



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY



Corner Sebastian and Guingona Sts., City of Malaybalay
Telefax # 088-813-2894 or 221-4597, E-mail add: dpdmlyblycity@yahoo.com
Website: www.depedmalaybalay.net

DIVISION MEMORANDUM
NO. 191, s. 2013

302
Deped-MALAYBALAY CITY DIVISION
RELEASED

TO: Public Schools District Supervisors
Elementary and Secondary School Principals
This Division

Date: 7/30/13 Time: 3:00 PM
By: [Signature]

FROM: [Signature]
EDILBERTO L. OPLENARIA
Schools Division Superintendent

RE: Submission of Textbook and Learner's Materials Situation Report

DATE: July 29, 2013

1. This Office is in receipt of a Memorandum dated July 19, 2013 from Dr. Dina S. Ocampo, Undersecretary for Programs and Projects relative to the submission of Textbook and Learner's Materials Situation Report.
2. Attached herewith are the following format:
 - a. Form 1-HS for Secondary Schools
 - b. Form 1-ES for District level consolidation,
 - c. Form 1.A (ES) and Form 1.B (ES) for Elementary Schools
3. No. 7 of the said Memorandum states that *"Any elementary school/high school/district/division that fails to submit the above reports will not receive additional copies of the said Textbooks and Learner's Materials and shall be held responsible in addressing the deficiency."*
4. Please submit the said reports to the Division Office for consolidation on or before **August 12, 2013** (non-extendible).
5. For strict compliance.



Republic of the Philippines

Department of Education

DepEd Complex, Meralco Avenue, Pasig City, Philippines

Direct Line: (632) 633-7202 Telefax: (632) 636-4879

E-mail: dina.ocampo@deped.gov.ph Website: www.deped.gov.ph



Undersecretary for Programs and Projects

Memorandum

To : **Regional Directors
Schools Division Superintendents
School Principals / Heads
All Concerned**

From : **Dr. DINA S. OCAMPO**
Undersecretary, Programs and Projects

Subject : **Submission of Textbooks and Learner's Materials Needs**

Date : July 19, 2013

IMCS Receiving Copy
By: *[Signature]*
Date: 7/29/13

1. This year the Department of Education (DepEd) intends to procure additional copies of Grades 5 and 6 textbook titles which were provided to all public elementary schools in order to replenish textbook inventories and to maintain a 1:1 textbook to pupil ratio for certain titles until the Learning Resources for the K to 12 curriculum will be available.
2. Likewise, the Department also intends to procure additional copies of Kindergarten Activity Sheets in certain Mother Tongue-Based (MTB) languages, Grade 1 English Activity Sheets, Grade 2 Learner's Materials in all subject areas in specific MTB languages, and Grade 8 Learner's Materials.
3. All Elementary School Principals are required to conduct an inventory of usable Grades 5 and 6 textbook titles, to accomplish, and correspondingly submit the Textbook Situation Report using Form 1.A (ES) to the District Heads for consolidation. For this purpose, usable textbooks refer to textbooks which are in good or fair condition and can still be used for 2 to 3 school years.
4. Relative to K to 12 Learner's Materials/Activity Sheets, as specified in No. 2, all Elementary School Principals / Heads must submit the Learner's Materials Situation Report using Form 1.B (ES) to District Heads. District Heads must consolidate the duly accomplished Form 1.A (ES) by using Form 1-District.
5. District Heads and High School Principals / Heads must submit to their Division Offices, the duly accomplished Form 1-District and Form 1-HS, respectively. Subsequently, all Division Offices must consolidate the duly accomplished forms of the entire Division and must submit the **Consolidated Report on Textbook Shortages / Learner's Materials Needs, together with the accomplished Forms 1-District and Forms 1-HS** to the Instructional Materials Council Secretariat, copy furnish the Regional Office, **on or before August 15, 2013, non-extendible**. The Division Office may submit the required forms thru either of the following means of communication:

| | |
|-----------------|---|
| Telefax Nos. | (02) 631-3690 ; 631-4985 (applies to division consolidated reports only) |
| Email address | depedimcs_misz01@yahoo.com (for Regions I, II, III, CAR; "0"=Zero) depedimcs_misz2@yahoo.com (for Regions IV-A/B, V, NCR) depedimcs_misz3@yahoo.com (for regions in Visayas) - depedimcs_misz4@yahoo.com (for regions in Mindanao) |
| Mailing address | Addressed to : Socorro A. Pitor, Executive Director II Instructional Materials Council Secretariat, Department of Education 2nd Floor, Dorm G, Philsports Complex, Meralco Avenue, Pasig City |

6. All Regional Directors / Superintendents must ensure the dissemination of this urgent message and likewise oversee / monitor the complete submission of the duly accomplished reports on or before the set deadlines.
7. Any elementary school / high school / district / division that fails to submit the above reports will not receive additional copies of the said Textbooks and/or Learner's Materials and shall be held responsible in addressing the deficiency.
8. For your guidance and strict compliance.

