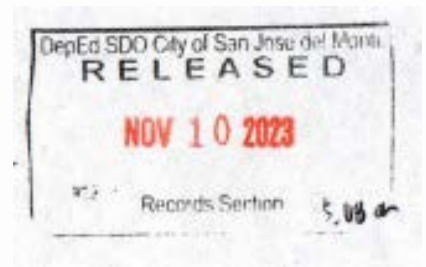




Republic of the Philippines
Department of Education
REGION III

SCHOOLS DIVISION OF CITY OF SAN JOSE DEL MONTE



November 7, 2023

SCHOOLS DIVISION MEMORANDUM

No. 427 s. 2023

**REITERATION OF DEPED POLICY GUIDELINES ON THE IMPLEMENTATION,
UTILIZATION, USEFUL LIFE AND STORAGE AND MAINTENANCE OF
SELF-LEARNING MODULES, DIGITAL DEVICE AND OTHER
LEARNING RESOURCES**

To: Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to the Audit Observation Memorandum issued by the Commission on Audit for the One-Time Cleansing of PPE Account Balances of Government Agencies to the DepEd Schools Division of City of San Jose del Monte, this Schools Division Office would like to reiterate DepEd Order No. 12, s. 2022 known as Policy Guidelines for the Provision of Learning Resources for the Implementation of Basic Education-Learning Continuity Plan (BE-LCP) and SDM 072, s. 2023 titled: Joint Memorandum DM -OUCT-2023-014, dated January 12, 2023, Department of Education and other Concerned National Government Agencies on Utilization, Useful life, and Storage and Maintenance of Self-Learning Modules (SLMs), Digital device and other Learning Resources in Light of Covid-19 Pandemic and Other Emergencies.
2. Enclosed are the Self-learning Modules Inventory Report Formats of school learning coordinators in coordination with the school property custodians/administrative aides and advisers, and DepEd Order No. 12, s. 2022, for information, reference, guidance, and compliance.
3. Various schools based on AOM No. 2023 - 005 are required to take appropriate action and submit the SLMs Inventory Report and action plan immediately pursuant to Section 122 of PD No. 1445.
4. Immediate dissemination of and strict compliance with this Memorandum is directed.

ERICSON S. SABACAN, EdD, CESO V
Schools Division Superintendent

cid/lrms/alg_SLMsInventoryreport
030/November 8, 2023



“MATATAG: Bansang Makabata, Batang Makabansa”



Address: Eco Park, Brgy. Muzon, City of San Jose Del Monte, Bulacan, 3023
Telephone No. (044) 307-3614
Website: depedcsjdm.weebly.com
Email: sanjosedelmonte.city@deped.gov.ph



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 (BE-LCP)

I. RATIONALE

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 (RA) No. 9155 or the Governance of Basic Education Act of 2001, RA 10533 or the Enhanced Basic Education Act of 2013, and the Convention on the Rights of the Child, the Department of Education (DepEd) is mandated to respect, protect, fulfill, and promote the rights to access and quality basic education. Accordingly, it is legally tasked to provide a learner-centered, inclusive, responsive, relevant, and contextualized K to 12 basic education.

These policy guidelines aim to set the standards and specifications in the provision of learning resources in the continuous 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.

The Department of Education (DepEd) has been relentless in its efforts to ensure the delivery of quality, accessible, relevant, and liberating education amidst the continuing health crisis brought by the COVID-19 pandemic.

The DepEd adopted the Basic Education Learning Continuity Plan, as contained in DepEd Order (DO) No. 012, s. 2020 entitled "Adoption of the Basic Education Learning Continuity Plan (BE-LCP) for School Year (SY) 2020-2021 in Light of the COVID-19 Public Health Emergency," to provide the framework in the delivery of basic education in light of the COVID-19 health crisis. In addition, DepEd issued DO No. 018, s. 2020 entitled "Policy Guidelines for the Provision of Learning Resources in the Implementation of the Basic Education Learning Continuity Plan (BE-LCP)," which established policy guidelines that will enable DepEd to provide learning resources in the implementation of the BE-LCP.

The BE-LCP continues to provide framework on the delivery of basic education as stipulated in Item V. 12 of DO No. 029, s. 2021, entitled "Implementing Guidelines on the School Calendar and Activities for School Year 2021-2022."

Since 2020, the DepEd Central Office has been downloading funds to the field to support the implementation of the BE-LCP. Therefore, DepEd sets forth these policies to provide more flexibility to our relevant field offices in the provision of their required learning resources, devices, as well as in the holding and funding of activities in the implementation of their respective contextualized BE-LCP. This is also being issued to provide enhanced guidelines on utilizing funds and improving standards, mechanisms, and specifications, as well as to better respond to the needs of the field and address gaps and challenges.

