Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE II, KARANGALAN VILLAGE
1900 CAINTA, RIZAL

DEPED-4A-02-RM-21-415

25August 2021

Regional Memorandum

GUIDELINES ON THE PROVISION OF SLMs FOR QUARTER 1 AND QUARTER 2IN KEY STAGES 2-4FOR SY 2021-2022

TO: **Schools Division Superintendents**

1. With reference to D.O 18, s. 2020, DM OUCI 2021- 195, D.O 29, s. 2021, this Office reiterates the enclosed Guidelines for the Provision of Learning Resources in the Implementation of the Basic Education Learning Continuity Plan for SY2021-2022 particularly Paragraph 6.6 of D.O 18, s, 2020.

2. SDO's are reminded to comply with the "Government Procurement Reform Act" and its Implementing Rules and Regulations (IRR) and other GPPB issuances. Printing should comply with the minimum technicalstandards found in DM-OUCI-2020-245 to ensure uniformity in the procurement or in-house/by administrationprinting and delivery of SLMs. While, adjustments to augment other funding sources are stipulated in DM-OUCI-2021-195 and DM-OUCI-2021-261 s, 2021.

3. SDO's shall reuse SLMs used in the previous school years that are still in good condition as **Supplementary Materials for Key Stages 2-3**. Key Stage 1 shall use the Self-Learning Modules or Locally Contextualized materials known as PIVOT SLMs. Multiple adoption of LRs may be done based on the circumstances of the SDOs provided that these learning resources are Quality Assured – Level 3 and with specialty review form from the CLMD CALABARZON. SDOs are highly encouraged to adopt strategies to maximize the use of available technologies and offline learning platforms/ resources to minimize reliance on printed LRs.

4. TheseSLMs can be accessed through these links: a)https://tinyurl.com/RTPKS1Q12021**for Key Stage 1**, b) https://bit.ly/KS2-3_ADM-SLMs**for Key Stage 2 & 3**, and http://bit.ly/shsrtpversion2**for Key Stage 4**.

5. For clarifications and queries, contact **JOB S. ZAPE, JR**, Chief, Curriculum and Learning Management Division at (02) 8681-7249 local 420/clmd.calabarzon@deped.gov.ph

6. Immediate dissemination of this Memorandum is directed.

FRANCIS CESAR B. BRINGAS
Regional Director

clmd/lrmds/jzapejr

Republic of the Philippines
Department of Education

20 JUL 2020

DepEd O R D E R
No. 018, s. 2020

POLICY GUIDELINES FOR THE PROVISION OF LEARNING RESOURCES IN THE IMPLEMENTATION OF THE BASIC EDUCATION LEARNING CONTINUITY PLAN

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Policy Guidelines for the Provision of Learning Resources in the Implementation of the Basic Education Learning Continuity Plan** (BE-LCP).

2. The policy establishes the guidelines that will enable DepEd to provide learning resources in the implementation of the BE-LCP. It also establishes the guidelines on the release, utilization, and liquidation of support funds for the printing and delivery of self-learning modules and other learning resources.

3. For more information, please contact the **Bureau of Learning Resources**, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at blr.od@deped.gov.ph or at telephone number (02) 8687-2744.

4. Immediate dissemination of and strict compliance with this Order are directed.

LEONOR MAGTOLIS BRIONES
Secretary

Encl/s:
As stated
Reference/s:
DepEd Order (No. 21, s. 2019; No. 12, s. 2020)

DEPED-OSEC-020816

To be indicated in the Perpetual Index under the following subjects:

CLASSES	POLICY
CURRICULUM	PROGRAMS
ELEMENTARY EDUCATION	SECONDARY EDUCATION
LEARNERS	SCHOOLS
OFFICIALS	TEACHERS

JD, DO Provision of LRs in Implementation of BE-LCP
July 24, 2020

Enclosure to DepEd Order No. 018 , s. 2020

POLICY GUIDELINES FOR THE PROVISION OF LEARNING RESOURCES IN THE IMPLEMENTATION OF THE BASIC EDUCATION LEARNING CONTINUITY PLAN

I. Rationale

The public health emergency brought about by COVID-19 calls for the Department of Education (DepEd) to be innovative and resourceful in delivering quality, accessible, relevant, and liberating education. In response to this emergency, DepEd developed the Basic Education Learning Continuity Plan (BE-LCP) to ensure that learning opportunities are provided to our learners in a safe manner, through different learning delivery. In line with this, the Department, through its Regional and Schools Division Offices undertake the urgent and necessary development, production and provision of learning resources, in accordance with its mandate.

The 1987 Constitution states in Article XIV, Sections 1 and 2, *viz:*

> Section 1. The State shall protect and promote the right of all citizens to quality education at all levels, and shall take appropriate steps to make such education accessible to all.
>
> Section 2. The State shall:
>
> (1) Establish, maintain, and support a complete, adequate, and integrated system of education relevant to the needs of the people and society;
> (2) Establish and maintain a system of free public education in the elementary and high school levels.

Pursuant to the above-cited constitutional provisions, as well as Executive Order No. 292 or the *Administrative Code of 1987*, Republic Act No. (RA) 9155 or the *Governance of Basic Education Act of 2001*, and RA 10533 or the *Enhanced Basic Education Act of 2013*, DepEd is mandated to protect and promote the right of access to quality basic education. Accordingly, it is legally tasked to provide a learner-centered, inclusive, responsive, relevant, and contextualized K to 12 basic education.

