

Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



August 5, 2013

**DIVISION MEMORANDUM**

No. 423, s. 2013

**SUBMISSION OF TEXTBOOKS AND LEARNER'S MATERIALS NEEDS**

TO : OIC, Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. Attached is a copy of an Unnumbered Memorandum from Dr. Dina S. Ocampo, Deped Undersecretary, Programs and Projects, announcing the Immediate Submission of Textbooks and Learner's Materials Needs, for the guidance and information of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.

**ARDEN D. MONISIT, Ed. D.**  
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405  
Asst. Schools Division Superintendent: (032) 4147457  
Accounting Section: (032) 254-2632  
Disbursing Section: (032) 255-4401

Website : [www.depedcebuprovince.ph](http://www.depedcebuprovince.ph)  
E-mail Add : [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)



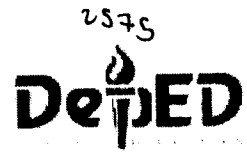
Republic of the Philippines

## Department of Education

DepEd Complex, Meralco Avenue, Pasig City, Philippines

Direct Line: (632) 633-7202 Telefax: (632) 636-4879

E-mail: dina.ocampo@deped.gov.ph Website: [www.deped.gov.ph](http://www.deped.gov.ph)



### Undersecretary for Programs and Projects

Memorandum

To : **Regional Directors**  
**Schools Division Superintendents**  
**School Principals / Heads**  
**All Concerned**

From : **Dr. DINA S. OCAMPO**  
Undersecretary Programs and Projects

Subject : **Submission of Textbooks and Learner's Materials Needs**

Date : July 19, 2013

1. This year the Department of Education (DepEd) intends to procure additional copies of Grades 5 and 6 textbook titles which were provided to all public elementary schools in order to replenish textbook inventories and to maintain a 1:1 textbook to pupil ratio for certain titles until the Learning Resources for the K to 12 curriculum will be available.
2. Likewise, the Department also intends to procure additional copies of Kindergarten Activity Sheets in certain Mother Tongue-Based (MTB) languages, Grade 1 English Activity Sheets, Grade 2 Learner's Materials in all subject areas in specific MTB languages, and Grade 8 Learner's Materials.
3. All Elementary School Principals are required to conduct an inventory of usable Grades 5 and 6 textbook titles, to accomplish, and correspondingly submit the Textbook Situation Report using Form 1.A (ES) to the District Heads for consolidation. For this purpose, usable textbooks refer to textbooks which are in good or fair condition and can still be used for 2 to 3 school years.
4. Relative to K to 12 Learner's Materials/Activity Sheets, as specified in No. 2, all Elementary School Principals / Heads must submit the Learner's Materials Situation Report using Form 1.B (ES) to the District Heads. District Heads must consolidate the duly accomplished Form 1.A (ES) by using Form 1-District.
5. District Heads and High School Principals / Heads must submit to their Division Offices, the duly accomplished Form 1-District and Form 1-HS, respectively. Subsequently, all Division Offices must consolidate the duly accomplished forms of the entire Division and must submit the **Consolidated Report on Textbook Shortages / Learner's Materials Needs, together with the accomplished Forms 1-District and Forms 1-HS** to the Instructional Materials Council Secretariat, copy furnish the Regional Office, **on or before August 15, 2013, non-extensible**. The Division Office may submit the required forms thru either of the following means of communication:

Telefax Nos.	(02) 631-3690 ; 631-4985 (applies to division consolidated reports only)
Email address	depedimcs_misz01@yahoo.com (for Regions I, II, III, CAR; "0"=Zero) depedimcs_misz2@yahoo.com (for Regions IV-A/B, V, NCR) depedimcs_misz3@yahoo.com (for regions in Visayas) depedimcs_misz4@yahoo.com (for regions in Mindanao)
Mailing address	Addressed to : Socorro A. Pilor, Executive Director II Instructional Materials Council Secretariat, Department of Education 2nd Floor, Dorm G, Philsports Complex, Meralco Avenue, Pasig City

6. All Regional Directors / Superintendents must ensure the dissemination of this urgent message and likewise oversee / monitor the complete submission of the duly accomplished reports on or before the set deadlines.
7. Any elementary school / high school / district / division that fails to submit the above reports will not receive additional copies of the said Textbooks and/or Learner's Materials and shall be held responsible in addressing the deficiency.
8. For your guidance and strict compliance.

