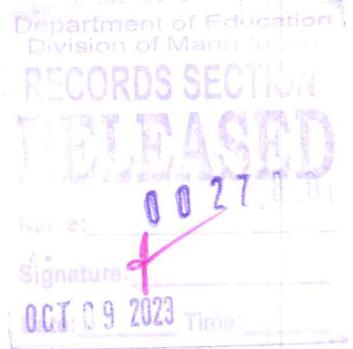




Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

TO : Asst. Schools Division Superintendent  
Chief Education Supervisor, CID  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
District LR Consultants  
All Others Concerned

FROM :  **LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

SUBJECT : **REITERATION ON THE UTILIZATION, USEFUL LIFE, AND STORAGE AND MAINTENANCE OF RO AND CO PROCURED SELF-LEARNING MODULES AND OTHER 2023 DELIVERED LEARNING RESOURCES TO THE FIELD OFFICES**

DATE : October 5, 2023

Please see attached Regional Memorandum CLMD-LRMS-2023-041 re: Reiteration on the Utilization, Useful Life, and Storage and Maintenance of RO and CO Procured Self-Learning Modules and Other 2023 Delivered Resources to the Field Office and Division Memorandum dated September 7, 2023 re: Reiteration of Central Office Joint Memorandum DM-OUCT-2023-014 & Regional Office Memorandum CLMD-LRMS-2023-004 re: Policy Guidelines on the 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, for information, reference, and guidance of all concerned.

For immediate and wide dissemination.

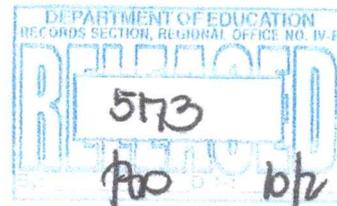
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Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION



Office of the Regional Director

**MEMORANDUM**

CLMD-LRMS-2023- 641

TO : ASSISTANT REGIONAL DIRECTOR  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL FUNCTIONAL DIVISION CHIEFS  
ALL OTHERS CONCERNED

FROM : *Nicolas*  
NICOLAS T. CAPULONG, Ph.D, CESO III  
Director IV  
Regional Director *10-29-2023*

SUBJECT : REITERATION ON THE UTILIZATION, USEFUL LIFE,  
AND STORAGE AND MAINTENANCE OF RO AND CO  
PROCURED SELF-LEARNING MODULES AND OTHER 2023  
DELIVERED LEARNING RESOURCES TO THE FIELD  
OFFICES

DATE : September 29, 2023

In reference to Joint Memoranda dated January 12, 2023 and September 4, 2023 from the Offices of the Undersecretary for Curriculum and Teaching and Undersecretary for Operations, this Office reiterates the following guidelines on the utilization, useful life, and storage and maintenance of RO and CO-procured Self-Learning Modules (SLMs) and other 2023 delivered learning resources:

- a. The SLMs shall remain the primary learning resource for distance learning delivery modalities. For in-person classes, SLMs shall be used as supplementary learning resources from Kindergarten to Senior High School. They can be used to enrich lessons by maximizing the activities provided in the SLMs. These can also be a good material for intervention programs initiated by schools. As ADM modules, the SLMs shall continue to be used by all learners who availed of any of the ADMs so that they can continue learning and finish basic education despite their difficulty in accessing their schools. Hence, using quality assured SLMs procured by field offices in different contents and accessible formats remains essential. They shall continue to be used by all schools in all grade levels along with textbooks and other supplementary learning resources supportive of implementing learning delivery modalities applicable to the local context.



