



Republic of the Philippines
Department of Education
Region VII-Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City

Office of the Schools Division Superintendent

March 06, 2023

DIVISION MEMORANDUM

No. 066 , s. 2023

CONTEXTUALIZED SCIENCE LABORATORY FORMS

To: Assistant Schools Division Superintendents
Chief, CID
Public Schools District Supervisors/OICs
School Heads/Caretakers

1. This office hereby disseminates Regional Memorandum No. 0128, s. 2023 dated March 02, 2023 entitled “ **Contextualized Science Laboratory Forms** “.
2. Please refer to the attachments for the complete details of the above-cited Regional Memorandum.
4. Immediate dissemination of and strict compliance with this Memorandum is directed.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS

Office of the Regional Director

MAR 02 2023

REGIONAL MEMORANDUM

No. **0128**, s. 2023

CONTEXTUALIZED SCIENCE LABORATORY FORMS

To: Schools Division Superintendents

1. Relative to the efforts of the Department of Education Regional Office VII to help in providing quality and accessible instructional materials to support the teaching-learning process in schools, this Office, through the Curriculum and Learning Management Division (CLMD), is disseminating the **Contextualized Science Laboratory Forms** for utilization.
2. The Contextualized Science Laboratory Forms were the outputs of the science teachers and science laboratory in-charge who were selected to write the Contextualized Science Laboratory Guidelines on April 5-7, 2022. While the entire Contextualized Science Laboratory Guidelines has not been finalized and still subject for more inputs from an accredited science laboratory technician, the Contextualized Science Laboratory Forms have been quality assured and were improved through the inputs of the experts from HEIs.
3. Based on the monitoring and field visits in some Schools Division Offices, schools and science laboratories, it was found out that there were no uniform and standard laboratory forms that were used. Moreover, there was no breakage report form and standard utilization form to track the use and disposal of the science tools and equipment. Hence, these Contextualized Laboratory Forms are deemed necessary.
4. The Contextualized Science Laboratory Forms aim to:
 - 4.1 *provide uniform laboratory forms all throughout the 20 SDOs;*
 - 4.2 *provide a standardized science experiment rubric; and*
 - 4.3 *provide proper reporting mechanism of the lost, damaged and broken tools and equipment.*
5. The Contextualized Science Laboratory Forms are composite of:
 - 5.1 *Form 1.0 - Equipment/ Apparatus Loan Requisition Form*
 - 5.2 *Form 1.1 Scoring Sheet for Class Experiment*
 - 5.3 *Form 1.2 Breakage Report Form*
6. The materials are intended for school laboratory use in science subjects and not for any commercialized purposes. The materials are a work in progress, and we appreciate your valued suggestions for the improvement of these resources. Please, feel free to communicate with us for any errors or critical observations. These materials are made by the science teachers for the science teachers in DepEd Region 7. We invite you to enjoy the fruit of our labor.



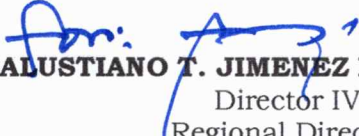
Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City

Telephone Nos.: (032) 231-1433; (032) 414-7399

Email Address: region7@deped.gov.ph

7. These Forms are also posted in the Package of Assessment and Instructional Resources in Science (PAIRS). For inquiries, kindly contact Dr. Bryant C. Acar, R7 EPS Science at bryant.acar@deped.gov.ph.

8. Immediate dissemination of and compliance with this Memorandum are directed.


SALUSTIANO T. JIMENEZ EdD, JD, CESO V
Director IV
Regional Director

STJ/CAE/MJCD/bca



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Appendix 1

Form 1.0 - Equipment/Apparatus Loan Requisition Form

Date Borrowed: _____
 Date Returned: _____
 Group No.: _____
 Year/Section: _____
 Name of Borrower/s: _____

Phone Number & Email of Group Leader: _____

Item(s) and Quantity Being Borrowed (*use separate sheet if needed*):

Item Name	Quantity	Specification	Condition prior to borrowing	Condition after borrowing
<i>Ex. beaker</i>	<i>1 pc.</i>	<i>50 ml (Pyrex)</i>	<i>Good</i>	

Purpose of Borrowing Equipment/Apparatus (Please Check):

☐ Research ☐ Class Project ☐ Teaching ☐ Experiment ☐ Competition

Place of Use: ☐ Inside the Laboratory ☐ In a Classroom ☐ Out of School

Project Supervisor/Teacher
(Name & Signature)

Checked by Lab In-charge
(Name and Signature)

DECLARATION:

I/We have asked to borrow the above stated item(s) belonging to the Science Laboratory. I understand that all the items will be used for teaching-learning activities, research and competition purposes only.

