DEPARTMENT OF EDUCATION Region X- Northern Mindanao

DIVISION OF MALAYBALAY CITY

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Website: www.depedmalaybalay.net

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Deped-MALAYBALAY CITY DIVISION

RELEASED

DIVISION MEMORANDUM

NO. 19

s. 2013

TO:

Public Schools District Supervisors

Elementary and Secondary School Principals

This Division

FROM:

EDILBERTO L. OPLENARIA

Schools Division Superintendent

RE:

Submission of Textbook and Learner's Materials Situation Report

DATE:

July-29, 2013

- 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 **August12**, **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



IMCS Receiving

Undersecretary for Programs and Projects

Memorandum

Τo

Regional Directors

Schools Division Superintendents

School Principals / Heads

All Concerned

From

Dr. DINA/\$. OCAMPO

Undersecretary Programs and Projects

Subject

Submission of Textbooks and Learner's Materials Needs

Date

July 19, 2013

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.

Likewise, the Department also intends to procure additional copies of Kindergarten Activity Sheets in certain 2. 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.

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.

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

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-The Division Office may submit the required forms thru either of the following means of extendible. 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)
3.5	depedimcs_misz3@yahoo.com (for regions in Visavas)
	depedimcs_misz4@yahoo.com (for regions in Mindanao)
Mailing address	Addressed to : Socorro A. Pilor, Executive Director II
	Instructional Materials Council Secretariat, Department of Education
	2nd Floor, Dorm G, Philsports Complex, Meralco Avenue, Pasig City

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.

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 remainded in addressing the deficiency.

For your guidance and strict compliance.

Attach .: as stated

me of High School	Division : Region :		
nool I.D. No.	R'S MATERIALS (LMs) SITUATION REPORT		
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Science LM		0	
Filipino LM		0	
Mathematics LM		n n	
Arating Panliputan LM		0	
Edukasyon sa Pagpapakatao LM		Ö	
Music and Arts LM			
P.E. and Health LM			
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