In accordance with its legal mandate, DepEd has promulgated issuances on flexible learning and materials, specifically, DepEd Order No. (DO) 21, s. 2019, or the *Policy Guidelines on the K to 12 Basic Education Program*. It sets forth Flexible Learning Options (FLOs), which includes alternative delivery modes and its corresponding learning resources that are responsive to the need, context, circumstances, and diversity of learners.

These policy guidelines aim to set the standards and specifications in the provision of learning resources in the implementation of the BE-LCP. The learning resources serve as learning toolkits for learners where procedures, instructions, and other details are provided to aid the learning process, with the supervision of responsible adults along with the continuous monitoring and guidance of teachers.

II. Scope

The standards and mechanisms included in this policy shall guide officials and personnel at the Central, Regional, and Schools Division Offices in the provision of learning resources, particularly for FLOs, in the implementation of the BE-LCP. These policy guidelines shall take effect starting Fiscal Year (FY) 2020.

DEPED-OSEC-423365

III. Definition of Terms

3.1 **Ready to Print materials** - materials ready for mass printing.
3.2 **Most Essential Learning Competencies (MELCs)** - competencies necessary to develop a learner's practical and lifelong skills for learning amidst a crisis (e.g. pandemic, epidemic, etc.) and to eventually attain a successful life.
3.3 **Flexible Learning Options** (FLOs) - menu of learning interventions and pathways that are responsive to the needs, context, circumstances, and diversity of learners.
3.4 **Alternative Delivery Modes (ADMs)** - instructional learning modalities that do not strictly follow the typical set-up for regular classroom instruction, but follow the K to 12 curriculum in content.
3.5 **Alternative Delivery Modules or Self-Learning Modules (SLMs)** - self-contained, self-instructional, self-paced, and interactive learning resources for public schools intended for learning a specific topic or lesson where the learner interacts actively with the instructional material rather than reading the material passively. SLMs become an ideal learning resource and therefore a priority in remote or distance learning where a teacher is unable to provide the constant instructional supervision and guidance in a classroom setting. SLMs have been used by DepEd for its ADMs during disasters or in situations where learners have difficulty for daily school attendance. COVID-19 has compelled the use of SLMs on a large scale.
3.6 **Learning Resources (LRs)** - any text-based (print or non-print) or non-text based material (devices, tools, equipment, manipulative toys) aligned with the K to 12 curriculum and as primary bases or supplements to teaching and learning processes.

IV. Policy Statement

This policy establishes guidelines that will enable DepEd to provide learning resources in the implementation of the BE-LCP for School Year (SY) 2020-2021. It also establishes the guidelines on the release, utilization, and liquidation of support funds for the printing and delivery of self-learning modules and other learning resources.

V. Policy Implementation

All matters pertaining to results of needs analysis, content review and evaluation, technical standard setting, and allocation, release, and utilization of funds shall be coordinated with the Office of the Undersecretary for Curriculum and Instruction (OUCI).

A. Guidelines in the Printing and Delivery of Self-Learning Modules (SLMs)

5.1 The ready-to-print digital copies of the SLMs developed by the assigned regions, and approved and considered final, particularly in terms of content and alignment with the Most Essential Learning Competencies (MELCs) by the Bureau of Learning Delivery (BLD), can be downloaded from the Microsoft Teams folder "Ready-to-Print SLMs" created by the Information and Communications Technology Service (ICTS) for the Regional Directors, Curriculum and Learning Management Division (CLMD) Chiefs, and Regional Education Program Supervisors in-charge of the Learning Resource Management Section (LRMS).

5.2 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.

DEPED-OSEC-42285

5.3 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 schools as authorized jointly by Regional Offices (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.

5.4 In view of the extreme urgency to provide the minimum SY 2020-2021 Quarter 1 SLMs to learners on or before the opening of classes on August 24, 2020, the SDOs are given the flexibility to determine the standard technical specifications in the procurement or in-house/by administration production of printing and delivery of SLMs. In the succeeding quarters of the school year, an addendum to these guidelines may be issued to ensure uniform technical specifications.

B. Procedures on the Allocation, Release and Utilization of Funds

6.1 OUCI shall submit the request to allocate and download funds for DepEd ROs to the Secretary, through the Office of the Undersecretary for Finance (OUF), following the allocation formula as approved by the Learning Resources and Platforms Committee (LRPC).

6.2 The Finance Service (FS)-Budget Division in the DepEd Central Office shall process and issue the Sub-Allotment Release Orders (Sub-AROs) necessary to effect downloading of funds to the ROs.

6.3 The Regional Director, through its planning, finance, and program teams, shall be responsible in determining the budget allocation per SDO. In determining the most equitable distribution of the fund among the SDOs, the ROs may consider the following parameters, among others:

a. Latest enrollment data of each division;
b. Actual Special Education Fund (SEF) contributions attributable to the BE-LCP learning resources component; and,
c. Actual contributions from external partners attributable to the BE-LCP learning resources component.

6.4 After receipt of the Sub-AROs from the ROs, the SDOs shall submit a Special Budget Request (SBR) to the Department of Budget and Management (DBM)-ROs for the issuance of Notices of Cash Allocation (NCAs) to cover the cash requirements of the Sub-AROs they received.

