabus
		3-10	Materials development
		...	...
<b>Total</b>	<b>98</b>	<b>14 weeks</b>	
Co-Proponent 1:			
<b>Total</b>			
Co-Proponent 2:			
<b>Total</b>			
<b>Grand Total</b>	<b>196 hours</b>	<b>14 weeks</b>	

**Gantt chart:** (Please provide one and attach it to this document.)

**II. Financial Plan** (Please review the CIDG Guidelines before filling in the budget. Request only items required to accomplish the project. Include details of the items with reasonable amounts based on the project. Refer to the attachment for the current rates for personnel.)

Expenses	Details/items	Cap	Amount
Personnel: research assistant/s, transcriber, fabricator, consultant, artist, etc. Please enter the name/s of personnel and provide a detailed job description for each position.*			
Materials and Supplies		PhP5,000.00 (max)	
Others: please specify			
<b>Total</b>		<b>(PhP 25,000.00 max)</b>	
<p>*Please note that that funds that will be released to the main proponent will not include the honoraria for the personnel. The latter will be released to the respective personnel after a ToR is signed.  <b>Note:</b> The items that will be listed above are subject to approval. Each one has to be clearly shown as necessary for the accomplishment of the project objectives and must be justified in the project proposal.</p>			

**III. Dissemination/Application/Publication Plan:**

Guide to rates (AY 24-25)

Salaries of Personnel

1. Research Assistant

Classification	Rate/Hour
RA I (Undergraduate student)	₱ 81.00/hour
RA II (Graduate student)	
BA/BS degree holder	₱ 104.00/hour
MA/MS student	₱ 141.00/hour
Ph.D. student	₱ 167.00/hour

Ex. for RA II (graduate student w/ BA/BS degree) who works 4 hours a day for 30 days:

$$₱104.00/\text{hour} \times 4 \text{ hours/day} \times 30 \text{ days} = ₱ 12,480.00$$

\*\*The new rates are based on the NCR minimum wage at ₱645.00/day

2. Other Personnel

2.1. *Consultant* — ₱ 7,000.00 maximum per project

2.2. *Artist/Draftsman/Illustrator*

Graphics	Cost
Charts, diagrams, graphs	₱ 10.00 - 50.00 @
Drawings, cover design	10.00 - 60.00 @

2.3. *Carpenter & Fabricator, etc.* — based on current rates used and amount of workload

2.4. *Laboratory Technician* — based on overtime rate (for DLSU Lab Technician)

2.5. *Transcriber*

₱ 1,500.00 (60 min. /1 hr. tape)

₱ 2,250.00 (90 min. /1 ½ hrs. tape)