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DepEd MIMAROPA Region [depedmimaroparegion.ph](https://www.depedmimaroparegion.ph)  
[mimaropa.region@deped.gov.ph](mailto:mimaropa.region@deped.gov.ph)

- b. DepEd prescribes that SLMs shall have a multi-year utilization with a projected life span of three to five years and be classified as semi-expendable material. This is in compliance with the Commission on Audit (COA) Circular No. 2022-004, Section 4 Item 4.12, which states that “the agency shall determine/ provide the estimated useful life of semi-expendable property, subject to the post-audit of COA auditors concerned.
- c. The RO, SDOs, and schools shall adopt measures to preserve SLMs for further use. SLMs and all other learning resources procured and delivered by CO, RO, and SDO shall be properly accounted for, kept in good condition, and safeguarded against loss or wastage.
- d. Schools with limited copies of needed learning resources may avail of the digital copies of the materials accessible through the Regional Centralized Repository of Learning Resources (<https://www.lrms.depedmimaroparegion.ph/roLR.php>) and DepEd LR Portal (<https://lrmds.deped.gov.ph/>).
- e. Errors and content issues found in the learning resources shall be properly reported via email at [lrmds.mimaroparegion@deped.gov.ph](mailto:lrmds.mimaroparegion@deped.gov.ph) for appropriate and immediate action. Posting these issues in any media social platforms is highly discouraged.

In addition, the Department of Education Central Office has procured services for freight, handling, and delivery of the different learning resources (LRs). Hence, the following information and guidelines are provided to the target recipients for effective utilization of the LRs:

<b>Learning Resources</b>	<b>Delivery Site</b>	<b>Utilization</b>
Preventive Drug Education Resource Material	Schools Division Offices	In support of the National Drug Program as provided in Section 43 Article IV of Republic Act No. 9165 or the Comprehensive Dangerous Drugs Act of 2002, this resource material is developed under the 10-Point Agenda of the past administration.  This is a general reference for teachers to be utilized using the Preventive Education Program Curricula stated in DepEd Memorandum No. 25, s. 2021 as a guide.
CCP Encyclopedias of Philippine Art	Last Mile Schools	These are supplementary reading resources to substantiate and complement teaching and learning of Philippine Art.
Senior High School Textbooks and Teacher’s Manuals (Creative Writing; Business	Senior High Schools	These SHS LRs are valuable teaching and learning materials while MATATAG SHS Curriculum is in ongoing review.

Finance; Philippine Politics and Governance; Trends, Network, & Critical Thinking in the 21 <sup>st</sup> Century; DIASS)		
Grade 9 LR (Noli Mc Tangere) and Grade 10 LR (El Filibusterismo)	Junior High Schools	<p>By Republic Act 1425 also known as the "Rizal Law" or "An Act to include in the curricula of all public and private schools, colleges, and universities courses on the life, works, and writings of Jose P. Rizal particularly his novels Noli Me Tangere and El Filibusterismo", this LR are modernized by the Department but maintained their original contexts.</p> <p>These novels promote patriotism and civic consciousness which must be imbued to all Filipino learners during their formative and transition years.</p> <p>Noli Me Tangere and El Filibusterismo shall be considered required reading resources in Filipino Grades 9 and 10, respectively, and shall be used in learning delivery modalities in all public junior high schools (JHS).</p> <p>The reading resources shall be distributed to all Grades 9 and 10 learners in 1:1 ratio in all public JHS.</p>
Kindergarten Activity Sheets (KAS)	District Offices	<p>The KAS shall remain the LR for learning delivery modalities for Kindergarten learners in all public schools.</p> <p>The KAS shall be distributed to all learners in 1:1 ratio and it is consumable where learners are expected to write their answers in the activity sheets.</p>
Psychosocial Support Activity Pack (PSAP)	SDOs	<p>The PSAP is a teacher's guide for all grade levels that serves as a reference for teachers in conducting psychosocial support for learners after a disaster event. Recipients may develop or plan schedules for conducting psycho-social support</p>

		<p>activities at their most conducive time.</p> <p>Beyond the COVID-19 pandemic, the material can be used to supplement continuing psychosocial support efforts in the classroom after an experience of a disaster and/or emergency.</p> <p>To provide detailed guidelines on the continued use of this PSAP, refer to Annex A of the attached OUOPS Memorandum No. 2023-04-7450.</p>
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All recipients are expected to adopt measures about the existing issuances to properly safeguard the received LRs against loss or wastage and preserve them in good condition for future utilization except for KAS which is consumable.