6.5 The allocation and utilization of funds by all DepEd Implementing Units shall be in accordance with the priorities set by the ROs/SDOs in line with its contextualized BE-LCP.

6.6 Expenses related to the conduct of activities, including but not limited to procurement, or in-house/by administration, and/or partnership with Local Government Units (LGUs) and other eligible entities, for the printing and delivery of SLMs and other learning resources such as locally-developed SLMs, manuals, worksheets, and activity sheets, and other expenses to cover supplies for the development of video and radio scripts/lessons, conversion of materials into accessible format, and development of interactive materials, may be charged against this fund. Other expenses related to the implementation of the different learning modalities may also be charged against this fund. The priority, however, shall be provided for the printing and delivery of the SLMs. As stated earlier,

DEPED-OSEC-42385

SLMs become an ideal learning resource and therefore a priority in remote or distance learning where a teacher is unable to provide the constant instructional supervision and guidance in a classroom setting. SLMs have been used by DepEd for its ADMs during disasters or in situations where learners have difficulty for daily school attendance. COVID-19 has compelled the use of SLMs on a large scale. Considering the uneven access to technology among learners and the revealed greater preference for modular learning from the learner enrollment and survey forms responses, SLMs will be the backbone distance learning mechanism to accompany textbooks, complemented by other distance learning modalities such as online and educational television and radio.

6.7 The use of the funds shall be subject to the existing government budgeting, procurement, accounting, and auditing rules and regulations.

6.8 Purchase of Capital Outlay items (e.g. equipment, gadgets, software, or any item costing PhP15,000.00 and above per unit) is not allowed.

6.9 The grant of cash advance shall be subject to the rules and regulations on the granting, utilization, and liquidation of cash advances as provided for under Commission on Audit (COA) Circular No. 97-002 dated February 10, 1997, as amended by COA Circular No. 2006-005 dated July 13, 2006.

6.10 In case the downloaded fund is not sufficient to address the actual needs for the purpose, the SDOs may provide additional fund support from their regular General Administration and Support Services (GASS) – Maintenance and Other Operating Expenses (MOOE) allotment.

6.11 Schools may also use their regular MOOE allocations for the printing and delivery of alternative delivery module in accordance with DO 15, s. 2020 (*Supplementary Guidelines on Managing Maintenance and Other Operating Expenses Allocation for Schools to Support the Implementation of Basic Education Learning Continuity Plan in time of COVID-19 Pandemic*) and subject to pertinent procurement, accounting, and auditing rules and regulation.

6.12 The SDOs shall determine the most efficient, effective, and economical mode of printing and delivery of learning resources subject to compliance to RA 9184, or the *Government Procurement Reform Act*, and its Implementing Rules and Regulations (IRR). The SDOs may:

a. Procure for printing and/or delivery;
b. Conduct in-house or by-administration printing and/or delivery, subject to applicable laws; and,
c. Enter partnership agreement with Local Government Units (LGUs) and other eligible entities.

C. Procedures on Procurement, Planning and Preparations of Learning Resources

6.13 Procurement of learning resources under these guidelines shall be in accordance with applicable provisions of RA 9184 and its IRR as well as the internal rules and processes of DepEd.

6.14 The ROs and SDOs shall ensure compliance with the relevant provisions of DO 038 s. 2019 (*Amendments to DepEd Order Nos. 07, s. 2016 and 006, s. 2019 - Revised Signing Authorities for Financial Matters*) on signing authorities and other pertinent procedural requisites.

DEPED-CO-FC-423385

6.15 The SDOs may resort to the appropriate modes of procurement in accordance with the provisions of RA 9184 and its IRR, including an agency-to-agency arrangement pursuant to Section 53.5 of the IRR of RA 9184, such as with any of the Recognized Government Printers (i.e. National Printing Office, APO Production Unit, Inc. and the Bangko Sentral ng Pilipinas), subject to the applicable conditions.

VI. Funding

The fund shall be sourced from the additional "Flexible Learning Options" budget item released by DBM. The purpose of the downloading of funds to the implementing units is "to cover funding requirements for the implementation of the Basic Education Learning Continuity Plan, Provision of Learning Resources".

VII. Monitoring and Evaluation

BLR shall continuously gather feedback on the implementation of these policy guidelines from: ROs, through the CLMD; SDOs, through the Curriculum Implementation Division (CID); and down to the level of school. SDOs shall submit to their respective ROs a Statement of Expenditure (SOE) within two (2) months from the receipt of funds. The SOE shall be duly certified by the Division Accountant and approved by the Schools Division Superintendent.

ROs shall consolidate the SOEs submitted by their SDOs and submit a consolidated report to BLR, copy furnished the Education Programs Delivery Unit (EPDU) of the DepEd Central Office. A template of the SOE is enclosed as Annex "1". OUCI, in coordination with OUF, shall conduct a periodic review of this policy to further enhance its provisions.

IX. Effectivity

This Order shall take effect immediately upon publication in the DepEd website.