Attach.: as stated

DEPARTMENT OF EDUCATION

Name of High School
School I.D. No.Division :
Region :

K TO 12 LEARNER'S MATERIALS (LMs) SITUATION REPORT

| Subject and Year Level | Actual Enrollment SY 2013-2014 | Quantity Needed | Remarks |
|------------------------------|--------------------------------|-----------------|---------|
| Grade 8: | | | |
| English LM | | 0 | |
| Science LM | | 0 | |
| Filipino LM | | 0 | |
| Mathematics LM | | 0 | |
| Araling Panlipunan LM | | 0 | |
| Edukasyon sa Pagpapakatao LM | | 0 | |
| Music and Arts LM | | 0 | |
| P.E. and Health LM | | 0 | |

Note: Additional quantities shall be procured centrally. This report must be submitted to the Division Office for consolidation on or before August 7, 2013, non-extendible. Divisions that fail to submit the required forms shall not be provided with additional learner's materials and shall be held responsible for any deficiency.

Prepared by :

Date

Certified True and Correct :

High School Head

Date

DEPARTMENT OF EDUCATION

Name of School District : _____
 Delivery Address : _____

Division : _____
 Region : _____

DISTRICT CONSOLIDATED TX/LM SITUATION REPORT

A. TEXTBOOKS

| Subject and Year Level | Actual Enrollment SY 2013-2014 | Usable Textbooks (Note 1) | | TX Situation | |
|------------------------|--------------------------------|--|----------|---|--------------------------|
| | | Title | Quantity | Textbook Shortage / Deficiency (if b>f) | Textbook Excess (if b<f) |
| a | b | c | d | e = b - d | f = d - b |
| English 5-Language | | English Expressways 5 - Language | | | |
| English 5-Reading | | English Expressways 5 - Reading | | | |
| Science 5 | | Science for Daily Use 5 | | | |
| Math 5 | | Mathematics for Better Life 5 | | | |
| Filipino 5-Wika | | Hiyas sa Wika 5 | | | |
| Filipino 5-Pagbasa | | Hiyas sa Pagbasa 5 | | | |
| Hekasi 5 | | Heographiya, Kasaysayan, at Sibika 5- Makabayan: Kasaysayang Pilipino | | | |
| English 6-Language | | English for You and Me 6 - Language | | | |
| English 6-Reading | | English for You and Me 6 - Reading | | | |
| Science 6 | | Into the Future: Science and Health 6 | | | |
| Math 6 | | Mathematics for Everyday Use 6 | | | |
| Filipino 6-Wika | | Landas sa Wika 6 | | | |
| Filipino 6-Pagbasa | | Landas sa Pagbasa 6 | | | |
| Hekasi 6 | | Yaman ng Pilipinas 6 | | | |

B. K TO 12 LEARNER'S MATERIALS

| Subject and Year Level | Actual Enrollment SY 2013-2014 | Mother Tongue Language (Note 2) | Quantity Needed |
|----------------------------------|--------------------------------|---------------------------------|-----------------|
| Kindergarten: | | | |
| Activity Sheets in MTB Language: | | 1. (example: Tagalog) | |
| | | 2. | |
| | | 3. | |
| Grade 1: | | | |
| English LM (Activity Sheets) | | | |
| Grade 2: | | | |
| English 2 LM | | | |
| Filipino 2 LM | | | |
| MTB-MLE 2 LM | | 1. (example: Tagalog) | |
| | | 2. | |
| Mathematics 2 LM | | 1. (example: Tagalog) | |
| | | 2. | |
| Araling Panlipunan 2 LM | | 1. (example: Tagalog) | |
| | | 2. | |
| Edukasyon sa Pagpapakatao 2 LM | | 1. (example: Tagalog) | |
| | | 2. | |
| Music, Arts, P.E. & Health 2 LM | | 1. (example: Tagalog) | |
| | | 2. | |

- Note: 1. The District must be able to re-distribute textbook excesses to elementary schools with shortages.
 2. MTB Language to be specified in Kindergarten Activity Sheets, LMs must come from the 12 languages identified and procured by the Central Office (i.e., Ilokano, Tagalog, Pangasinense, Kampampangan, Bikol, Hiligaynon, Sinugbuanong Binisaya, Waray, Chavacano, Tausug, Maguindanaon, and Maranao)
 3. Additional quantities shall be procured centrally. This report must be submitted to the Division Office for consolidation. Division offices must submit the consolidated forms on or before August 7, 2013, non-extendible. Divisions that fail to submit the required forms shall not be provided with additional learner's materials and shall be held responsible for any deficiency.

