

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

16 December 2024

Regional Memorandum
No. 898 s.2024

**DISTRIBUTION OF REMEDIATION PACKAGES
FOR READING PROGRAMS**

To **Schools Division Superintendents**

1. In line with the Department of Education's (DepEd) commitment to enhancing the literacy and reading proficiency of elementary school learners, the Office, through the Curriculum and Learning Management Division-Learning Resource Management Section shall distribute remediation packages to support reading programs in identified schools.
2. The remediation packages include carefully selected materials based on the priority list of reading resources outlined in the Joint Memorandum dated May 8, 2024. These materials were chosen to address the early language literacy needs of the region's elementary schools and ensure alignment with DepEd's quality standards and educational goals. The content and structure of the materials aim to strengthen foundational reading skills, particularly for learners struggling with literacy.
3. To ensure equitable distribution, the allocation of the reading packages was determined based on the percentage of the number of elementary schools. Priority was given to schools that recorded low scores in the Reading Assessment or ELLNA (Early Language, Literacy, and Numeracy Assessment). This strategic approach ensures that schools with the greatest need for reading support are addressed first.
4. SDO LR Supervisors and Reading Supervisors are tasked to monitor the utilization of these materials and assess their impact on improving reading proficiency among learners. Reports should be submitted to the Regional Office quarterly.
5. For clarification and further inquiries, you may contact the CLMD-Learning Resource at (02) 8681-2114 local 420.
6. Immediate compliance and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

02/ROC2



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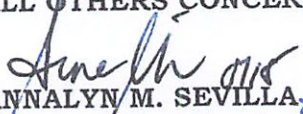
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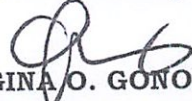


Republic of the Philippines
Department of Education

JOINT MEMORANDUM

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : 
ANNALYN M. SEVILLA
Undersecretary for Finance


GINA O. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : GUIDELINES ON THE UTILIZATION OF DOWNLOADED
PROGRAM SUPPORT FUNDS FOR PROCUREMENT OF
REMEDATION PACKAGES FOR READING PROGRAMS

DATE : May 8, 2024

1. This memorandum is issued to establish the guidelines on the release and utilization of the downloaded Program Support Funds (PSF) for the Procurement of Remediation Packages for Reading Programs, such as, but not limited to the National Reading Program, a subprogram of the National Learning Recovery Program (NLRP), issued as Department of Education (DepEd) Order No. 13, series 2023.
2. A total budget amounting to Six Hundred Forty-Four Million Two Hundred Ninety-Seven Thousand Six Hundred Forty-Five Pesos (**P644,297,645**) under the FY 2023 (R.A. No. 11936) Continuing BEC Funds shall be downloaded to all Regional Offices (ROs) to cover the procurement of the following reading resources (RRs) listed in order of priority:
 - a. Serialized reading packages,
 - b. Phonics activity sets, and
 - c. Vocabulary flash cards.
3. The Regional Directors (RDs), in coordination with the Schools Division Superintendents (SDSs), shall determine the corresponding physical target of their respective allocation based on the regional breakdown of the budget. Such report shall be submitted to the Bureau of Learning Resources (BLR) for consolidation and for monitoring purposes.
4. In case the downloaded fund is not sufficient to address the needs for the purpose, the ROs and Schools Division Offices (SDOs) may tap additional fund support from other funding sources or stakeholders such, but not limited to, the following:

- a. Local Government Unit (LGU) for 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); and
 - b. Other stakeholders during pertinent DepEd events, which include, but are not limited to, Brigada Eskwela and Adopt-a-School Program.
5. Balance from the downloaded funds intended for Basic Education Curriculum and General Management and Supervision – Maintenance and Other Operating Expenses may be used for the procurement of remediation packages as activity or project related to the National Learning Recovery Plan.
 6. The budget allocation per region is stated below for reference.