VIII. References

DO 21 s. 2019 - *Policy Guidelines on the K to 12 Basic Education Program*

DO 012 s. 2020 - *Adoption of the Basic Education Learning Continuity Plan (BE-LCP) for School Year 2020-2021 in light of COVID-19 Public Health Emergency*

Alternative Delivery Mode Learning Resource Standards

DEPED-OSEC-123365

Enclosure 2

Republic of the Philippines
Department of Education
Office of the undersecretary

MEMORANDUM
OUF-2020-0614

FOR: UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
PROGRAM MANAGERS AND FOCAL PERSONS
ALL OTHERS CONCERNED

FROM: ANNALYN M. SEVILLA
Undersecretary for Finance

DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction

JESUS L. R. MATEO
Undersecretary for Planning, Human Resource and Organizational Development

SUBJECT: CLARIFICATIONS ON DEPED ORDER 18, S. 2020 (POLICY GUIDELINES FOR THE PROVISION OF LEARNING RESOURCES IN THE IMPLEMENTATION OF THE BASIC EDUCATION LEARNING CONTINUITY PLAN) AND DEPED ORDER 32, S. 2020 (GUIDELINES ON THE ENGAGEMENT OF SERVICES OF LEARNING SUPPORT AIDES TO REINFORCE THE IMPLEMENTATION OF THE BASIC EDUCATION LEARNING CONTINUITY PLAN IN TIME OF COVID-19 PANDEMIC)

DATE: November 9, 2020

This Memorandum is issued to clarify DepEd Order (DO) No. 18 s. 2020, which enumerates the list of eligible activities that may be charged against the funds downloaded to the field for the provision of the Learning Resources for the implementation of Basic Education Learning Continuity Plan (BE-LCP), and DO No. 32, s. 2020, which provides the funding source for the payment of remuneration for the engagement of services of Learning Support Aides, both DOs having been issued in relation to DO 12, s. 2020 (Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in the Light of the COVID-19 Public Health Emergency).

2/F Rizal Building, DepEd Complex, Meralco Avenue, Pasig City
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Republic of the Philippines
Department of Education
Office of the undersecretary

Part V (Policy Implementation) Section B (Procedures on the Allocation, Release and Utilization of Funds), Paragraph 6.6 of DO 18 states, *to wit*:

> Expenses related to the conduct of activities, including but not limited to procurement, or in-house/by administration, and/or partnership with Local Government Units (LGUs) and other eligible entities, for the printing and delivery of SLMs and other learning resources such as locally-developed SLMs, manuals, worksheets, and activity sheets, and other expenses to cover supplies for the development of video and radio scripts/lessons, conversion of materials into accessible format, and development of interactive materials, may be charged against this fund. **Other expenses related to the implementation of the different learning modalities may also be charged against this fund. The priority, however, shall be provided for the printing and delivery of the SLMs. xxx** (Emphasis supplied)

In this regard, subject to existing budgeting, accounting, auditing, and procurement rules and regulations, other expenses which may be charged against this fund shall be determined by the Regional Director (RD) based on the contextualized implementation of the BE-LCP and the assessment of the learning resources requirements of the region. These "other expenses" may include, but not limited, to the following:

1) Procurement of Universal Serial Bus (USBs) or other similar data storage devices for storing of digital learning resources of learners and teachers; and

2) Purchase of tablets for teachers and learners. Generally, Section 6.8 of DO 18, s. 2020 prohibits the purchase of Capital Outlay items (e.g. equipment, gadgets, software, or any item costing PhP15,000.00 and above per unit). Nonetheless, purchase of tablets for teachers and learners using this fund *may be allowed, provided* that such purchase is approved by the RD based on the approved implementation plan of the Region's contextualized BE-LCP, *provided further* that the unit cost of the tablet does not exceed the Php 15,000 threshold to be considered as Capital Outlay. The procurement and use of tablets shall also be subject to the existing guidelines on the acquisition, distribution and/or issuance, use, and return of semi-expendable supplies and equipment.

On the procurement of USBs and tablets for learners and teachers, the Regional Offices (ROs) and the Schools Division Offices (SDOs) may refer to OUA Memo 0620-0030 (Minimum Specifications for ICT Equipment and Internet Services to be Donated to Schools, Teachers and/or Learners, Microsoft Licensing, and Donation Matters) for the recommended technical specification of gadgets. In addition, the RDs are hereby directed to issue a Regional Memorandum outlining the criteria to be used by the SDOs in identifying the recipients of the USBs and tablets to ensure the equitable distribution of the said gadgets and devices. ROs and SDOs are advised to refer to OUA Memo 420-0029 (Guidelines on the Use of Desktop Computers, Laptops, Tablets PCS, and Smartphones at Home During the COVID-19

Pandemic) and OUA Memo 00720-0063 (Guidelines on the Use of Devices Borrowed by Learners).

This Memorandum also provides clarification on the fund sources allowed under DO 32, s. 2020 for the engagement of services of Learning Support Aides (LSAs). Item 10 (f) (v) thereof states, *to wit*:

> 10. In identifying the need to engage the services of Learning Support Aides, SDOs and/or schools shall observe the following parameters:
>
> xxx
>
> f. The SDOs shall determine the corresponding fund source, as may be applicable, subject to existing and available funds:
>
> xxx
>
> v. **Other programs of DepEd** and other government and non-government organizations, such as through Adopt-A-School Program, subject to relevant laws and issuances. (Emphasis supplied)

The other programs of DepEd as another fund source covers programs for the implementation of the BE-LCP. Thus, payment of remuneration for the services of LSAs may be charged to the programs for the implementation of the BE-LCP.