For queries, please contact Mariflor B. Musa, CLMD Chief or Freddie Rey Ramirez, EPS, CLMD-LRMS via [mimaropa.region@deped.gov.ph](mailto:mimaropa.region@deped.gov.ph) or [clmd.mimaroparegion@deped.gov.ph](mailto:clmd.mimaroparegion@deped.gov.ph) and [lrmids.mimaroparegion@deped.gov.ph](mailto:lrmids.mimaroparegion@deped.gov.ph).

For information and wide dissemination.

*clmd-lrma/fitr*



Republic of the Philippines  
**Department of Education**  
OPERATIONS

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OUOPS No. 2023-04- 71<sup>0</sup>  
**MEMORANDUM**

TO : **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION DRRM COORDINATORS  
SCHOOL HEADS  
ALL OTHERS CONCERNED**

FROM : *[Signature]*  
**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

SUBJECT : **Guidelines on the Continued Use of the Psychosocial  
Support Activity Pack (All Grade Levels): A Teacher's Guide**

DATE : August 16, 2023

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The Disaster Risk Reduction and Management Service (DRRMS), in its effort to support the mental health of learners during the implementation of in-person classes for the school year 2022-2023, has developed the Psychosocial Support Activity Pack (All Grade Levels): A Teacher's Guide. The activity pack aims to guide teachers in providing classroom-based psychosocial support to learners and considers the significance of learners' well-being in successful learning continuity. Accordingly, a national online learning session was conducted to orient teachers in basic concepts on disasters and emergencies, Mental Health and Psychosocial Support, and the use of the Psychosocial Support Activity Pack.

Beyond the COVID-19 pandemic, the material can be used to supplement continuing psychosocial support efforts in the classroom after an experience of a disaster and/or emergency.

To provide guidelines on the continued use of the Psychosocial Support Activity Pack (All Grade Levels): A Teacher's Guide, please refer to Annex A.

For concerns and more information, please contact the DRRMS through email at [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph) or through landline call at 8637-4933.

Thank you.

DRRMS ABR/08162023

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## **ANNEX A. GUIDELINES ON THE EXTENDED USE OF THE PSYCHOSOCIAL SUPPORT ACTIVITY PACK (ALL GRADE LEVELS): A TEACHER'S GUIDE**

### **I. Background**

When the COVID-19 pandemic hit in 2020, school closures were ordered, causing learners and teachers to apply distance learning. The experience of a disaster, such as the COVID-19 pandemic, put individuals temporarily out of balance, if not severely distressed. For some, prolonged disruption of learning, isolation, and interruption of social life within the school community may cause severe stress and psychological consequences. This includes feeling overwhelmed and anxious, experiencing learning difficulties, and becoming distressed or dysfunctional over changes in routine. Others may have experienced violence and neglect, causing trauma. Additionally, children coming from low-income families become more vulnerable to risks brought by economic losses due to disasters and emergencies.

In August 2022, 2 years after the physical closure of schools, the Department of Education (DepEd) embarked on the full implementation of in-person classes. Schools nationwide reopened to welcome learners back. With the complex impacts of disasters and emergencies, teachers and school personnel must meet the learners where they are as they work towards learning continuity while prioritizing learners' recovery towards enhanced well-being. Accordingly, Psychosocial Support (PSS) will be significant in working on these huge tasks.

Acknowledging the need to provide PSS to learners after prolonged isolation from the pandemic, the Disaster Risk Reduction and Management Service (DRRMS) developed the Psychosocial Support Activity Pack (All Grade Levels): A Teacher's Guide. While the initial premise for developing this material was intended to address the need to provide PSS to learners after their pandemic experience, it was intentionally designed with a framework that addresses the psychosocial needs of children and adolescents after an experience of any disaster, through classroom-based activities.

