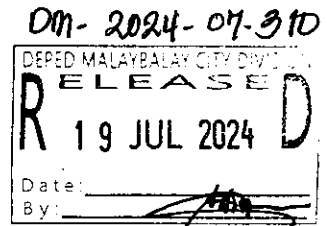




2024-96151

Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY



Division Memorandum
No. 310, s. 2024

**To: Chief, CID and SGOD
School Heads
All Others Concerned
This Division**

From: 
CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

Date: July 16, 2024

**Subject: DOWNLOADING OF FUNDS FOR THE REPRODUCTION OF
KINDERGRTEEN, GRADE 1, GRADE 4, AND GRADE 7 LESSON
EXEMPLARS AND WORKSHEETS FOR Q1-Q4 OF SY 2024-
2025**

1. Letter of Advice of Allotment (LAA) Nos. LAA-10-24-428, LAA-10-24-442, LAA-10-24-456, LAA-10-24-470, and LAA-10-24-484 were received from DepEd Regional Office X to cover funding requirements for the production and distribution of lesson exemplars (LEs) and worksheets (WSs) in the amount of ₱37,760.00, ₱629,152.00, ₱1,879,675.00, ₱470,893.00, and ₱966,931.00, respectively. These amounts shall be allocated and downloaded to all schools based on the enrollment (see Annexes).
2. The amount downloaded shall be utilized in accordance with the guidelines on the utilization of downloaded funds for the provision of Kindergarten, Grade 1, Grade 4, and Grade 7 LEs and WSs for quarters 1 to 4 as per attached Joint Memoranda.
3. To facilitate the release of funds to the schools, the following requirements must be submitted on or before July 25, 2024:
 - a. Letter Request
 - b. Supplemental Annual Procurement Plan



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c. Supplemental Project Procurement Management Plan

4. Further, any previous cash advance granted for special purpose must be liquidated in full and any unutilized amount must be refunded.
5. Pending the submission of the Liquidation reports, schools may start the procurement process to facilitate the timely reproduction and distribution of the LEs and WSs. Payment shall then be made once the fund is already downloaded.
6. To ensure proper utilization of funds according to their purpose, the inspectorate team, headed by the Learning Resource Management Section (LRMS), shall **visit the schools once a month from August to September 2024**. In addition, all School Heads are required to submit an accomplishment report online and in hard copy no **later than September 2, 2024**, using the template provided (see Annexes) for consolidation and prompt submission of reports to the Central Office.
7. All School Heads are directed to **follow the minimum technical specifications** for the reproduction of LEs and WSs (see Annexes), both in-house and outsourced printing. Strictly, there shall be no deviation from the prescribed requirements.
8. For compliance.



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Annex A

**ALLOTMENT PER SCHOOL FOR Q1-Q4 KINDERGARTEN LE AND WS
LAA-10-24-428**

	SCHOOL	AMOUNT
1	Damitan Elementary School	239.35
2	Dalwangan ES	1,426.53
3	Kalasungay Central School	1,436.11
4	New Ilocos Elementary School	478.70
5	Patpat Elementary School	966.98
6	Capitan Angel Integrated School	306.37
7	Incalbog Elementary School	162.76
8	Baganao Elementary School	201.05
9	Sumpong Central School	1,579.72
10	Tag-ilanao Elementary School	105.31
11	Tintinaan Elementary School	162.76
12	Can-ayan IS	785.07
13	Kibalabag Integrated School	153.18
14	Candiisan Integrated School	181.91
15	Kilap-agan Integrated School	315.94
16	Manalog Integrated School	153.18
17	Imbayao Elementary School	392.54
18	Sta. Ana Elementary School	153.18
19	BCT Elementary School	641.46
20	Malaybalay City Central School	3,714.73
21	Barangay 9 Elementary School	804.22
22	Panamucan Elementary School	114.89
23	Airport Village Elementary school	1,866.94
24	Natid-asan Elementary School	689.33
25	San Jose Elementary School	1,148.88
26	Casisang Central Integrated School	1,388.24
27	Mabuhay Integrated School	296.80
28	Balangbang Elementary School	76.59
29	Aglayan Central School	1,761.62
30	Bendolan Elementary School	229.78
31	Cabangahan Elementary School	497.85
32	Laguitas Elementary School	564.87
33	Magsaysay Integrated School	756.35



