



Department of Education

Tanggapan ng Kalihim
Office of the Secretary

MEMORANDUM

To : Undersecretaries
Assistant Secretaries
Regional Secretary - ARMM
Bureau Directors
Regional Directors
Schools Division Superintendents
Regional Senior High School Coordinators
Schools Division Senior High School Coordinators
Schools Heads, Public Senior High Schools

JUN 23 2016
PC

From : **BR. ARMIN A. LUSTRO FSC**
Secretary

Subject : **Update No. 3 on the Procurement of Senior High School (SHS) Teaching and Learning Materials for the First Semester of School Year (SY) 2016-2017**

Date : June 6, 2016

1. This update follows the Memoranda on the same subject issued on February 26, 2016 and May 10, 2016 respectively.
2. The Department of Education (DepEd) Central Office continues to undertake activities towards the provision of **Senior High School (SHS) Teaching and Learning Materials for the First Semester of School Year (SY) 2016-2017**, including the completion of procurement requirements for manuscripts, implementation of contract with suppliers for printing and delivery, and downloading of funds to DepEd Regional Offices (ROs) and Schools Division Offices (SDOs) for printing and delivery of some learning resources.
3. As an update, the following teaching and learning materials are expected to be delivered for the first semester through centrally-procured printing and delivery service providers and through the ROs and SDOs:
 - i. Centrally-procured printing and delivery. Covers seven (7) core subjects, one (1) applied track subject, one (1) specialized track subject of the Academic track, and three (3) Technical-Vocational-Livelihood (TVL) specializations:

SHS Subjects and Specializations	Number of Titles	
	Learner's Materials	Teacher's Materials
Core Subjects		
1. <i>Komunikasyon at Pananaliksik sa Wika at Kultura ng Filipino</i>	1	1
2. 21 st Century Literature from the Philippines and the World	1	1

DepEd Complex, Meralco Ave.,

Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet

June 23, 2016

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TO: Schools Division Superintendents
All Divisions

For information, guidance and compliance.

EDGARDO T. ALOS
Chief, Administrative Division
Officer-In-Charge

SHS Subjects and Specializations	Number of Titles	
	Learner's Materials	Teacher's Materials
Core Subjects		
3. General Mathematics	1	1
4. Understanding Culture, Society and Politics	1	1
5. Introduction to Philosophy of the Human Person	1	1
6. <i>Pambungad sa Pilosopiya ng Tao</i>	1	1
7. Personal Development	1	1
Applied Track Subjects		
8. English for Academic and Professional Purposes	1	1
Specialized Track Subjects		
9. Pre-Calculus (STEM)	1	1
TVL Specializations		
10. Bread and Pastry Production*	1	1
11. Cookery**	2	2
12. Food and Beverages Services*	1	1
Total Number of Titles	13	11

*One manual/title for both teachers and learners

**Two modules/titles for the learners and two modules/titles for the teachers

- ii. Through Regional Offices and Schools Division Offices. Covers two (2) core subjects, four (4) applied track subjects and four (4) specialized track subjects.

SHS Subjects and Specializations	Number of Titles		Printing and Delivery
	Learner's Materials	Teacher's Materials	
Core Subjects			
1. Oral Communication	1	1	RO
2. PE and Health	1	1	SDO
Applied Track Subjects			
3. Filipino (<i>Akademik</i>)	1	1	RO
4. Filipino (Technical-Vocational-Livelihood)	1	1	RO
5. Filipino (Arts and Design)	1	1	SDO
6. Filipino (Sports)	1	1	SDO
Specialized Track Subjects			
7. Organization and Management (ABM)	1	1	RO
8. Introduction to World Religion and Belief Systems (HUMSS)	1	1	RO
9. General Biology 1 (STEM)	1	1	RO
10. Human Movement (Sports)	1	1	SDO
Total Number of Titles	10	10	

- iii. Teaching and learning materials for printing by the RO and SDO shall be uploaded on the DepEd Google Drive. CD/DVD copies of these teaching and learning materials shall also be sent through courier service. Funds are downloaded to the ROs and SDOs and separate guidelines are issued for their printing and reproduction.
4. Teacher's materials for English for Academic and Professional Purposes have been reduced from four (4) different materials to one (1) that will be used by all tracks.

5. These teaching and learning materials shall also be uploaded and made available for online viewing through the Learning Resources Management and Development System (LRMDS) portal.
6. As we anticipate the complete delivery of all teaching and learning materials, please refer to the Memorandum (DM-CI-2016-0083) released by the Office of the Undersecretary for Curriculum and Instruction on May 31, 2016 entitled **Class Activities on the First Three Weeks of Senior High School**. The activities may be downloaded by anyone who has a DepEd account (@deped.gov.ph) from this link: bit.ly/GR11DLL. Printing of the activities may be done in the school.
7. Other instructions from Update Nos. 1 and 2 remain.
8. Please be guided accordingly.