Hence, the implementing guidelines for the extended use of the Psychosocial Support Activity Pack (All Grade Levels): A Teacher's Guide, beyond the context of return to in-person classes after the pandemic is provided below.

### **II. Guidelines on the Continued Use of the Material**

When disasters strike, learning and teaching are immediately disrupted. Disasters often cause learner displacement, damage to school infrastructures and resources, class suspension, and use of schools as evacuation centers. To address these impacts, the DRRMS provides standard Disaster Response Interventions to primarily facilitate learning continuity. Recognizing that the extensive damages and losses, along with sudden changes in the lives of learners and education personnel, create crises that have a profound impact on their mental health and overall well-being, one of the key Disaster Response interventions conducted is Mental Health and Psychosocial Support (MHPSS). MHPSS is a composite term used to describe

DRRMS ABR/08162023

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<https://tinyurl.com/PSAFailLevels>. It is pertinent for teachers to go through the entire material, to completely understand how to use and conduct the activities.

To support teachers in understanding the material, a recorded video of the learning sessions and orientation conducted last August 2022 can be accessed here:

For Kinder to Grade 6 Teachers: <https://bit.ly/K6PSSLearnSeshAug>  
For Grade 7 to 12 Teachers: <https://bit.ly/7SHSPSSLearnSeshAug>

Should teachers decide to conduct the psychosocial evaluation, the guide on its administration, interpretation, and documentation can be accessed here: [https://bit.ly/PSE\\_Guide\\_Printable](https://bit.ly/PSE_Guide_Printable)

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Republic of the Philippines  
**Department of Education**  
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SCHOOLS DIVISION OF MARINDUQUE

RECORDS SECTION  
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Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisor, CID  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
District LR Consultants  
All Others Concerned

FROM:   
**LYNN G. MENDOZA, EdD**  
Schools Division Superintendent 

SUBJECT: **REITERATION OF CENTRAL OFFICE JOINT MEMORANDUM DM-OUCT-2023-014 & REGIONAL OFFICE MEMORANDUM-CLMD-LRMS-2023-004 RE: POLICY GUIDELINES ON THE 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**

DATE: September 7, 2023

Please see attached CO Joint Memorandum DM-OUCT-2023-114 re: Provision of Information and Reiteration of Policy Guidelines of the 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 dated January 12, 2023 and RO Memorandum-CLMD-LRMS-2023-004 re: Reiteration of the Policy Guidelines on the 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 dated February 14, 2023 which are self-explanatory.

For information, guidance and compliance.

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Lead to Excel, Excel to Lead"*



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along with textbooks and other supplementary learning resources supportive of implementing learning delivery modalities applicable to the local contexts.

#### *Reporting of SLM Errors*

3. The field offices shall retain the mechanisms for addressing reported errors and content issues in the SLMs based on the provisions indicated in the Joint Memorandum DM-OUCI-2021-261, Clarifications on DM-OUCI-2021-195 (Supplementary Guidelines in the Utilization of Downloaded Funds for the Provision of Quarters 1 and 2 Learning Resources of SY 2021-2022) and Provision of Information for the Continuous Response of the Department to the Pandemic As Regards Learning Resources, Compliance with COA Rules and Other Regulations, and Submission of Reports.

