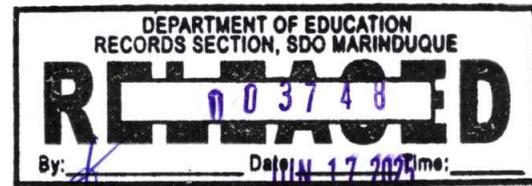




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

June 13, 2025

DIVISION MEMORANDUM

No. 059 s. 2025

**DOWNLOADING OF FUNDS FOR THE PRODUCTION OF TRANSITION
LEARNING RESOURCES FOR GRADES 2, 3, 5, AND 8**

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, CID
Public Schools District Supervisors
Public Elem. & Sec. School Heads
All other concerned

1. In support of the smooth implementation of the Revised K to 10 Curriculum under the Revised K to 10 Curriculum, this Office informs all concerned that funds shall be downloaded to schools for the production of Transition Learning Resources (Lesson Exemplars and Worksheets) for Grades 2, 3, 5, and 8.
2. This aims to provide ready-to-use instructional materials to teachers and ensure alignment with the revised curriculum content and competencies.
3. Schools are advised to utilize the downloaded funds solely for the purpose of printing and reproduction of said materials.
4. Ready-to-print materials can be accessed through this link:
<https://drive.google.com/drive/folders/1buqzwHSWORvbrqCdZJNYDpqYce2Smav>
5. The specifications and guidelines for the printing are provided as Enclosure No. 1 to this Memorandum. All schools must strictly adhere to the indicated specifications to ensure uniformity and quality across all materials to be used in classroom instruction.
6. School Heads are expected to oversee the proper and timely procurement of printing services and ensure that the materials are reproduced and distributed to teachers.
7. In the event that schools have not yet received the allocated funds due to the delayed processing of liquidation reports, they are hereby authorized to utilize their available MOOE to ensure the timely reproduction of the materials. Reimbursement shall be made upon receipt of the downloaded funds.
8. For weekly monitoring purposes, schools shall submit a report for Summary



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of Expenditures (SOE) through their district AO. District consolidated report will be submitted to CID-Learning Resource Management Section. A link will be provided for the uploading of consolidated report per district. Please see enclosure 2 for the template.

9. For immediate and strict compliance.



LYNN G. MENDOZA, EdD
OIC- Schools Division Superintendent

Encl: As stated
Reference: None
To be indicated in the Perpetual Index

Under the following subjects:

LEARNING RESOURCES

CID-LRMS/MBR/06-13-2025
DM- DOWNLOADING OF FUNDS FOR THE PRODUCTION OF TRANSITION LEARNING RESOURCES FOR GRADES 2, 3, 5, AND 8



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Enclosure No. 1

For In-House Printing

Size -		8.27" x 11.69" (A4)
Paper Orientation-		Lesson Exemplar – Landscape Activity Sheet – Portrait One-side print
Paper type	Inside:	Uncoated paper (book paper) 60 gsm
	Cover:	Self-cover
Color	Inside:	1 color (black and white)
	Cover:	1 color (black and white)
Binding		Stapled (triple) Saddle stitch Padded Ring bind

Notes:

1. Lesson Exemplars and LASs are non-consumable.
2. Separate printing should be done for Lesson Exemplars and LASs due to the design of the material.



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**DISTRICT SUMMARY OF EXPENDITURES FOR THE PROVISION OF
LEARNING RESOURCES IN SUPPORT TO THE IMPLEMENTATION OF
REVISED K TO 10 CURRICULUM FOR GRADES 2, 3, 5 & 8**

REPORT AS OF _____

Fund Details	Purpose	Amount Downloaded	Amount Liquidated	Enrolment per Grade Level (Grades 2,3,5 &8)	Total No. of SLMs Printed	Remarks

Prepared by:

AAAAAAAAAAAAA
Administrative Officer II

BBBBBBBBBBBBBB
District Bookkeeper

Certified true and correct:

Public Schools District Supervisor

Witnesses:

SIGNED BY ALL SCHOOL HEADS

CCCCCCCCCCCCCC
District PTA Federation President

