



## DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

June 20, 2016

### DIVISION MEMORANDUM

No. 307, s. 2016

#### GUIDELINES ON THE RELEASE AND UTILIZATION OF FUNDS FOR IN-HOUSE REPRODUCTION AND DISTRIBUTION OF GRADES 5 AND 11 LEARNING RESOURCES

**To: Assistant Superintendents  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads**

1. This Office is hereby disseminating the Guidelines on the Release and Utilization of Funds for In-House Reproduction and Distribution of Grades 5 and 11 Learning Resources.
2. The Grades 5 and 11 learning materials will be uploaded in Google Drive and may only be accessed and downloaded using a DepEd official email address (@depd.gov.ph). 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>
3. For further details, please refer to the attached Memorandum.
4. Dissemination of this Memorandum is desired.

  
**RHEA MAR A. ANGTUD, Ed. D., CESO VI**  
Schools Division Superintendent

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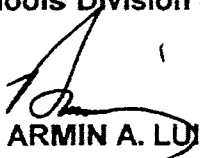
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Republic of the Philippines  
**Department of Education**

**Tanggapan ng Kalihim**  
*Office of the Secretary*

**MEMORANDUM**

TO : Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents

FROM :  BR. ARMIN A. LUJASTRO 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 LR.
  - 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

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.ph<sup>1</sup>). 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

<sup>1</sup> 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](mailto: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](mailto: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					
<b>Total</b>						

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*

<b>Grade 5 Subjects</b>			<b>Printing &amp; Delivery</b>
<b>Activity Sheets</b>	<b>No. of Pages</b>	<b>Learner's Materials</b>	
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	
<b>Total Number of Titles</b>	<b>337</b>	<b>13</b>	

*\*Activity Sheets have been separated by topic*

*Grade 11 Materials*

<b>SHS Subjects and Specializations</b>	<b>Number of Titles</b>		<b>Printing &amp; Delivery</b>
	<b>Learner's Materials</b>	<b>Teacher's Materials</b>	
<b>Core Subjects</b>			
1. Oral Communication	1	1	RO
2. PE and Health	1	1	SDO
<b>Applied Track Subjects</b>			
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
<b>Specialized Track Subjects</b>			
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
<b>Total Number of Titles</b>	<b>10</b>	<b>10</b>	