

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



16 September 2025

Regional Memorandum
No. 694 s. 2025

**QUARTERLY SUBMISSION OF REPORT ON THE
DISTRIBUTION AND UTILIZATION OF SELF-
LEARNING MODULES – ALTERNATIVE
DELIVERY MODE (SLM-ADM)
FOR SY 2025–2026**

To **Schools Division Superintendents**

1. In reference to Regional Memorandum No. 439, s. 2025 entitled “Continuous Quarterly Monitoring on the Distribution of Self-Learning Modules – Alternative Delivery Mode (SLMs-ADM) for School Year 2025–2026,” this Office directs all Schools Division Offices (SDOs) to submit a Quarterly Report on the Distribution and Utilization of SLM-ADM Modules in all public elementary and secondary schools in the region.
2. This initiative complements the monitoring and validation activities already in place and seeks to sustain equitable distribution and actual usage of SLMs throughout the school year, thereby promoting learner preparedness, continuity, and improved instructional delivery.
3. The quarterly submission shall be prepared by the SDOs, in close coordination with their Learning Resource (LR) and Supply Officers, and must contain the following data:
 - a. Inventory of distributed SLM-ADM modules per school.
 - b. Utilization reports reflecting actual classroom use by teachers and learners.
 - c. Issues encountered during distribution and usage, including gaps and logistical challenges.
 - d. Best practices and recommendations for improvement.
4. All SDOs are enjoined to conduct their respective division-level quarterly monitoring on the distribution of SLMs-ADM and submit their consolidated reports to the Regional Office during the first week following the end of each quarter. The specific deadlines are as follows:
 - a. Second Quarter: October 3, 2025
 - b. Third Quarter: January 7, 2026
 - c. Fourth Quarter: April 7, 2026






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5. The reports shall be submitted through the official link provided by the Regional Office: <https://tinyurl.com/SLM-ADM-R4A-Report> in both Excel format and PDF format, duly signed by the Schools Division Superintendent.
6. All School Heads are directed to acknowledge receipt of SLMs and ensure proper handling and dissemination of said materials to learners. Any concerns relating to the quantity, condition, or delivery of SLMs must be reported immediately to the Regional Office and addressed accordingly.
7. For clarification and further inquiries, you may contact the CLMD-Learning Resource Management Section at (02) 8681-2114 local 420.
8. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

Enclosure 1 – Template for the Quarterly Report on the Distribution and Utilization of SLM-ADM Modules

No.	Year Delivered	Learning Area	Grade Level	Quarter	Condition (New/Used)	Number of ADM Learners Provided	Number of Regular Learners Provided	Number of Schools Provided	Utilization Status (Fully/Partially/Not Utilized)	Issues/Challenges Encountered	Best Practices/Recommendation	Remarks
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

Prepared by:

LR and Supply Officer

Checked by:

CID Chief

Approved:

Schools Division Superintendent