**Attach.: as stated**

DEPARTMENT OF EDUCATION

Name of School : \_\_\_\_\_ Division : \_\_\_\_\_  
 Name of School District : \_\_\_\_\_ Region : \_\_\_\_\_

TEXTBOOK SITUATION REPORT

Subject and Year Level <i>a</i>	Actual Enrollment SY 2013-2014 <i>b</i>	Usable Textbooks		TX Situation	
		Title <i>c</i>	Quantity <i>d</i>	Textbook Shortage / Deficiency (if $b > f$ ) <i>e = b - d</i>	Textbook Excess (if $b < f$ ) <i>f = d - b</i>
English 5-Language		English Expressways 5 - Language			
English 5-Reading		English Expressways 5 - Reading			
Science 5		Science for Daily Use 5			
Math 5		Mathematics for Better Life 5			
Filipino 5-Wika		Hiyas sa Wika 5			
Filipino 5-Pagbasa		Hiyas sa Pagbasa 5			
Hekasi 5		Heograpiya, Kasaysayan, at Sibika 5-Makabayan: Kasaysayang Pilipino			
English 6-Language		English for You and Me 6 - Language			
English 6-Reading		English for You and Me 6 - Reading			
Science 6		Into the Future: Science and Health 6			
Math 6		Mathematics for Everyday Use 6			
Filipino 6-Wika		Landas sa Wika 6			
Filipino 6-Pagbasa		Landas sa Pagbasa 6			
Hekasi 6		Yaman ng Pilipinas 6			

Note: 1. Usable Textbooks refer to textbooks which are in good or fair condition and can still be used for 2 to 3 school years.  
 2. Additional quantities shall be procured centrally. This report must be submitted to the District Office for consolidation. Division offices must submit the consolidated forms on or before August 7, 2013, non-extendible. Divisions that fail to submit the required forms shall not be provided with additional textbooks and shall be held responsible for any deficiency.

Prepared by : \_\_\_\_\_ Certified True and Correct : \_\_\_\_\_  
 Date \_\_\_\_\_ Date \_\_\_\_\_  
 Elementary School Head

DEPARTMENT OF EDUCATION

Name of School \_\_\_\_\_  
 Name of School District \_\_\_\_\_  
 Division : \_\_\_\_\_  
 Region : \_\_\_\_\_

K TO 12 LEARNER'S MATERIALS (LMs) SITUATION REPORT

Subject and Year Level	Actual Enrollment SY 2013-2014	Mother Tongue Language (Note 1)	Quantity Needed	Remarks
<b>Kindergarten:</b>				
Activity Sheets in MTB Language:		1. (example: Tagalog)		
		2.		
		3.		
<b>Grade 1 :</b>				
English LM (Activity Sheets)				
<b>Grade 2:</b>				
English 2 LM				
Filipino 2 LM				
MTB-MLE 2 LM		1. (example: Tagalog)		
		2.		
Mathematics 2 LM		1. (example: Tagalog)		
		2.		
		3.		
Araling Panlipunan 2 LM		1. (example: Tagalog)		
		2.		
		3.		
Edukasyon sa Paggapakatao 2 LM		1. (example: Tagalog)		
		2.		
Music, Arts, P.E. & Health 2 LM		1. (example: Tagalog)		
		2.		
		3.		

Note: 1. MTB Language to be specified in Kinder Activity Sheets. LMs must come from the 12 languages identified and procured by the Central Office (i.e., Ilokano, Tagalog, Pangasinan, Cebuano, Hiligaynon, Sinugboanon, Bicol, Ilocano, Maranao, Maguindanao, and Maranao).  
 2. Additional quantities shall be procured centrally. This report must be submitted to the District Office for consolidation. Division offices must submit the consolidated forms on or before August 7, 2013, non-extendible. Divisions that fail to submit the required forms shall not be provided with additional learner's materials and shall be held responsible for any deficiency.

