



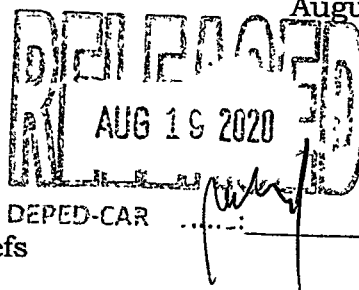
Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

Office of the Regional Director

August 17, 2020

REGIONAL MEMORANDUM

No. ~~1245~~ .2020



TO: Assistant Regional Director
Regional Office Functional Division Chiefs
Schools Division Superintendents
Supervisors in-charge of Learning Resource Management
All Others Concerned

**SUBMISSION OF WEEKLY STATUS REPORT ON PRINTING AND DELIVERY OF
CENTRAL-OFFICE PROVIDED and LOCALLY-DEVELOPED SLMs
and REPORT ON DOWNLOADED FUNDS**

1. Pursuant to DO 18, s. 2020 or the Policy Guidelines for the Provision of Learning Resources in the Implementation of the BE-LCP, this Office reiterates the prioritized utilization and printing of the ready-to-print digital copies of the SLMs developed by the assigned regions, approved, and considered final, and can be downloaded from the Microsoft Teams folder "Ready-to-Print SLMs". These SLMs shall be the basis for conversion to audio or video formats to supplement the modular distance learning modality.
2. At the SDO levels, these SLMs were shared with the EPS in-charge of LRMS and the ITO. Paragraph 5.2 reiterates that unauthorized printing, uploading, and conducting activities involving sharing of digital files other than the intended purpose are strictly prohibited and shall be grounds for imposition of administrative and other sanctions.
3. In addition, it is emphasized in paragraph 5.3 that "for efficient use of funds and to facilitate timely delivery of the printed SLMs for the first quarter, the Schools Division Offices (SDOs) primarily or the schools as authorized jointly by the ROs and SDOs, shall set the print run based on the quantity needed and deliver these immediately to schools. The SDOs shall continue to set the requirements for the subsequent quarters, with continuing consultation with the Central Office on the appropriate printing arrangements."
4. In view of the foregoing clarifications, this Office requests the Schools Division Offices to submit weekly consolidated status reports on the printing and delivery of the Central Office provided and locally-developed Self-Learning Modules (SLMs) to ensure availability of the said learning resources in your respective divisions.

CLMD/CFM/rca



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5. In addition, please report status of downloaded funds for the printing of SLMs. Report 1 template is provided for this concern. This report shall be submitted once only and shall be due on August 20.
6. Report 2 template shall be submitted every Thursday of the week to this office through the LRMDs email address at lrmdsdeskhelp.depedcar@gmail.com
7. Submissions shall be scheduled as follows: August 20 and 27, September 3, 10, 17, 24, and October 1.
8. For inquiries and clarifications, please contact CLMD Chief Carmel Meris at carmel.meris@deped.gov.ph or LRMDs EPS-Focal and Manager Rosita Agnasi at rosita.agnasi@deped.gov.ph.
9. Immediate and widest dissemination of and strict compliance with this Memorandum is directed.


MAY B. ECLAR, PhD, CESO V
Regional Director

CLMD/CFM/rca



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Division: _____

Report 1: STATUS OF DOWNLOADED FUNDS FOR PRINTING OF SLMs
 (To be submitted on August 20 only)

TOTAL AMOUNT DOWNLOADED BY THE REGIONAL OFFICE FOR PRINTING OF SLMs	TOTAL AMOUNT NEEDED FOR PRINTING QUARTER 1 MODULES	SOURCE OF ADDITIONAL FUNDS FOR PRINTING Q1 MODULES	NUMBER OF SCHOOLS JOINTLY AUTHORIZED BY THE RO AND SDO TO PRINT RUN SLMs

Report 2: STATUS OF PRINTING AND DELIVERY OF SLM

(To be submitted every Thursday: August 20, 27, September 3, 10, 17, 24, and October 1)

Enrolment Data	Grade Level	Subject/Learning Area	Number of LR copies to be printed and delivered		Number of LR copies printed		Number of LR copies delivered		SLMs converted to Videos/mp4	SLMs converted to Audio/mp3
			Central Office SLM	Locally-developed SLM	Central Office SLM	Locally-developed SLM	Central Office SLM	Locally-developed SLM		
TOTAL										

Prepared by: _____

Noted: (Head of Office)

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