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34	Mapayag Integrated School	220.20
35	Bangcud Central School	1,847.79
36	Binalbagan Elementary School	277.65
37	Calawag Elementary School	201.05
38	Dapulan Elementary School	421.26
39	Macote Elementary School	545.72
40	Padernal Elementary School	315.94
41	Simaya Integrated School	421.26
42	Lalawan Elementary School	363.81
43	Linabo Central School	1,244.62
44	Sawaga Elementary School	430.83
45	Isabela Ayala Gonzales Elementary School	354.24
46	San Martin Elementary School	765.92
47	San Roque Elementary School	114.89
48	Paiwaig Elementary School	76.59
49	Bagong Silang Elementary School	181.91
50	Dumayas Elementary School	162.76
51	Langasihan Elementary School	277.65
52	Lunokan Elementary School	201.05
53	Maligaya Elementary School	306.37
54	Managok Central School	1,436.11
55	Matangpatang Elementary School	114.89
56	Miglamin Elementary School	344.67
57	Pighalugan Elementary School	86.17
58	Pigpamulahan Elementary School	517.00
59	Caburacanan Elementary School	229.78
60	Indalasa Elementary School	354.24
61	Kulaman Elementary School	287.22
62	Mapulo Elementary School	124.46
63	Silae Elementary School	248.92
64	St. Peter Elementary School	287.22
65	Zamboanguita Central School	287.22
66	Kibalabag Elementary School	411.68
67	Busdi Integrated School	344.67
68	Tuburan Integrated School	201.05



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ALLOTMENT PER SCHOOL FOR Q1-Q4 GRADE 1 MATH LE and WS
LAA-10-24-442

	SCHOOL	AMOUNT FOR LE	AMOUNT FOR WS	TOTAL
1	Damitan Elementary School	50.80	4,469.37	4,520.17
2	Dalwangan ES	242.90	21,369.19	21,612.09
3	Kalasungay Central School	271.47	23,883.22	24,154.69
4	New Ilocos Elementary School	76.20	6,704.06	6,780.26
5	Patpat Elementary School	212.73	18,715.50	18,928.23
6	Capitan Angel Integrated School	50.80	4,469.37	4,520.17
7	Incalbog Elementary School	19.05	1,676.02	1,695.07
8	Baganao Elementary School	20.64	1,815.68	1,836.32
9	Sumpong Central School	323.86	28,492.26	28,816.12
10	Tag-ilanao Elementary School	22.23	1,955.35	1,977.58
11	Tintinaan Elementary School	34.93	3,072.69	3,107.62
12	Can-ayan IS	166.69	14,665.13	14,831.82
13	Kibalabag Integrated School	19.05	1,676.02	1,695.07
14	Candiisan Integrated School	31.75	2,793.36	2,825.11
15	Kilap-agan Integrated School	68.27	6,005.72	6,073.99
16	Manalog Integrated School	53.98	4,748.71	4,802.69
17	Imbayao Elementary School	74.62	6,564.39	6,639.01
18	Sta. Ana Elementary School	31.75	2,793.36	2,825.11
19	BCT Elementary School	103.19	9,078.42	9,181.61
20	Malaybalay City Central School	801.72	70,532.31	71,334.03
21	Barangay 9 Elementary School	161.93	14,246.13	14,408.06
22	Panamucan Elementary School	23.81	2,095.02	2,118.83
23	Airport Village Elementary school	288.94	25,419.56	25,708.50
24	Natid-asan Elementary School	112.72	9,916.42	10,029.14
25	San Jose Elementary School	261.95	23,045.21	23,307.16
26	Casisang Central Integrated School	303.22	26,676.58	26,979.80
27	Mabuhay Integrated School	80.97	7,123.06	7,204.03
28	Balangbang Elementary School	17.46	1,536.35	1,553.81
29	Aglayan Central School	285.76	25,140.23	25,425.99
30	Bendolan Elementary School	39.69	3,491.70	3,531.39
31	Cabangahan Elementary School	85.73	7,542.07	7,627.80
32	Laguitas Elementary School	85.73	7,542.07	7,627.80
33	Magsaysay Integrated School	98.43	8,659.41	8,757.84
34	Mapayag Integrated School	39.69	3,491.70	3,531.39
35	Bangcud Central School	373.08	32,821.97	33,195.05