Prepared by : \_\_\_\_\_  
 Certified True and Correct : \_\_\_\_\_  
 Elementary School Head  
 Date \_\_\_\_\_  
 Date \_\_\_\_\_

-1000

Name of School District : \_\_\_\_\_  
Delivery Address : \_\_\_\_\_Division : \_\_\_\_\_  
Region : \_\_\_\_\_

## DISTRICT CONSOLIDATED TX/LM SITUATION REPORT

## A. TEXTBOOKS

Subject and Year Level	Actual Enrollment SY 2013-2014	Usable Textbooks (Note 1)		TX Situation	
		Title	Quantity	Textbook Shortage / Deficiency (if b>f)	Textbook Excess (if b<f)
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	$e = b - d$	$f = d - b$
English 5-Language		English Expressways 5 - Language			
English 5-Reading		English Expressways 5 - Reading			
Science 5		Science for Daily Use 5			
Math 5		Mathematics for Better Life 5			
Filipino 5-Wika		Hiyas sa Wika 5			
Filipino 5-Pagbasa		Hiyas sa Pagbasa 5			
Hekasi 5		Heographiya, Kasaysayan, at Sibika 5- Makabayan:Kasaysayang Pilipino			
English 6-Language		English for You and Me 6 - Language			
English 6-Reading		English for You and Me 6 - Reading			
Science 6		Into the Future: Science and Health 6			
Math 6		Mathematics for Everyday Use 6			
Filipino 6-Wika		Landas sa Wika 6			
Filipino 6-Pagbasa		Landas sa Pagbasa 6			
Hekasi 6		Yaman ng Pilipinas 6			

## B. K TO 12 LEARNER'S MATERIALS

Subject and Year Level	Actual Enrollment SY 2013-2014	Mother Tongue Language (Note 2)	Quantity Needed
<b>Kindergarten:</b>			
Activity Sheets in MTB Language:		1. (example: Tagalog)	
		2.	
		3.	
<b>Grade 1 :</b>			
English LM (Activity Sheets)			
<b>Grade 2:</b>			
English 2 LM			
Filipino 2 LM			
MTB-MLE 2 LM		1. (example: Tagalog)	
		2.	
Mathematics 2 LM		1. (example: Tagalog)	
		2.	
Araling Panlipunan 2 LM		1. (example: Tagalog)	
		2.	
Edukasyon sa Pagpapakatao 2 LM		1. (example: Tagalog)	
		2.	
Music, Arts, P.E. & Health 2 LM		1. (example: Tagalog)	
		2.	

- Note: 1. The District must be able to re-distribute textbook excesses to elementary schools with shortages.  
2. MTB Language to be specified in Kindergarten Activity Sheets, LMs must come from the 12 languages identified and procured by the Central Office (i.e., Ilokano, Tagalog, Pangasinense, Kampampangan, Bikol, Hiligaynon, Sinugbuanong Binisaya, Waray, Chavacano, Tausug, Maguindanaon, and Maranao)  
3. Additional quantities shall be procured centrally. This report must be submitted to the Division Office for consolidation. Division offices must submit the consolidated forms on or before August 7, 2013, non-extendible. Divisions that fail to submit the required forms shall not be provided with additional learner's materials and shall be held responsible for any deficiency.