For guidance and compliance.

Enclosure 3

Republic of the Philippines
Department of Education
UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

MEMORANDUM
DM-CI-2020-00245

TO : **BARMM-MBHTE Minister**
Regional Directors
Schools Division Superintendents

FROM : **DIOSDADO M. SAN ANTONIO**
Undersecretary

SUBJECT: **TECHNICAL SPECIFICATIONS FOR THE PRINTING OF QUARTER 2 SELF-LEARNING MODULES (SLMs)**

DATE : **September 9, 2020**

DepEd Order No. 18, s. 2020 provided the guidelines for the provision of learning resources as well as the release, utilization, and liquidation of support funds for the printing and delivery of self-learning modules and other learning resources in light with the implementation of the Basic Education Learning Continuity Plan.

As contained in Item 5.4 of the said issuance, the Schools Division Offices (SDOs) are given the flexibility to determine the standard technical specifications in the procurement or in-house/by administration of printing and delivery of SLMs.

In the succeeding quarters of the school year however, an addendum to these guidelines may be issued to ensure uniform technical specifications.

This addendum pertains to the printing and delivery of Quarter 2 SLMs where the SDOs are given options to consider procurement subject to compliance with R.A. 9184, otherwise known as the "Government Procurement Reform Act" and its Implementing Rules and Regulations (IRR) and other GPPB issuances or in-house/by administration.

However, Quarter 2 printing of SLMs should comply with the minimum technical standards to ensure uniformity in the procurement or in-house/by administration printing and delivery of SLMs (please see enclosure).

DM-CI-2020-00246

Enclosure 1

Minimum Standard Technical Specifications for Printing and Delivery of Quarter 2 SLMs

1. For procurement

Number of pages	32	
Size	8.25" x 10.75" Portrait	10.75" x 8.25" Landscape Note: technical specifications for SLM in landscape orientation
Paper Type Inside: Cover:	 Uncoated paper (book paper) 70gsm Fold cote #10/self cover	
Color Inside: Cover:	 1 Color/4 colors, if any 4 Colors/1 color with UV coating	
Binding	Saddle Stitch	

2. For in-house/by administration

Number of pages	32
Size	8.27" x 10.69" (A4 - Portrait) 10.69" x 8.27" (A4 - Landscape)
Paper Type	
Inside :	Uncoated paper (book paper) 70 gsm
Cover :	Self cover
Color	
Inside :	1 color (black and white)
Cover :	1 color (black and white)
Binding	Stapled (triple)

Enclosure 4

Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

JOINT MEMORANDUM
DM-OUCI--2021-**195**

TO: **ALL REGIONAL DIRECTORS**

FROM: **ANNALYN M. SEVILLA**
Undersecretary for Finance

DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction

SUBJECT: **Supplementary Guidelines in the Utilization of Downloaded Funds for Provision of Quarters 1 and 2 Learning Resources of SY 2021-2022**

DATE: June 2, 2021

This memorandum is issued to establish the guidelines on the release and utilization of the downloaded funds for the provision of learning resources for Quarters 1 and 2 of SY 2021-2022. An initial budget amounting to 1,731,794,777.00 under FY 2021 Flexible Learning Option Fund shall be downloaded to the regions to cover the learning resource requirement for the Quarters 1 and 2 of SY 2021-2022. Additional funds shall be released to the field once the request for funds classified as *For Later Release* amounting to Php 841,000,000.00 is approved by the Department of Budget and Management.

The release of this fund shall be pursuant to Department Order 18 s. 2020 (Policy Guidelines for the Provision of Learning Resources in the Implementation of the Basic Education Learning Continuity Plan [BE-LCP]), and the use and utilization of such should be compliant with the provisions under the said DO **except the use of Special Education Fund (SEF) and/or actual contributions from external partners as basis for the allocation formula** in distributing the fund as discussed and approved in the Learning Resources and Platforms Committee (LRPC) Meeting dated May 28, 2021.

The use of this fund shall also be guided by Memorandum No. OUF-2020-0614 (Clarifications on DepEd Order 18, s. 2020 and DepEd Order 32, s. 2020 [Guidelines on the Engagement of Services of Learning Support Aides to Reinforce the Implementation of the BE-LCP in time of covid-19 pandemic]) which clarifies the eligible activities that may be charged against the funds downloaded to the field for the provision of the Learning Resources for the implementation of the BE-LCP.

Other conditions and considerations shall also be observed in the use of these downloaded fund which are as follows:

1. The fund shall be utilized for procurement for printing and delivery of SLMs for Quarters 1 and 2 for SY 2021-2022 and shall be subject to the minimum technical standards as prescribed under DM-CI-2020-00245; and

2. The use of the said fund shall be consistent with Section 6.6 of DO 18 s. 2020 and may also be utilized for the procurement of Universal Serial Bus or other similar storage devices or purchase of tablets, subject to the limitations prescribed under Memorandum No. OUF-2020-0614.