MEMORANDUM

TO : Regional Secretary, ARMM
Regional Directors
Schools Division Superintendents

JUN 23 2016
BC

FROM : BR. ARMIN A. LUSTRO FSC
Secretary

SUBJECT : Guidelines on the Release and Utilization of Funds for
In-House Reproduction and Distribution of
Grades 5 and 11 Learning Resources

DATE : June 8, 2016

This refers to the in-house reproduction and distribution of Grade 5 activity sheets and Grade 11 learning resources (LRs) by the Regional and Division Offices for SY 2016-2017. The following guidelines are issued for your reference and appropriate action:

I. Downloading of Funds and Materials

1. Based on the available data on Grade 4 finishers and the early registration figures of incoming Grade 11 pupils, a Sub-ARO will be downloaded by the Central Office to the Regional and Division Offices to finance the production and distribution of the LRs.
 - a. Funds should NOT be utilized for other purposes.
 - b. In case the downloaded funds are insufficient to address actual needs, the Regional and Division Offices may augment the funds using their regular MOOE.
 - c. The disbursement of amount shall be subject to existing government accounting and auditing rules and regulations.
 - d. Within two (2) months, the Regional and Division Offices should submit a Statement of Expenditures (SOE) to the Bureau of Learning Resources-Learning Resources Production Division (BLR-LRPD). A template of the SOE

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is enclosed in Attachment 1. The SOE should be duly certified by the Region/Division Chief Accountant and approved by the Regional Director and Schools Division Superintendent.

2. The Bureau of Learning Resources (BLR) will provide digital copies of the materials for reproduction. Please refer to the Attachment 2 for the complete listing of titles. These materials will be:

a. Uploaded in Google Drive. The materials may only be accessed and downloaded using a DepEd official email address (@deped.gov.ph¹). The following links are provided for your easy reference:

- For Grade 5 Activity Sheets: <http://bit.ly/Gr5ActivitySheets>
- For Grade 11 LR: <http://bit.ly/Gr11LRs>

b. For those who have connection issues and/or concerns, the said materials will be saved in a CD and sent via courier to the Regional and Division Offices.

3. In view thereof, please comply with the following guidelines:

a. To access and download the manuscripts on the Google Drive, the user must have internet access.

b. For the files saved in a CD, the user's computer's optical drive must have a DVD reader/player to open the digital files.

c. An Adobe Reader application is required to access the learning resources which are in portable digital format (PDF).

II. Printing and Distribution

1. Printing of the LR is in risograph. The standard technical specifications are as follows:

Learning Materials	Paper Requirement		Book Size	Ink	Printing	Binding
	Cover Stock	Body Stock				
Grade 5 and 11 LR	Uncoated Text Paper 70 gsm	Uncoated Text Paper 70 gsm	8.27" by 11.69" (A4)	Duplo, black	Back-to-Back	Heavy duty staple wire

¹ If there are employees who have not registered and claimed their official DepEd email account, please visit <http://www.depedverify.appspot.com>.

2. Uploading in the internet of the digital files provided by the BLR is strictly prohibited. Unauthorized reproduction or uploading will be grounds for imposition of administrative and other sanctions.
3. In the interest of efficient use of funds and to facilitate early delivery of the printed LRs, Regional and Division Offices shall set the initial print run at 50% of the quantity and deliver these to its schools immediately. Regional/Division Offices shall continue printing as needed to address the gap between number of printed and delivered LRs and actual number of learners.
4. The Regional and Division Offices shall email to blr.lrpd@deped.gov.ph a weekly/monthly status report of the LRs' reproduction and distribution using the template submission format below:

Subject: Status of Reproduction and Distribution of Grades 5 and 11 LRs					
Date:					
Grade Level:					
Submitted by:					
Designation:					
Learning Area	Quantities Reproduced	Date	Quantities Delivered	Date	Recipient Division/School

5. For concerns, queries and/or clarifications, please contact **Dr. Besy Agamata**, Chief, Bureau of Learning Resources-Learning Resources Production Division (BLR-LRPD) at telephone number (02) 634-1072 or email address blr.lrpd@deped.gov.ph.
6. Strict compliance with the above guidelines is enjoined.

Thank you for your usual cooperation.

ATTACHMENT 1

STATEMENT OF EXPENDITURES (SOE)

Department of Education
Division

Disbursement Report and Status of Funds

Region:
Sub-ARO No.:
Amount:

Reference		Payee	Nature of Payment	Amount	Activity	List of School / District
Check No.	Date					
Total						

It is hereby certified that the above amounts have been paid for proper execution of Distribution Funds for Learning and Teaching Materials and distribution to Public Elementary Schools.

All documents for authenticating have been retained in the Division of _____.

CERTIFIED CORRECT:

APPROVED:

Division Accountant

Schools Division Superintendent

ATTACHMENT 2

GRADES 5 AND 11 LEARNING RESOURCES

Grade 5 Activity Sheets

Grade 5 Subjects			Printing & Delivery
Activity Sheets	No. of Pages	Learner's Materials	
1. English	26	1	SDO
2. Filipino	30	1	
3. Science	49	1	
4. Math	23	1	
5. Araling Panlipunan	21	1	
6. Edukasyon Sa Pagpapakatao	18	1	
7. EPP – Home Economics	76	1	
8. EPP – Industrial Arts	11	1	
9. EPP – ICT	18	1	
10. Music and Arts	29	2	
11. PE & Health	36	2	
Total Number of Titles	337	13	

*Activity Sheets have been seperated by topic

Grade 11 Materials

SHS Subjects and Specializations	Number of Titles		Printing & Delivery
	Learner's Materials	Teacher's Materials	
Core Subjects			
1. Oral Communication	1	1	RO ✓
2. PE and Health	1	1	SDO
Applied Track Subjects			
3. Filipino (Akademik)	1	1	* RO ✓
4. Filipino (TVL)	1	1	RO ✓
5. Filipino (Arts and Design)	1	1	SDO
6. Filipino (Sports)	1	1	SDO
Specialized Track Subjects			
7. Organization and Management (ABM)	1	1	RO ✓
8. Introduction to World Religion and Belief Systems (HUMSS)	1	1	RO ✓
9. General Biology 1 (STEM)	1	1	RO ✓
10. Human Movement (Sports)	1	1	SDO
Total Number of Titles	10	10	