Prepared by : _____

Certified True and Correct : _____

Public School District Supervisor

Date

Date

DEPARTMENT OF EDUCATION

Name of School _____
 Name of School District _____

Division : _____
 Region : _____

K TO 12 LEARNER'S MATERIALS (LMs) SITUATION REPORT

| Subject and Year Level | Actual Enrollment SY 2013-2014 | Mother Tongue Language (Note 1) | Quantity Needed | Remarks |
|----------------------------------|--------------------------------|---------------------------------|-----------------|---------|
| Kindergarten: | | | | |
| Activity Sheets in MTB Language: | | 1. (example: Tagalog) | | |
| | | 2. | | |
| | | 3. | | |
| Grade 1 : | | | | |
| English LM (Activity Sheets) | | | | |
| Grade 2: | | | | |
| English 2 LM | | | | |
| Filipino 2 LM | | 1. (example: Tagalog) | | |
| MTB-MLE 2 LM | | 2. | | |
| | | | | |
| Mathematics 2 LM | | 1. (example: Tagalog) | | |
| | | 2. | | |
| | | 3. | | |
| Araling Panlipunan 2 LM | | 1. (example: Tagalog) | | |
| | | 2. | | |
| | | 3. | | |
| Edukasyon sa Pagpapakatao 2 LM | | 1. (example: Tagalog) | | |
| | | 2. | | |
| Music, Arts, P.E. & Health 2 LM | | 1. (example: Tagalog) | | |
| | | 2. | | |
| | | 3. | | |

Note: 1. MTB Language to be specified in Kinder Activity Sheets, LMs must come from the 12 languages identified and procured by the Central Office (i.e., Ilokano, Tagalog, Pangasinense, Kampampangan, Bikol, Hiligaynon, Sinugbuanong Binisaya, Waray, Chavacano, Tausug, Maguindanaon, and Maranao)
 2. Additional quantities shall be procured centrally. This report must be submitted to the District Office for consolidation. Division offices must submit the consolidated forms on or before August 7, 2013, non-extendible. Divisions that fail to submit the required forms shall not be provided with additional learner's materials and shall be held responsible for any deficiency.

Prepared by :

Date

Certified True and Correct :

 Elementary School Head

 Date

DEPARTMENT OF EDUCATION

Name of School : _____
 Name of School District : _____

Division : _____
 Region : _____

TEXTBOOK SITUATION REPORT

| Subject and Year Level | Actual Enrollment SY 2013-2014 | Usable Textbooks | | TX Situation | |
|------------------------|--------------------------------|---|----------|---|--------------------------|
| | | Title | Quantity | Textbook Shortage / Deficiency (if b>d) | Textbook Excess (if b<d) |
| a | b | c | d | e = b - d | f = d - b |
| English 5-Language | | English Expressways 5 - Language | | | |
| English 5-Reading | | English Expressways 5 - Reading | | | |
| Science 5 | | Science for Daily Use 5 | | | |
| Math 5 | | Mathematics for Better Life 5 | | | |
| Filipino 5-Wika | | Hiyas sa Wika 5 | | | |
| Filipino 5-Pagbasa | | Hiyas sa Pagbasa 5 | | | |
| Hekasi 5 | | Heographiya, Kasaysayan, at Sibika 5- Makabayan:Kasaysayang Pilipino | | | |
| English 6-Language | | English for You and Me 6 - Language | | | |
| English 6-Reading | | English for You and Me 6 - Reading | | | |
| Science 6 | | Into the Future: Science and Health 6 | | | |
| Math 6 | | Mathematics for Everyday Use 6 | | | |
| Filipino 6-Wika | | Landas sa Wika 6 | | | |
| Filipino 6-Pagbasa | | Landas sa Pagbasa 6 | | | |
| Hekasi 6 | | Yaman ng Pilipinas 6 | | | |

- Note: 1. Usable Textbooks refer to textbooks which are in good or fair condition and can still be used for 2 to 3 school years.
 2. Additional quantities shall be procured centrally. This report must be submitted to the District Office for consolidation. Division offices must submit the consolidated forms on or before August 7, 2013, non-extendible. Divisions that fail to submit the required forms shall not be provided with additional textbooks and shall be held responsible for any deficiency.

Prepared by : _____

Date _____

Certified True and Correct : _____

Elementary School Head

Date _____