3. In case of insufficiency of budget, other funding sources for this purpose are as follows:

   a. Balances from downloaded funds in FY 2020 for the provision of learning resources provided that the validity of the said fund has not yet lapsed;
   b. General Administration and Support Service (GASS)-Maintenance and Other Expenses (MOOE) allotment of the SDOs as provided in Section 6.10 of DO 18. s. 2020
   c. Regular MOOE allocations of Schools in accordance with DO 15, s. 2020 (Supplementary Guidelines on Managing Maintenance and Other Operating Expenses Allocation for Schools to Support the Implementation of Basic Education Learning Continuity Plan in Time of COVID-19 Pandemic) and subject to pertinent procurement, accounting, and auditing rules and regulation and Section 6.11 of DO 18. s. 2020;
   d. Special Education Fund pursuant to Section 2.1 of Joint Circular No. 2 s. 2020 issued by the DepEd, Department of Budget and Management (DBM), and Department of Interior and Local Government (DILG);
   e. Balances from funds that were previously downloaded for the provision of Learning Resources under FY 2021 Flexible Learning Options Fund per DM-OUCI-2021-029 dated February 1, 2021, DM-OUCI-2021-034 dated February 3, 2021, and DM-OUCI-2021-044 dated February 15, 2021, DM-OUCI-2021- 060 dated March 10, 2021 and DM-OUCI-2021-107 dated April 12, 2021, and DM-OUCI-2021- 098 dated April 16, 2021 may also be used, provided that provision of learning resources for the identified subjects and learning areas are sufficiently covered.

4. In such situation wherein there is an excess or balance of fund from the procurement of the specified learning resources, the balance may be used for procurement or production of other learning resource requirements, including delivery costs of learning resources, subject to Section 6.6 of DO 18 s. 2020 and OUF Memorandum OUF-2020-0614.

The allocation per region is attached hereto for reference as Annex A

The Regional Director, in coordination with the School Division Office Superintendents, shall determine the corresponding physical target of their respective allocation. Finally, Monitoring and Evaluation of the said funds shall also be in accordance with Section VII of DO 18 s. 2020.

For information and guidance.

Enclosures:
DO 18 s. 2020
Memorandum No. OUF-2020-0614
DM-CI-2020-00245

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Enclosure 5

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

JOINT MEMORANDUM
DM-OUCI-2021-210

FOR : **REGIONAL DIRECTORS**

ATTENTION : **Chief, Finance Division**
Chief, Curriculum and Learning Management Division
Schools Division Superintendents
Learning Resource Education Program Supervisors
Division Accountants
Division Budget Officers

FROM : **DIOSDADO M. SAN ANTONIO**
Undersecretary for Curriculum and Instruction

ANNALYN M. SEVILLA
Undersecretary for Finance

SUBJECT : **DATA VALIDATION AND VERIFICATION OF ONLINE AND OFFLINE ADDITIONAL INFORMATION ON THE SUMMARY OF EXPENDITURE REPORTS**

DATE : June 4, 2021

We would like to express our appreciation to all regional and division offices for submitting the additional information on the Summary of Expenditures (SOE) as required by DO 18 s. 2020 to account expenditures charged against the downloaded funds for the provision of learning resources in FY 2020.

To ensure the accuracy and reliability of the submitted report which shall be submitted to relevant agencies of the national government including the Congress and Senate, we are subjecting the submitted SOE for further validation and verification. Attached as Annex A are the instructions to facilitate the collection of correct information.

Please note that we are **prioritizing the submission of the utilization and accomplishments of Funds under Bayanihan I, II and Other funds downloaded in FY 2020.** However, we are providing as well relevant information on the downloaded funds this FY 2021 under Flexible Learning Options to prepare your office for the next round of required report.

Due to the urgency of submitting the report to COA and Congress, may we request for the submission of these reports through encoding in the following link listed per region as provided in the Annex B on or before 12:00 noon of June 16, 2021.

For immediate appropriate action.

Annex A: Reminders and Instructions in Filling out and Validating the SOE

1. Responsible Person/s in the Preparation of SOE

Fields	Responsible Person
Filling out of physical Accomplishments Target, Number of Procured, Delivered SLMs, Activity Sheets, Tablets and USBs and Other LRs or other activities charged against the Fund (by Division)	Division Learning Resource Education Program Supervisor
Filling out of obligations and disbursements for each category (by Division)	Division Accountant Division Budget Officer
Review of overall obligations and disbursements (overall Region)	Chief, Finance Division
Monitoring of Completion of SOEs	Chief, Curriculum Learning and Management Division Regional Learning Resource Education Program Supervisor
Approval of Submitted SOEs	Schools Division Superintendent Regional Director

2. Some reminders in filling out the validated SOE
   Cut-off date of the report is June 11, 2021

   - Total obligations should not be more than the allotment; likewise, total disbursements not be more than the total obligations.
   - The unit of measurements for SLMs, Activity Sheets, and other learning resources must be indicated by individual copy/piece not the number of pages.
   - The unit of measurement for tablets, USBs, and other digital storage is pieces.
   - The "Remarks (specify other LRs or other items procured and/or other activities charged against this Fund)" includes ALL other expenses charged against the fund (e.g., delivery cost if not included in the procurement cost).
   - Per OUF-OUCI 2020-358 dated November 23, 2020, funds under BA II shall be used for specifically for Printing and delivery of Self-Learning Modules in accordance with Section 10, paragraph (n) of Republic Act No. 11494, otherwise known as the "Bayanihan to Recover as One Act," hence reports that include procurement of tablets and digital devices under this fund should be reviewed.
   - Check the total number of learning resources produced/procured versus total obligations which will result in very high or very low unit cost per LR.
   - Please ensure that all columns are completed/filled out. Put "zero" if there is nothing to report.