Region	Total Enrolment for Grades 1, 2, and 3	Percentage of Regional Population*	Amount
Region I	260,332	4.54 %	29,270,321.54
Region II	198,195	3.46 %	22,283,973.46
Region III	651,432	11.37 %	73,243,489.48
Region IV-A	847,432	14.79 %	95,280,669.00
Region IV-B	212,737	3.71 %	23,918,997.26
Region V	397,811	6.94 %	44,727,716.47
Region VI	434,660	7.59 %	48,870,818.65
Region VII	468,124	8.17 %	52,633,329.76
Region VIII	286,841	5.01 %	32,250,850.08
Region IX	254,118	4.43 %	28,571,653.00
Region X	311,948	5.44 %	35,073,745.31
Region XI	316,363	5.52 %	35,570,144.03
Region XII	272,238	4.75 %	30,608,967.77
Caraga	182,038	3.18 %	20,467,367.80
CAR	90,375	1.58 %	10,161,276.02
NCR	545,778	9.52 %	61,364,325.37
Total	5,730,422	100%	644,297,645.00

*against DepEd national population for Grades 1, 2, and 3, based on enrolment data

7. The funds downloaded shall be used not only for the procurement of Reading Resources but also for the delivery thereof.
8. The following are items that cannot be charged against the identified learning resource budget, to wit:
 - a. Purchase of Capital Outlay (e.g., equipment, gadgets, software, or any item with unit cost reaching the minimum threshold for Capital Outlay as provided by existing rules and regulations);
 - b. Hiring of contractual or casual employees, whose salaries and other compensation benefits should be charged against Personnel Services allocations; and
 - c. Payment of other capital outlay items such as infrastructure projects.
9. The PSF shall be downloaded to the ROs, and may be further downloaded to Schools Division Offices (SDOs), if procurement of such may be more efficient and more economical.
10. If the funds are downloaded by the ROs to the SDOs, the latter shall submit to their respective ROs a Statement of Expenditure (SOE) duly certified by the Division Accountant and approved by the Schools Division Superintendent. The ROs shall consolidate the SOEs submitted by their SDOs and submit a consolidated report to BLR. If the RO utilized the downloaded funds, it shall likewise submit the SOE to BLR.
11. Furthermore, in situation wherein there exist any excess or balance of PSF from the procurement of RRs, the balance may be used for procurement or reproduction, as well as delivery thereof, of other RRs as required by existing reading programs in the RO and SDO levels.
12. The amount will be downloaded to the ROs upon the receipt of Letter of Acceptance by the Bureau of Learning Resources (BLR) which will be forwarded to the Budget Division for the preparation/processing of Sub-Allotment Release Orders (Sub-AROs).
13. The Learning Resources Production Division (LRPD) shall request the Finance Service-Budget Division of DepEd Central Office to prepare and issue the Sub-AROs to the ROs.
14. All expenses incurred herein shall be in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.
15. All downloadable funds under 2023 (RA 11936) Continuing BEC Fund must be obligated and disbursed on or before December 31, 2024. The ROs and SDOs, as the case may be, shall ensure that the obligation and disbursement of these funds are in accordance with the FY 2023 GAA (R.A. 11936) and National Budget Circular 592 s. 2024 (Guidelines on the Release of Funds for Fiscal Year 2024) dated January 2, 2024.
16. The SOEs shall be submitted to BLR-LRPD through email: blr.lrpd@deped.gov.ph every 30th day of every month following the month the fund has been downloaded to the region and the subsequent months until the said fund has been fully utilized.
17. For your guidance and strict compliance.

cc: **ATTY. REVSEE A. ESCOBEDO**
Undersecretary for Operations

Annex A

MINIMUM REQUIREMENTS FOR READING RESOURCES

Reading Resource	Description	Minimum Components	Minimum Number of Copies/ Units
Serialized reading packages	<p>Set/s of individualized reading resources, each leveled according to reading difficulty; following a specified reading intervention or remediation program</p> <p>*reading resources included must not be considered stand-alone materials that were repackaged solely for DepEd procurement</p>	<p>Leveled reading materials, with or without activities;</p> <p>Box or any type of organizer</p>	<p>1 unit/set per elementary school</p>
Phonics activity sets	<p>Set/s of reading resources that address the phonics component of reading</p>	<p>Physical and/or tangible materials with basic letters, words, and sounds;</p> <p>Box or any type of organizer</p>	<p>1 unit/set per elementary school</p>
Vocabulary flash cards	<p>Set/s of flash cards</p>	<p>Flash cards of the most common words;</p> <p>Display board or any display organizer</p>	<p>1 unit/set per class</p>