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

The new standards and mechanisms included in this policy shall guide officials and personnel at the Central Office (CO), Regional Offices (ROs), Schools Division Offices (SDOs), Public Schools and Community Learning Centers in the provision of learning resources and needed devices and equipment, as well as funding other activities that will enable DepEd to implement programs, projects, and activities in the implementation of BE-LCP.

II. SCOPE

The standards and mechanisms included in this policy shall guide officials and personnel at the Central, Regional, Schools Division Offices, Public Schools and Community Learning Centers in the provision of learning resources and needed devices and equipment, as well as funding relevant activities that will enable DepEd to implement programs, projects, and activities in the implementation of BE-LCP, unless covered by other specific guidelines. These policy guidelines shall take effect starting S.Y. 2021-2022.

It shall also establish the guidelines on the release, utilization, monitoring, and reporting of funds for the production, printing, reproduction, delivery or procurement of learning resources and needed devices and equipment, as well as funding relevant activities that will enable DepEd to implement programs, projects, and activities in the implementation of BE-LCP.

III. DEFINITION OF TERMS

1. Ready to Print Materials

- These are materials that have undergone the prescribed quality assurance process and have been laid out in accordance with the required specifications.

2. **Most Essential Learning Competencies (MELC)**
 - These are the 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. **Flexible Learning Options (FLO)**
 - This is the menu of learning interventions and pathways that are responsive to the needs, context, circumstances, and diversity of learners. FLO also covers the Alternative Delivery Mode (ADM), Education in Emergencies (EIE), and the Alternative Learning System (ALS) programs of the Department.
4. **Alternative Delivery Modes (ADM)**
 - These are the instructional learning modalities that do not strictly follow the typical set-up for regular classroom instruction, but follow the K to 12 curricula in content.
5. **Alternative Delivery Modules or Self-Learning Modules (SLM)**
 - These are 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 in daily school attendance. COVID-19 has compelled the use of SLMs on a large scale.
6. **Alternative Learning System K to 12 Basic Education Curriculum (ALS K to 12 BEC)**
 - Refers to the comprehensive curriculum indicating the competency, content, key stages, and standards for the ALS program. The ALS K to 12 BEC is benchmarked on the DepEd K to 12 formal school curriculum and focuses on the 21st Century Skills: information, media and technology skills, learning and innovation skills, communication skills, and life and career skills.
7. **Alternative Learning System (ALS)**
 - Refers to a parallel learning system that provides a viable alternative to the existing formal education instruction. It encompasses both nonformal and informal sources of knowledge and skills.
8. **Learning Resources (LR)**
 - These are any text-based (print or non-print) or non-text based materials aligned with the K to 12 curriculum and used as primary bases or supplements to teaching and learning processes.

IV. POLICY STATEMENT

This policy shall enable learners to utilize appropriate learning resources and other relevant devices pursuant to the respective BE-LCP of field offices.

specialized SLMs that were allowed by CO may also be produced/procured, as the case maybe.

For the Alternative Learning System (ALS) program, the ready-to-print copies of ALS K to 12 BEC-aligned learning resources shall be made available to all ALS Regional Focal Persons, through Google drive.

The Assistant Secretary for the Alternative Learning System Program shall issue a separate Office Memorandum to identify the ALS K to 12 BEC-aligned learning resources for development, printing, reproduction, and delivery for the corresponding School Year.

2. Unauthorized printing, uploading, reproduction, distribution, and such other unlawful actions that involve or relate to the sharing of digital files other than to the intended recipients and for the intended purpose are strictly prohibited and shall be grounds for the imposition of administrative sanctions, without prejudice to the filing of other appropriate administrative, civil, and criminal actions.
3. In the production of SLMs and ALS LRs, the technical specifications provided under Joint Memorandum No. DM-OUCI-2021-261 dated July 8, 2021 shall be adopted. This is without prejudice to other specifications that may hereinafter be issued by the Office of the Undersecretary for Curriculum and Instruction and the Office of the Undersecretary for Finance.
4. Quantities of SLMs to be printed shall be determined by the Public School Heads, Schools Division Superintendent, or Regional Directors, where every procurement is lodged and said officers 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, and (e) access to online learning management systems.

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

1. The Office of the Undersecretary for Curriculum and Instruction (OUCI), through the Bureau of Learning Resources (BLR), shall prepare the allocation for each region and submit a request to the Secretary, through the Office of the Undersecretary for Finance (OUF), to release the funds to the DepEd ROs.

For ALS LRs, the Assistant Secretary for Alternative Learning System, through the Bureau of Alternative Education (BAE), shall determine the allocation to the ROs and shall submit a request to download the funds to the ROs, to the Secretary, through the Office of the Undersecretary for Finance (OUF).

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.