Enclosure 6

Republic of the Philippines
Department of Education

445897

JOINT MEMORANDUM DM-OUCI-2021-261

TO: **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS

FROM: **DIOSDADO M. SAN ANTONIO**
Undersecretary for Curriculum and Instruction

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Field Operations,
Palarong Pambansa Secretariat and DEACO

ANNALYN M. SEVILLA
Undersecretary for Finance

SUBJECT: **CLARIFICATION ON DM–OUCI-2021-195 (SUPPLEMENTARY GUIDELINES IN THE UTILIZATION OF DOWNLOADED FUNDS FOR THE PROVISION OF QUARTERS 1 AND 2 LEARNING RESOURCES OF SY 2021-2022) AND PROVISION OF INFORMATION FOR THE CONTINUOUS RESPONSE OF THE DEPARTMENT TO THE PANDEMIC AS REGARDS LEARNING RESOURCES, COMPLIANCE WITH COA RULES AND OTHER REGULATIONS, AND SUBMISSION OF REPORTS**

DATE: July 8, 2021

This joint memorandum is being issued to provide information and to clarify certain aspects in the continuous response of the Department to the pandemic situation, more particularly in the provision of learning resources, compliance with Commission on Audit (COA) Rules and Other Regulations, and reporting of data and expenditures.

In view of the continuing response of the Department to the pandemic situation, funds for the provision of learning resources were downloaded to the field in compliance with Chapter 4 of RA 9155 (Governance of Basic Education Act of 2001) which directs the Department to promulgate guidelines on the allocation, distribution and utilization of resources provided by the national government to the field office, and RA 10533 (Enhanced Basic Education Act of 2013) relative to certain learning materials. The Regional Offices (ROs) with their respective Schools Division Offices (SDOs), are hereby called to continuously adopt and implement measures to operationalize their respective learning continuity plan.

FUNDING, UTILIZATION AND REPORTING OF STATEMENT OF EXPENDITURE:

A) Sources of Funds

Attached as Annex A is the list of funds downloaded for the provision of Quarters 1 and 2 Learning Resources of S.Y. 2021-2022 per joint memorandum numbered DM – OUCI 2021-195. The said memorandum was issued to provide the guidelines in the utilization of downloaded funds. Other available funds shall also be downloaded for Quarters 1 and 2 of SY 2021-2022.

While support funds were downloaded to the ROs, it is likewise advised that ROs, SDOs, and schools to further source other funding for their learning resource needs from the following:

a. Balances from the downloaded funds in F.Y. 2020 and F.Y. 2021 for the provision of learning resources, provided that the validity of the said fund has not yet lapsed;

b. General Administration and Support Service (GASS)-Maintenance and Other Expenses (MOOE) allotment of the SDOs;

c. Regular MOOE allocations of schools in accordance with DO 15, s. 2020 (Supplementary Guidelines on Managing Maintenance and Other Operating Expenses Allocation for Schools to Support the Implementation of Basic Education Learning Continuity Plan in Time of COVID-19 Pandemic);

d. In coordination with the Local Government Units, Special Education Fund may be utilized pursuant to Section 2.1 of Joint Circular No. 2 s. 2020 issued by the DepEd, Department of Budget and Management (DBM), and Department of Interior and Local Government (DILG); and

e. Balances from funds downloaded for the provision of learning resources such as those under F.Y. 2021 Flexible Learning Options Fund per DM-OUCI 2021029 dated February 2, 2021, DM – OUCI 2021-034 dated February 3, 2021, and DM – OUCI 2021-044 dated February 15, 2021, DM OUCI 2021-060 dated March 10, 2021, DM OUCI 2021-107 dated April 12, 2021, DM OUCI 2021 098 dated April 16, 2021, and DM OUCI 2021-143 dated May 7, 2021, may be used, provided that the provision of learning resources for the identified priority areas are sufficiently covered.

B) Utilization of Funds

The allocation and utilization of funds by all DepEd Implementing Units shall be in accordance with the priorities set by the ROs/SDOs in line with their respective contextualized BE-LCP.

Expenses related to the conduct of activities, including but not limited to procurement, or inhouse/by administration, and/or partnership with Local Government Units (LGUs) and other eligible entities, for the printing and delivery of SLMs and other learning resources such as locally-developed SLMs, manuals, worksheets, and activity sheets, and other expenses to cover supplies for the development of video and radio scripts/lessons, conversion of materials into accessible format, and development of interactive materials, may be charged against this fund. Other expenses related to the implementation of the different learning modalities may also be charged against this fund. The priority, however, shall be provided for the printing and delivery of the SLMs.

Additionally, subject to existing budgeting, accounting, auditing, and procurement rules and regulations, and in accordance with Memorandum No. OUF-2020-0614, other expenses which may be charged against downloaded fund shall be determined by the Regional Directors (RDs)

based on the contextualized implementation of the BE-LCP and the assessment of the learning resources requirements of the region. These "other expenses" may include, but not limited, to the following:

> 1) Procurement of Universal Serial Bus (USBs) or other similar data storage devices for storing of digital learning resources of learners and teachers; and 2) Purchase of tablets for teachers and learners.