#### *Use and Preservation of SLMs and Digital Devices*

4. In compliance with the Commission on Audit (COA) Circular No. 2022-004, Section 4, item 4.12, which states that "the agency shall determine/provide the estimated useful life of each semi-expendable property, subject to the post-audit of COA auditors concerned," DepEd prescribes that SLMs shall have a multi-year utilization with a projected life span of three to five years and be classified as semi-expendable material.
5. Consistent with the Joint Memorandum DM-OUCI-2021-261, regional offices (ROs), schools division offices (SDOs), and schools shall adopt measures to preserve SLMs for further use. SLMs and all other learning resources procured by the ROs and SDOs shall be properly accounted for, kept in good condition, and safeguarded against loss or wastage in compliance with Section 2 of Presidential Decree No. 1445 and other relevant government issuances for proper recording and accountability.
6. Procuring entities or recipient schools shall devise means to save digital versions of the SLMs and other digital learning resources. Other available learning resources or programs that may be stored in procured digital devices can be downloaded from the DepEd Learning Resource Portal accessible via the link <https://lrmds.deped.gov.ph/>.
7. Teachers shall orient learners on the basic use of digital devices and resources. They shall prohibit any unauthorized saving of non-educational items or non-school related files/programs in the digital device. Schools shall designate school ICT coordinators, with the assistance of other available and abled school personnel, to check on the contents of the digital device before distributing the same to learners to ensure that no unauthorized file or program is stored in these digital devices.

#### *Procurement of LRs and Devices*

8. The procurement and use of the said learning resources and other devices shall be subjected to the existing guidelines on the acquisition, distribution, issuance, use, and return of semi-expendable supplies and equipment as stated in DO No. 012, s. 2022.
9. For information, guidance, and compliance.



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION

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2/14/23

Office of the Regional Director

**MEMORANDUM**

**CLMD-LRMS-2023-004**

**TO :** SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS, REGIONAL FUNCTIONAL DIVISIONS

**FROM :** **NICOLAS T. CAPULONG, PhD, CESO III**  
Director IV  
Regional Director

**SUBJECT :** REITERATION OF POLICY GUIDELINES ON THE  
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

**DATE :** February 14, 2023

Attached is Joint Memorandum DM-OUCT-2023-014 providing information and reiterating the policy guidelines on the utilization, useful life, and storage and maintenance of learning resources, including but not limited to self-learning modules (SLMs) and digital devices that were acquired and distributed during the implementation of distance learning in light of the COVID-19 health emergency.

Said guidelines shall apply to all other learning resources to be procured, acquired, and distributed in the succeeding school years unless otherwise repealed or rescinded by subsequent issuances.

It further reiterated that all reported errors and content issues found in the distributed learning resources both in print and online shall be communicated to this Office via email at [mimaropa.region@deped.gov.ph](mailto:mimaropa.region@deped.gov.ph) cc [lrms.mimaroparegion@deped.gov.ph](mailto:lrms.mimaroparegion@deped.gov.ph) for appropriate action.

For information, guidance, and compliance.

CLMD-LRMS/FRRR/02-14-2023

UM: REITERATION OF POLICY GUIDELINES ON THE 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



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Republic of the Philippines  
**Department of Education**

**JOINT MEMORANDUM**  
**DM-OUCT-2023-014**

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS

**FROM :** *[Signature]*  
**GINA O. GONONG**  
Undersecretary for Curriculum and Teaching

*[Signature]*  
**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

**SUBJECT :** PROVISION OF INFORMATION AND REITERATION OF  
POLICY GUIDELINES OF THE 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

**DATE :** January 12, 2023

1. This Joint Memorandum provides information and reiterates policy guidelines of the Department of Education and concerned National Government Agencies (NGAs) on the utilization, useful life, storage, and maintenance of learning resources, including but not limited to self-learning modules (SLMs) and digital devices that were acquired and distributed during the implementation of distance learning in light of the COVID-19 health emergency. Unless otherwise repealed or rescinded by subsequent issuances, these guidelines shall apply to all other learning resources to be procured, acquired, and distributed in the succeeding school years.
2. The SLMs shall remain the primary learning resource for various distance learning delivery modalities and supplementary learning resource for in-person classes from Kindergarten to Senior High School. As ADM modules, the SLMs shall continue to be used by all learners who availed of any of the ADMs so that they can continue learning and finish basic education despite their difficulty in accessing schools. Hence, using quality-assured SLMs procured by field offices in different content and accessible formats remains essential. They shall continue to be utilized by all schools in all grade levels,