Prepared by : \_\_\_\_\_

Certified True and Correct : \_\_\_\_\_

Public School District Supervisor

Date

Date

DEPARTMENT OF EDUCATION

Name of High School : \_\_\_\_\_  
 School I.D. No. : \_\_\_\_\_  
 Division : \_\_\_\_\_  
 Region : \_\_\_\_\_

K TO 12 LEARNER'S MATERIALS (LMs) SITUATION REPORT

Subject and Year Level	Actual Enrollment SY 2013-2014	Quantity Needed	Remarks
<b>Grade 8:</b>			
English LM	0	0	
Science LM	0	0	
Filipino LM	0	0	
Mathematics LM	0	0	
Araling Panlipunan LM	0	0	
Edukasyon sa Paggapakatao LM	0	0	
Music and Arts LM	0	0	
P.E. and Health LM	0	0	

Note: Additional quantities shall be procured centrally. This report must be submitted to the Division Office for consolidation on or before August 7, 2013, non-extendible. Divisions that fail to submit the required forms shall not be provided with additional learner's materials and shall be held responsible for any deficiency.

Prepared by : \_\_\_\_\_  
 Certified True and Correct : \_\_\_\_\_  
 High School Head  
 Date \_\_\_\_\_  
 Date \_\_\_\_\_

<Name of Division>  
<Region>

CONSOLIDATED REPORT ON TEXTBOOK SHORTAGES

District	Address	Total	Number of Copies of Textbooks													
			English		Filipino		Math 5		Science 5		Math 6		Filipino			
			5 TX-L	5 TX-R	5 TX-W	5 TX-P	Hekasi 5	6 TX-L	6 TX-R	6 TX-W	6 TX-P	Hekasi 6				
			English Expressways 5 - Language	English Expressways 5 - Reading	Mathematics for Better Life 5	Science for Daily Use 5	Mathematics for Better Life 5	Hiyas sa Mika 5	Hiyas sa Pagbasa 5	Heograpiya, Kaseysayan, at Sibika 5 - Language	English for You and Me 6 - Reading	English for You and Me 6 - Science and Health 6	Mathematics for Everyday Use 6	Landas sa Wika 6	Landas sa Pagbasa 6	Yaman ng Pilipinas 6

1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
Total																	

Prepared by :

\_\_\_\_\_

Date

\_\_\_\_\_

Certified True and Correct :

\_\_\_\_\_

Date

\_\_\_\_\_

Schools Division Superintendent

<Name of Division>  
<Region>

**DIVISION CONSOLIDATED REPORT ON K to 12 LEARNER'S MATERIALS NEEDS**

District	Address	Total	Number of Copies of Learner's Materials									
			Kindergarten Activity Sheets <MTB Languages>*	Grade 1 English	Grade 2 English	Grade 2 MTB-MLE <MTB Languages>*	Grade 2 Mathematics <MTB Languages>*	Grade 2 AP <MTB Languages>*	Grade 2 Esp <MTB Languages>*	Grade 2 MAPEH <MTB Languages>*		
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
<b>Total</b>												

Note: MTB Language to be specified in Kindergarten Activity Sheets and Learner's Materials must come from the 12 languages identified and procured by the Central Office (i.e., Ilokano, Tagalog, Pangasinense, Kambampangan, Bikol, Hiligaynon, Sinuguanong Bintsaya, Waray, Chavacano, Tausug, Maguindanaon, and Maranao).

Prepared by: \_\_\_\_\_  
 Certified True and Correct: \_\_\_\_\_  
 Schools Division Superintendent

Date \_\_\_\_\_  
 Date



<Name of Division>  
<Region1>

**DIVISION CONSOLIDATED REPORT ON K to 12 LEARNER'S MATERIALS NEEDS**

Name of High School	Address	Total	Number of Copies of Grade Learner's Materials											
			Grade 8 English	Grade 8 Science	Grade 8 Filipino	Grade 8 Mathematics	Grade 8 AP	Grade 8 ESP	Grade 8 Music & Arts	Grade 8 PEH				
1		0												
2		0												
3		0												
4		0												
5		0												
6		0												
7		0												
8		0												
9		0												
10		0												
11		0												
12		0												
13		0												
14		0												
15		0												
Total		0	0	0	0	0	0	0	0	0	0	0	0	0

Prepared by :

Certified True and Correct :

\_\_\_\_\_

\_\_\_\_\_ Schools Division Superintendent

Date

Date

236  
941