The purchase of tablets and digital devices should not exceed the PhP 15,000 threshold to be considered as Capital Outlay and should be based on the technical specifications provided under OUA Memo 0620-0030. The procurement and use of tablets shall also be subject to the existing guidelines on the acquisition, distribution and/or issuance, use, and return of semi-expendable supplies and equipment.

In the production of learning resources, the same may be procured in the Regional Office level based on agreement with the SDOs, which has the authority to determine the most efficient, effective, and economical mode of printing and delivery of learning resources.

In addition, the decision to avail alternative modes of procurement shall be subject to compliance with conditions set by RA 9184, or the Government Procurement Reform Act, and its Implementing Rules and Regulations (IRR).

C) Reporting of Expenditures

In line with the reporting of expenditures and items produced or procured, the Statement of Expenditure (SOE) template provided under Joint Memorandum No. DM-OUCI-2021-210 dated June 4, 2021 shall be adopted. The persons responsible for the provision of data is likewise set in said Joint Memorandum. It is requested that said SOE be updated every last Friday of the month, or whenever requested for provision of immediate data to other requesting government offices.

PRODUCTION AND UTILIZATION OF AVAILABLE LEARNING MATERIALS

Preparations to be adopted for the upcoming quarters shall hinge on the collaborative efforts of the ROs, SDOs, and schools. These may be done through:

a. Distribution of textbooks to learners;

b. Reprinting and distribution of the needed SLMs and other LRs that have already completed the quality assurance process and adopting measures to preserve SLMs for future use. Reuse SLMs that are still in good condition. Multiple adoption of LRs may be done based on the circumstances of the RO/SDO;

c. Utilizing the Learning Management System developed or Uploading soft copies of SLMs and other e-copies of LRs for learners with gadgets and/or internet access or provision of said files in storage devises. The ROs and SDOs are highly encouraged to adopt to the strategies in order to maximize the use of the different available online and offline learning platforms and take into account the availability of appropriate gadgets/devices/appliances of a percentage of learners in their respective regions and divisions to minimize reliance on printed learning resources;

d. Adopting strategies for the use of a combination of learning resources in line with other delivery modalities such as, the DepEd TV, radio and other available online/offline platforms; or

e. In the event of further SLM development, the held unit involved must ensure that the members of the development teams are qualified and well supported and that the SLMs that only passed quality assurance process shall be made available to the learners.

f. Ensuring that quality assurance of intended learning materials to be used are done;

Local Error Watch teams must be maintained to coordinate with the CO Error Watch to address any reported errors or issues on LRs.

ROs and SDOs must take into account the inventory of their available SLMs and other learning resources. Whenever there is a need to reproduce certain CO conformed SLMs or locally developed SLMs, the technical specifications contained under DM-CI-2020-00245 may still be adopted.

The following alternative technical specifications for SLMs may also be adopted for the printing of SLMs.

SLM Size	Paper Requirement		Colors			Binding
	Cover	Inside Pages	Cover	Inside Pages		
				1 Color	4 Colors (Approx. No. of Sig. - SR)	
8.25" x 10.75"	Foldcote cal. #10 Solid white or Coated 2 Sides #140 lbs or better	Uncoated text paper, 60 gsm or better	4 / 1 with Overprint Varnish or better	1 Color	NA	Saddle stitched or better

COMPLIANCE WITH COA RULES AND OTHER REGULATIONS:

The continuous provision of learning resources to respond to the current pandemic situation should be in compliance with RA No. 9184 and its Revised IRR, PD No. 1445, COA Circular Nos. 2012-001, 2009-001, 96-010, and 97-002 dated June 14, 2012, February 12, 2009, August 16, 1996, and February 10, 1997, respectively.

The ROs must likewise ensure compliance of SDOs and schools with pertinent rules in the receipt, inspection, acceptance, and recording of inventory items of learning resources[1], as well as, to ensure that learning resources and other materials and equipment used in production interventions of learning resources are well secured and maintained.

In case of storage of learning resources and equipment, schools must ensure that said materials, like other public properties, are kept in good condition and safeguarded against loss or wastage[2].

For information and guidance.

Noted by:

LEONOR MAGTOLIS BRIONES
Secretary
Department of Education

Annex A

Funds Downloaded for the Provision of Quarters 1 and 2 Learning Resources of SY 2021- 2022 Per DM – OUCI 2021-195 (Supplementary Guidelines in the Utilization of Downloaded Funds for the Provision of Quarters 1 and 2 Learning Resources of SY 2021- 2022)

Region	Total Share of Region
Region 1	90,107,479.00
Region 2	64,671,836.00
Region 3	189,219,174.00
Region 4 – A	236,575,325.00
Region 4 – B	64,146,879.00
Region 5	120,384,131.00
Region 6	146,037,933.00
Region 7	138,592,695.00
Region 8	93,863,466.00
Region 9	74,905,777.00
Region 10	89,481,942.00
Region 11	89,894,302.00
Region 12	88,958,645.00
Region 13	56,681,399.00
CAR	28,142,348.00
NCR	160,131,445.00
TOTAL	**1,731,794,777.00**