



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2024- 162

To : Curriculum Implementation Division Chief
Learning Resource Manager
School Heads
Selected Teachers
Selected AOs, PDOs
LRMS-Librarian II

Subject : **CONVERSION WORKSHOP FOR THE DEVELOPMENT OF INTERACTIVE MATERIALS IN FILIPINO (GRADE 3) FOR QUARTERS 3 & 4**

Date : May 8, 2024

Pursuant to CLMD-2023-362 dated June 27, 2023 re: **Guidelines on the utilization of the downloaded FLO-LR 2023 funds for quarters 1 to 3 of SY 2023-2024**, this office informs the field that a **CONVERSION WORKSHOP FOR THE DEVELOPMENT OF INTERACTIVE MATERIALS IN FILIPINO (GRADE 3) FOR QUARTERS 3 & 4** will take place on May 10-11, 2024, to May 18-19, 2024, at the Division Conference Hall from 8:00 am to 5:00 pm.

This is in adherence to the common digitization efforts to be undertaken by all regions where SDO Digos City is in-charge of Grade 3 Filipino (Quarters 3 & 4).

Relative to this activity, the identified participants below are advised to attend and are required to bring their laptops and extension cords.

Name of Teacher	Position	School
1. Jaymark Alocelja	Teacher	Don Mariano Marcos Elementary School
2. Lee Wilson C. Precellas	Teacher	Don Mariano Marcos Elementary School
3. Thonver Sampaga	Teacher	Kapatagan National High School
4. Marlou Samontina	Teacher	Kapatagan National High School
5. Nino Dabalos	Teacher	Aplaya Elementary School
6. Geoffrey Andrade	Teacher	Pedro Garcia Elementary School
7. Demosthenes Cajés	Master Teacher	Balabag Elementary School



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



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8. Rick Dumagan	Teacher	Digos City Central Elementary School
9. Irene B. Ortiz	PDO I	Digos City Central Elementary School
10. Jessrael Bengil	AOII	G. Reusora Central Elementary School
11. Cyril Espanol	Teacher	Digos City Senior High School
12. Ma. Eloisa D. Cajés	Teacher	Dawis National High School
13. Jimmy Laranjo	Teacher	Ramon Magsaysay Central Elementary School
14. Cherry Joy Thiam	Teacher	Digos City National High School
15. Jayffer Satorio	Teacher	Digos City National High School
16. Marco Jumawan	Teacher	Digos City Central Elementary School
17. Ruben Evarretta	PDO II	SDO Digos City/LRMS
18. Juvy Comaingking	Librarian II	SDO Digos City/LRMS
19. Leilani T. Senires	LR-Manager	SDO Digos City/LRMS

Travelling expenses of the participants shall be charged against local funds, all subject to the usual government accounting and auditing rules and regulations. Moreover, service credits shall be granted to all public-school teacher-participants for the services rendered during Saturdays, Sundays, holidays, or end of school year/summer (DepEd Order No. 53, s. 2003).

Immediate dissemination and compliance of this memorandum is directed.

Melanie P. Estacio
MELANIE P. ESTACIO, CESO VI
OIC-Schools Division Superintendent

Enclosed: As stated,
CID/LR/lts

24-12860
MAY 08 2024
TIME: 3:12 PM
BY: *[Signature]*




Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396

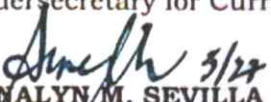


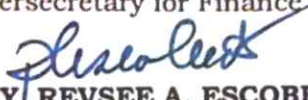

Republic of the Philippines
Department of Education

JOINT MEMORANDUM

TO : **REGIONAL DIRECTORS**

FROM : 
GINA O. GONONG
Undersecretary for Curriculum and Teaching


ANNALYN M. SEVILLA
Undersecretary for Finance


ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations 

SUBJECT : **GUIDELINES ON THE UTILIZATION OF THE DIRECTLY RELEASED FLEXIBLE LEARNING OPTIONS-LEARNING RESOURCES (FLO-LR) FUND TO THE REGIONAL OFFICES FOR THE FISCAL YEAR (FY) 2023 AND REQUEST FOR DATA ON ACTIVITIES RELATED TO THE DEVELOPMENT AND PRODUCTION OF SELF-LEARNING MODULES (SLMs)**

DATE : **March 14, 2023**

This memorandum is issued to establish the guidelines on the utilization of the directly released **Fiscal Year (FY) 2023 Flexible Learning Options - Learning Resources (FLO-LR) Fund** amounting Php **2,634,137,000.00** to the Regional Offices (ROs) by the Department of Budget and Management (DBM). The allocation per RO of said P2.6 billion is attached hereto as **Annex A**.

