



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
No. 380, s. 2020

August 12, 2020

**LEARNING RESOURCES TO UTILIZE FOR THE FIRST QUARTER AND  
SUBMISSION OF REPORTS ON PRINTING STATUS OF WORKSHEETS AND ON  
INVENTORY OF AVAILABLE TEXTBOOKS CONTAINING THE MOST  
ESSENTIAL LEARNING COMPETENCIES**

To: CID Chief  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Principals  
DICNHS Department Heads

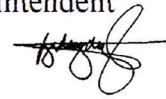
1. In pursuance to DepEd Memorandum DM-CI-2020-00152, re: Suggested Options for Self-Learning Modules, and in consideration to school funding capacity, this Office reiterates the following:
  - a. For the **FIRST QUARTER**, schools are advised to prioritize the use of available textbooks with learning activities aligned to the Most Essential Learning Competencies (MELC).
  - b. If textbooks are not available, or if competencies in MELC are not found in available textbooks, make use of the Division Activity Sheets.
2. To identify textbooks with learning activities aligned to the Most Essential Learning Competencies (MELC), schools are expected to have conducted the Actual Inventory of Available Textbooks specifically for the **FIRST QUARTER**. And for an easier conduct of **ACTUAL INVENTORY**, schools are reminded to consider the Inventory of Available Textbooks Containing the Most Essential Learning Competencies from Caraga Region, which could be accessed through [https://drive.google.com/drive/folders/1Tfopn2xLbopNel\\_SQXr0DH7govcY6BJH?usp=sharing](https://drive.google.com/drive/folders/1Tfopn2xLbopNel_SQXr0DH7govcY6BJH?usp=sharing)
3. On purposes of monitoring and submission of report to the Region, each school is required to submit to this Office through the District Supervisors the following, with templates attached hereto. Deadline is August 13, 2020.
  - a) Report on School Inventory of Available Textbooks Containing the Most Essential Learning Competencies (MELCs) – **for FIRST QUARTER ONLY**
  - b) Report on Status of Worksheets Printing – **for FIRST QUARTER ONLY**
  - c) Consolidated Report on Status of Worksheets Printing (to be prepared by the PSDS)
4. Soft copies of the above reports are expected to be submitted to the LRMS Unit through the LRMS link provided to the School LR Coordinators. Likewise, the said documents should be made available in the school during the Division Monitoring on School Readiness/Pre-Opening of Classes, which shall start on August 17, 2020.



5. The ADM Self-learning Modules (SLMs) could be found/downloaded from DepEd Commons. **DURING THE FIRST QUARTER, IT IS EMPHASIZED THAT SLMs SHALL BE USED AS REFERENCE ONLY AND NOT A PRIORITY FOR PRINTING IN CONSIDERATION TO FUNDING CAPACITY OF THE SCHOOL.** However, they can be provided to the learners in soft copy or when using the Learning Management System (LMS).
6. For guidance and compliance.



**CRISTY C. EPE**  
Schools Division Superintendent



DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED** 20-60716

DATE: 12 AUG 2020 TIME: 9:56

BY: f



To be prepared by the School  
Deadline: Aug. 13, 2020



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**SCHOOL INVENTORY OF AVAILABLE TEXTBOOKS CONTAINING THE MOST ESSENTIAL LEARNING COMPETENCIES (MELCs)**

School: \_\_\_\_\_

School Head: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Grade Level	Learning Area	Week No.	Most Essential Learning Competencies	Code	AVAILABLE TEXTBOOKS			No. of Copies of Division Worksheets to be Reproduced for the 1 <sup>st</sup> Quarter (for competencies in MELC not found in available textbooks)
					TITLE	CHAPTER/S	PAGE/S	
Kindergarten		1						
		2						
		3						
		4						
		5						
		6						
							<b>TOTAL:</b>	
Gr. 1	Math	1						
		2						
		3						
		4						
		5						
		6						
	AralPan	1						
		2						
		3						
		4						
		5						
		6						
	AND SO ON							
							<b>TOTAL:</b>	

To be prepared by the School  
Deadline: Aug. 13, 2020



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**REPORT ON STATUS OF ACTIVITY SHEETS PRINTING IN THE SCHOOL**

School: \_\_\_\_\_

School Head: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Grade Level	No. of Copies of Division Worksheets to be Reproduced for the 1 <sup>st</sup> Quarter (for competencies in MELC not found in available textbooks)	Status of Printing – Percentage of Accomplishment (Pls. check)				Remarks (Issues/Concerns/Etc.)
		25 %	50%	75%	100%	
Kindergarten						
Gr. 1						
Gr. 2						
Gr. 3						
Gr. 4						
Gr. 5						
Gr. 6						
<b>TOTAL</b>		<b>AVERAGE %:</b>				

