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Development and Validation of Contextualised Instructional Material in Legal Office Procedures in the Philippines

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ABSTRACT This study developed and validated a contextualised instructional material for the Legal Office Procedures course under the Bachelor of Science in Office Administration program in the Philippines. The study addressed the issue of limited availability and partial alignment of existing instructional resources with the competency requirements set by the Commission on Higher Education (CHED), particularly in relation to contemporary legal office practices. Guided by the ADDIE (Analyse, Design, Develop, Implement, Evaluate) model, the research employed a descriptive-comparative and developmental design. Data were collected through purposive sampling from 130 fourth-year BSOA students and 5 instructors to assess the availability and alignment of existing materials. Identified gaps informed the design and development of an instructional material aligned with the description and competency expectations of the Legal Office Procedures course. The developed resource was subjected to two rounds of expert validation by a panel of 15 jurors, including legal practitioners, court personnel, and instructors. The material received very satisfactory ratings across all evaluation domains, indicating its pedagogical soundness and readiness for instructional use.