Special Provision (SP) No. 28 of the General Appropriations Act (GAA) for the FY 2023 states that the Php 2.6 billion appropriated under the FLO-LR Funds "shall be used for the development and production of Self-Learning Modules (SLMs)."

The release and utilization of the funds shall be guided by the following considerations:

1. The ROs or Schools Division Offices (SDOs), as the case may be, may conduct any applicable procurement modality, pursuant to Republic Act (RA) No. 9184, or the *Government Procurement Reform Act*, and its Implementing Rules and Regulations (IRR).
2. In the production of SLMs, the technical specifications to be followed and adopted in the production of SLMs is attached hereto as **Annex B**. This is without prejudice to other specifications that may hereinafter be issued by

the Office of the Undersecretary for Curriculum and Teaching (OUCT) and the Office of the Undersecretary for Finance (OUF).

3. Quantities of SLMs to be printed shall be determined by the School Heads (SHs), Schools Division Superintendents (SDSs), or Regional Directors (RDs), where every procurement is lodged and said offices must consider available resources and circumstances to minimize reproduction of paper-based learning resources, such as the following: (a) enrollment size and use of SLMs by batch, (b) number of retrieved and reusable SLMs, (c) procured tablets, storage devices, and other electronic learning resources, (d) available gadgets of learners at home, (e) access to online learning management systems, and (f) number of Alternative Delivery Mode (ADM) schools.
4. In the event that the RO has determined to further download the fund to the SDOs, the Regional Director, through its planning, finance, and program teams, shall be responsible for determining the most equitable distribution of the fund among the SDOs.
5. The use of funds shall be subject to the existing government budgeting, accounting, auditing and procurement rules and regulations.
6. The ROs and SDOs shall ensure compliance with the relevant provisions of DO No. 1, s. 2023 or the *Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities* on signing authorities and other pertinent procedural requisites.
7. The SDOs shall submit to their respective ROs a Statement of Expenditure (SOE) duly certified by the Division Accountant and approved by the SDS. ROs, through the Finance Division (FD), shall consolidate the SOEs submitted by their SDOs and submit a consolidated report to BLR. The SOE template, as provided under Joint Memorandum No. DM-OUCI-2021-210 dated June 4, 2021, unless amended and/or revised, shall be used. The responsible Officials indicated in the above Joint Memorandum to fill items, review, monitor, and approve said SOE are enjoined to observe timeliness and diligence in assuring that entries provided therein have been validated and are accurate.
8. The consolidated regional SOE shall be submitted to Bureau of Learning Resources – Learning Resources Production Division (BLR-LRPD) at blr.lrpd@deped.gov.ph and copy furnished Education Programs Management Office at epmo@deped.gov.ph on the 30th day of the following month from the date the fund has been downloaded to the region and the subsequent months until the said fund has been fully utilized.
9. For guidance, activities related to the development and production of SLMs include the following:
 - a. Activities in the actual development and quality assurance of SLMs as guided by the existing ADM Learning Resource Standards;
 - b. Procurement of printing and delivery services of SLMs, or procurement of approved SLMs;
 - c. Capability building activities for members of the Development and Quality Assurance Teams involved in the development and production of SLMs;

- d. Activities related to the digitization or conversion of SLMs in its electronic or interactive versions, or conversion to different accessible formats;
 - e. Hiring the services of experts for SLM development and/or quality assurance, so long as it does not constitute expenses under Personnel Services (PS); and/or
 - f. Other related activities leading to the development and production of SLMs.
10. On the other hand, the following are the items that cannot be charged against the identified learning resource budget:
 - a. Purchase of Capital Outlay items (e.g., 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 PS allocations;
 - c. Payment of other capital outlay items such as infrastructure projects;
 - d. Purchase of equipment, gadgets, or software not related in the development and production of SLMs; and/or
 - e. Other activities not covered by activities mentioned under number 9 hereof.
11. **All ROs, through their respective Curriculum and Learning Management Division (CLMD), shall submit (1) data on the consolidated quantities of SLMs needed by their respective SDOs, as well as (2) information on other activities intended to be conducted relative to the development and production of SLMs.**
12. **For uniformity and efficiency purposes, the SLMs to be developed, quality assured, produced and/or digitized or converted using the 2023 FLO-LR funds shall be the following:**
 - a. Ready-to-print digital copies of the SLMs developed by the assigned regions, 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) and the Bureau of Curriculum Development (BCD). These can be downloaded from the Microsoft Teams folder "Ready-to-Print SLMs" created by the Information and Communications Technology Service (ICTS).
 - b. Quality-assured Kindergarten to Grade 3 contextualized SLMs developed by field offices;
 - c. Quality-assured SLMs for special curricular programs developed by field offices; and/or
 - d. Other specialized SLMs that were allowed by Central Office (CO) may also be produced/procured, as the case may be.
13. Schools shall maintain an inventory of at least one (1) SLM for two (2) learners (1:2) ratio. The inventory data as contained under the following links may be among the basis of the ROs in determining their respective current SLM requirement:

REGION	QUARTER 1 and QUARTER 2	QUARTER 3 and QUARTER 4
I	http://bit.ly/Region-I_SY2021-2022_Q1-Q2-ConsolForms_SLMs	http://bit.ly/Region-I_SY2021-2022_Q3-Q4-ConsolForms_SLMs
II	http://bit.ly/Region-II_SY2021-2022_Q1-Q2-ConsolForms_SLMs	http://bit.ly/Region-II_SY2021-2022_Q3-Q4-ConsolForms_SLMs
III	http://bit.ly/Region-III_SY2021-2022_Q1-Q2-ConsolForms_SLMs	http://bit.ly/Region-III_SY2021-2022_Q3-Q4-ConsolForms_SLMs
CAR	http://bit.ly/CAR_SY2021-2022_Q1-Q2-ConsolForms_SLMs	http://bit.ly/CAR_SY2021-2022_Q3-Q4-ConsolForms_SLMs
IV-A	http://bit.ly/Region-IV-A_SY2021-2022_Q1-Q2-ConsolForms_SLMs	http://bit.ly/Region-IV-A_SY2021-2022_Q3-Q4-ConsolForms_SLMs
IV-B	http://bit.ly/Region-IV-B_SY2021-2022_Q1-Q2-ConsolForms_SLMs	http://bit.ly/Region-IV-B_SY2021-2022_Q3-Q4-ConsolForms_SLMs
V	http://bit.ly/Region-V_SY2021-2022_Q1-Q2-ConsolForms_SLMs	http://bit.ly/Region-V_SY2021-2022_Q3-Q4-ConsolForms_SLMs
NCR	http://bit.ly/NCR_SY2021-2022_Q1-Q2-ConsolForms_SLMs	http://bit.ly/NCR_SY2021-2022_Q3-Q4-ConsolForms_SLMs
VI	http://bit.ly/Region-VI_SY2021-2022_Q1-Q2-ConsolForms_SLMs	http://bit.ly/Region-VI_SY2021-2022_Q3-Q4-ConsolForms_SLMs
VII	http://bit.ly/Region-VII_SY2021-2022_Q1-Q2-ConsolForms_SLMs	http://bit.ly/Region-VII_SY2021-2022_Q3-Q4-ConsolForms_SLMs
VIII	http://bit.ly/Region-VIII_SY2021-2022_Q1-Q2-ConsolForms_SLMs	http://bit.ly/Region-VIII_SY2021-2022_Q3-Q4-ConsolForms_SLMs
IX	http://bit.ly/Region-IX_SY2021-2022_Q1-Q2-ConsolForms_SLMs	http://bit.ly/Region-IX_SY2021-2022_Q3-Q4-ConsolForms_SLMs
X	http://bit.ly/Region-X_SY2021-2022_Q1-Q2-ConsolForms_SLMs	http://bit.ly/Region-X_SY2021-2022_Q3-Q4-ConsolForms_SLMs
XI	http://bit.ly/Region-XI_SY2021-2022_Q1-Q2-ConsolForms_SLMs	http://bit.ly/Region-XI_SY2021-2022_Q3-Q4-ConsolForms_SLMs
XII	http://bit.ly/Region-XII_SY2021-2022_Q1-Q2-ConsolForms_SLMs	http://bit.ly/Region-XII_SY2021-2022_Q3-Q4-ConsolForms_SLMs
CARAGA	http://bit.ly/CARAGA_SY2021-2022_Q1-Q2-ConsolForms_SLMs	http://bit.ly/CARAGA_SY2021-2022_Q3-Q4-ConsolForms_SLMs

*(Soft copies shall be provided to better access clickable links)

14. Schools with Information and Communications Technology (ICT) gadgets distributed to learners shall ensure that electronic copies of SLMs are contained therein. Said schools may no longer maintain the 1:2 ratio in their existing inventory, so long as they warrant that learners would have access to e-SLMs during any class disruption.
15. **Proposals from ROs on the utilization of their remaining FLO-LR fund balance** shall be submitted using the template attached hereto as **Annex C**. The requirements for the activities related to the production and development of Quarter 4 (SY 2022-2023), and Quarters 1, 2, and 3 (SY 2023-2024) identified SLMs shall be included in the proposal. The balance, as identified by the ROs, shall be recommended to DBM for modification of use.