SLMs INVENTORY REPORT (ELEMENTARY/ SECONDARY/ INTEGRATED)

School: _____

Date: _____

Grade Level	Science				English				Filipino				Math				AP				EsP				MAPEH				EPP/TLE									
	Received	Distributed	Retrieved	Shortage (-)/ Excess (+)	Received	Distributed	Retrieved	Shortage (-)/ Excess (+)	Received	Distributed	Retrieved	Shortage (-)/ Excess (+)	Received	Distributed	Retrieved	Shortage (-)/ Excess (+)	Received	Distributed	Retrieved	Shortage (-)/ Excess (+)	Received	Distributed	Retrieved	Shortage (-)/ Excess (+)	Received	Distributed	Retrieved	Shortage (-)/ Excess (+)	Received	Distributed	Retrieved	Shortage (-)/ Excess (+)						
Kinder																																						
1																																						
2																																						
3																																						
4																																						
5																																						
6																																						
7																																						
8																																						
9																																						
10																																						
Total																																						

Prepared: _____
Adviser

Checked: _____
School Learning Resource Coordinator

Noted: _____
School Property Custodian/ Administrative Aide

School Head

SLMs INVENTORY REPORT (SENIOR HIGH SCHOOL)

School: _____

Date: _____

Address: _____

NO.				Core Subject
1				Oral Communication
2				Reading and Writing
3				Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino
4				Pagbasa at Pagsuri ng Iba't-ibang Teksto Turgo sa Pananaliksik
5				21st Century Literature from the Philippines and the World
6				Contemporary Philippines Arts from the Regions
7				Media and Information Literacy
8				General Math
9				Statistics and Probability
10				Earth and Life Science
11				Physical Science
12				Introduction to the Philosophy fo the Human Person
13				Physical Education & Health
14				Personal Development
15				Understanding Culture, Society, and Politics
16				Earth Science (taken instead of Earth and Life Science for those in the STEM Strand)
17				Disaster Readiness and Risk Reduction (taken instead of Physical Science for those in STEM Strand)
Total				

NO.				Applied Subject
1				English for Academic and Professional Purposes
2				Practical Research 1
3				Practical Research 2
4				Filipino sa Piling Larang
				a. Akademic
				b. Isports
				c. Sining
				d. Tech-Voc
5				Empowerment Technologies (For the Strand)
6				Entrepreneurship
7				Inquiries, Investigation, and Immersions
Total				

Prepared: _____

Noted: _____

School Learning Coordinator

School Property Custodian/ Administrative

School Head

CLASSROOM SLMs INVENTORY REPORT

Section: _____

Date: _____

School: _____

Address: _____

Grade Level	SLMs INVENTORY REPORT																															
	Science				English				Filipino				Math				AP				ESP				MAPEH				EPP/TLE			
	Received	Distributed	Retrieved	Shortage (-) / Excess (+)	Received	Distributed	Retrieved	Shortage (-) / Excess (+)	Received	Distributed	Retrieved	Shortage (-) / Excess (+)	Received	Distributed	Retrieved	Shortage (-) / Excess (+)	Received	Distributed	Retrieved	Shortage (-) / Excess (+)	Received	Distributed	Retrieved	Shortage (-) / Excess (+)	Received	Distributed	Retrieved	Shortage (-) / Excess (+)				
Total																																

Prepared:

Checked:

Noted:

Adviser

School Learning Resource Coordinator

School Property Custodian/ Administrative Aide

School Head

CLASSROOM SLMs INVENTORY REPORT

Section: _____

Date: _____

School: _____

Address: _____

NO.	Date	Page	No. of SLMs	Core Subject
1				Oral Communication
2				Reading and Writing
3				Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino
4				Pagbasa at Pagsuri ng Iba't-ibang Teksto Tungo sa Pananaliksik
5				21st Century Literature from the Philippines and the World
6				Contemporary Philippines Arts from the Regions
7				Media and Information Literacy
8				General Math
9				Statistics and Probability
10				Earth and Life Science
11				Physical Science
12				Introduction to the Philosophy for the Human Person
13				Physical Education & Health
14				Personal Development
15				Understanding Culture, Society, and Politics
16				Earth Science (taken instead of Earth and Life Science for those in the STEM Strand)
17				Disaster Readiness and Risk Reduction (taken instead of Physical Science for those in STEM Strand)
Total				

NO.	Date	Page	No. of SLMs	Applied Subject
1				English for Academic and Professional Purposes
2				Practical Research 1
3				Practical Research 2
4				Filipino sa Piling Larang
				a. Akademik
				b. Isports
				c. Sining
				d. Tech-Voc
5				Empowerment Technologies (For the Strand)
6				Entrepreneurship
7				Inquiries, Investigation, and Immersions
Total				

Prepared: _____

Checked: _____

Noted: _____

Adviser

School Learning Resource Coordinator

School Property Custodian/ Administrative Aide

School Head