I/We agree to return the item(s) by the date stated above.

I/We understand that I am responsible for the safe keeping of the item(s).

I/We understand that if I fail to return the item(s) stated above by the agreed date, I/We can be charged for theft and/or misuse of school property.

I/We understand that I/We am/are responsible for replacing the item(s) with the same



SCIENCE LABORATORY FORM

kind and specification if it is damaged, lost or stolen caused by recklessness or carelessness during the experiment. Replacement must be done as soon as possible or until the end of the school year.

I/We understand that I/we can be spared from replacing the broken, damage or loss tools/equipment due to uncontrollable situations/accidents or calamities during the experiment with the guidance and appropriate incident report of the subject teacher/laboratory in-charge.

TERMS & RULES OF APPLICATION

1. This form must be completed and submitted to the laboratory in-charge at least one day in advance; incomplete form will not be entertained.
2. All equipment & items to be borrowed are subject to availability and vacancy.
3. Prior approval from project supervisor/teacher is needed to obtain the item(s) above.
4. The laboratory in-charge has the right to request the borrower to return the loaned item(s) at anytime.
5. The borrower/s (learner/teacher) maybe responsible for replacing the item(s) if it is damaged,lost or stolen due to recklessness or negligence;
6. An incident report should be made if the borrowed item/s is/are broken, loss or damaged.
7. The equipment/apparatus should not be taken out from premises unless authorization from the Property Custodian and the Principal is obtained.

Group Leader's Printed Name & Signature: _____ Date: _____

Cc: Parents/Guardians (when there is issue on lost and breakage)





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Appendix 2

Form 1.1 Scoring Sheet for Class Experiment

Names of Learners:

Date:

Subject:

Title of the Experiment:

Scoring

- 4- Expectations Exceeded
- 3- Expectations Met
- 2- Basic Standards Somewhat Met
- 1-Below the Minimum Standards

Scale

- 19-20 –Exceptional
- 16-18- Satisfactory
- 12-15 –Needs Improvement
- 01-11- Inadequate

Instruction. Put Checkmark on appropriate rating

4 3 2 1

Experimental Hypothesis

Based upon the purpose of the experiment, the hypothesized relationship between variables and predicted results is clear and reasonable.

Experimental Designs + Materials

Experiment conveys a thorough analysis of the problem and has been conducted thoughtfully. All materials and setup employed are accurately described. All images, graphic elements, diagrams, charts, drawings, etc., are clear and pertinent.

Data Collection + Procedures

Data has been collected and recorded accurately and conveyed in an orderly manner to accurately reflect results. Clear steps are listed to define all procedures.

Analysis

Thoughtful analysis discusses the relationship between variables. Trends and patterns are logically analyzed. Predictions are made regarding varying outcomes as a result of alterations to the experiment.

Scientific Results + Conclusions

The solution to the problem is explained with convincing clarity. Sources are cited appropriately. Conclusion explains whether or not the hypothesis was supported by the findings. Possible sources of error are detailed, if applicable. Clearly expresses what was learned from the experiment.

Column Total

Total Score

Name and Signature of the Teacher: _____ Date: _____



GUIDELINES IN THE UTILIZATION OF LEARNING RESOURCES IN SCIENCE LABORATORY



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Appendix 3

Form 1.2 Breakage Report Form

1) Learner/s' Details

Learner/s	Name	Contact
Grade Level		
Section:		

2) Description of Incident

Date of Incident		Time	
Lab Room No. and Name			
Subject Teacher			
Item Specifics			
Nature of the Incident	<input type="checkbox"/> Uncontrollable Incident <input type="checkbox"/> Recklessness		
Description of Incident (Describe the incident in detail) provide additional sheet if necessary.			
Appropriate Action	<input type="checkbox"/> For School Report/Inventory Only <input type="checkbox"/> For Replacement		
Name and Signature Science Laboratory in Charge or Science Teacher			





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3. Cost of the item

Fill-in this data only if the replacement is charge to learners/teachers after incident report has been made and considered, otherwise, this data is not necessary.

Item Specifics	Count	Cost
Total		
Verified by the Lab In-Charge/Teacher: Name and Signature		

3) Declaration by the Learners

I/We

_____ have fully read, understand and agree to abide for the “Replacement Charges - Breakage, Damage or Loss of Laboratory Item” in which the school holds the right to take necessary action.

Signatures of Learners:

Date: _____

4) Declaration by the Parents

I/We

_____ fully understand that our children are responsible for replacing the damage or loss of the borrowed science tools, equipment or learning resources under the care of the school based on the breakage and incident report. Hence, by extension we are taking the responsibility to provide financial support or/and take effort in the replacement in compliance to the lost or damaged item/s.

Signatures of Parents:

Date: _____