Submissions must be emailed to the BLR – Office of the Director **on or before April 14, 2023** at blr.od@deped.gov.ph and copy furnished ouct@deped.gov.ph.

Annex C may be accessed through this link: <https://bit.ly/3R7wJT8>.

In view of the above, and while pending any request for modification of use, ROs are advised to proceed and utilize the directly released FLO-LRs fund for their declared requirement for the production and development of SLMs.

Likewise, BLR and Planning Services shall issue an updated Progress Monitoring Report (PMR) template for 2023 as soon as possible for the monitoring and evaluation on the regional targets and utilization of the said FLO-LR funds.

For further details and inquiries, please contact the BLR – Office of the Director through the abovementioned email.

For immediate compliance.

References:

- DO No. 12, s. 2022 – *Policy Guidelines for the Provision of Learning Resources and Needed Devices and Equipment and Funding Relevant Activities for the Implementation of Basic Education – Learning Continuity Plan*
- DO No. 001, s. 2023 – *Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities*
- Republic Act No. 9184 or the “Government Procurement Reform Act,” and its 2016 Revised Implementing Rules and Regulations (IRR)
- Joint Memorandum No. DM-OUCI-2021-210 – *Data Validation and Verification of Online and Offline Additional Information on the Summary of Expenditure Reports*

ANNEX A - ALLOCATION LIST

REGION	AMOUNT	INDICATIVE TARGET* (SLMs printed/ produced)
I	Php133,355,000.00	7,408,613
II	97,977,000.00	5,443,164
III	284,196,000.00	15,788,644
IV-A	364,205,000.00	20,233,604
IV-B	96,927,000.00	5,384,838
V	193,352,000.00	10,741,766
VI	220,967,000.00	12,275,919
VII	214,100,000.00	11,894,469
VIII	142,345,000.00	7,908,062
IX	115,308,000.00	6,406,007
X	135,270,000.00	7,514,992
XI	143,092,000.00	7,949,565
XII	124,917,000.00	6,939,831
CARAGA	84,791,000.00	4,710,625
CAR	43,090,000.00	2,393,877
NCR	240,245,000.00	13,346,925
TOTAL	Php2,634,137,000.00	146,340,901

**Note:* This only serves as the indicative target on the number of SLMs that may be printed using the allocated funds. The number of SLMs to be procured shall still depend on the actual requirement of printed SLMs by region according to its needs analysis.

ANNEX B**Recommended Technical Specifications for DepEd-Developed SLMs**

PARTICULARS	TECHNICAL SPECIFICATIONS
MODULE SIZE	8.25" x 10.75" (Portrait) – for Grade 1 to SHS 10.75" x 8.25" (Landscape) – for Kindergarten Learning Experiences
PAPER TYPE	Cover: Foldcote cal. 10 solid white Inside pages: Uncoated Book Paper, 70 GSM, 80% Brightness, 90% Opacity
COLORS	Cover: 4 Colors/1 Color with 1 side UV Coating or better Inside pages: 1 Color/1 Color (Black only)
BINDING	Saddle Stitched or better *Binding is per module, regardless of the total number of modules per learning area

ANNEX C

Region: _____

List of Activities for the Development and Production of SLMs

List of Activities	Proposed Amount
1.	
2.	
3.	
4.	
5.	

*Please add rows as needed.

Regional SLMs Requirement:

Target No. of schools to be provided with SLMs	Target No. of learners to be provided with SLMs	Target No. of modules to be produced				Indicative amount required (No. of modules x P18.00 for a 32 paged module)
		Q4 SY 2022-2023	Q1 SY 2023-2024	Q2 SY 2023-2024	Q3 SY 2023-2024	

Proposed Plan on any balance based on RO's Learning Recovery and Continuity Plan:

Proposed Activity	Proposed Amount
1.	
2.	
3.	
4.	
5.	

*Please add rows as needed.