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36	Binalbagan Elementary School	66.68	5,866.05	5,932.73
37	Calawag Elementary School	22.23	1,955.35	1,977.58
38	Dapulan Elementary School	60.33	5,307.38	5,367.71
39	Macote Elementary School	106.37	9,357.75	9,464.12
40	Padernal Elementary School	44.45	3,910.70	3,955.15
41	Simaya Integrated School	65.09	5,726.39	5,791.48
42	Lalawan Elementary School	50.80	4,469.37	4,520.17
43	Linabo Central School	195.27	17,179.16	17,374.43
44	Sawaga Elementary School	100.02	8,799.08	8,899.10
45	Isabela Ayala Gonzales Elementary School	80.97	7,123.06	7,204.03
46	San Martin Elementary School	160.34	14,106.46	14,266.80
47	San Roque Elementary School	25.40	2,234.69	2,260.09
48	Paiwaig Elementary School	30.16	2,653.69	2,683.85
49	Bagong Silang Elementary School	12.70	1,117.34	1,130.04
50	Dumayas Elementary School	30.16	2,653.69	2,683.85
51	Langasihan Elementary School	39.69	3,491.70	3,531.39
52	Lunokan Elementary School	44.45	3,910.70	3,955.15
53	Maligaya Elementary School	57.15	5,028.05	5,085.20
54	Managok Central School	223.85	19,693.18	19,917.03
55	Matangpatang Elementary School	19.05	1,676.02	1,695.07
56	Miglamín Elementary School	92.08	8,100.74	8,192.82
57	Pighalugan Elementary School	11.11	977.68	988.79
58	Pigpamulahan Elementary School	104.78	9,218.08	9,322.86
59	Caburacanan Elementary School	31.75	2,793.36	2,825.11
60	Indalasa Elementary School	76.20	6,704.06	6,780.26
61	Kulaman Elementary School	44.45	3,910.70	3,955.15
62	Mapulo Elementary School	28.58	2,514.02	2,542.60
63	Silae Elementary School	44.45	3,910.70	3,955.15
64	St. Peter Elementary School	34.93	3,072.69	3,107.62
65	Zamboangita Central School	66.68	5,866.05	5,932.73
66	Kibalabag Elementary School	57.15	5,028.05	5,085.20
67	Busdi Integrated School	77.79	6,843.73	6,921.52
68	Tuburan Integrated School	30.16	2,653.69	2,683.85



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 DIVISION OF MALAYBALAY CITY

ALLOTMENT PER SCHOOL FOR Q1-Q4 GRADE 1 LE AND WS
(MAKABANSA, LANGUAGE, READING, GMRC)
LAA-10-24-456

	SCHOOL	AMOUNT
1	Damitan Elementary School	13,504.63
2	Dalwangan ES	64,568.99
3	Kalasungay Central School	72,165.34
4	New Ilocos Elementary School	20,256.94
5	Patpat Elementary School	56,550.62
6	Capitan Angel Integrated School	13,504.63
7	Incalbog Elementary School	5,064.23
8	Baganao Elementary School	5,486.25
9	Sumpong Central School	86,091.98
10	Tag-ilanao Elementary School	5,908.27
11	Tintinaan Elementary School	9,284.43
12	Can-ayan IS	44,312.05
13	Kibalabag Integrated School	5,064.23
14	Candiisan Integrated School	8,440.39
15	Kilap-agan Integrated School	18,146.84
16	Manalog Integrated School	14,348.66
17	Imbayao Elementary School	19,834.92
18	Sta. Ana Elementary School	8,440.39
19	BCT Elementary School	27,431.27
20	Malaybalay City Central School	213,119.86
21	Barangay 9 Elementary School	43,045.99
22	Panamucan Elementary School	6,330.29
23	Airport Village Elementary school	76,807.56
24	Natid-asan Elementary School	29,963.39
25	San Jose Elementary School	69,633.22
26	Casisang Central Integrated School	80,605.73
27	Mabuhay Integrated School	21,523.00
28	Balangbang Elementary School	4,642.21
29	Aglayan Central School	75,963.52
30	Bendolan Elementary School	10,550.49
31	Cabangahan Elementary School	22,789.05
32	Laguitas Elementary School	22,789.05
33	Magsaysay Integrated School	26,165.21
34	Mapayag Integrated School	10,550.49
35	Bangcud Central School	99,174.59
36	Binalbagan Elementary School	17,724.82



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37	Calawag Elementary School	5,908.27
38	Dapulan Elementary School	16,036.74
39	Macote Elementary School	28,275.31
40	Padernal Elementary School	11,816.55
41	Simaya Integrated School	17,302.80
42	Lalawan Elementary School	13,504.63
43	Linabo Central School	51,908.40
44	Sawaga Elementary School	26,587.23
45	Isabela Ayala Gonzales Elementary School	21,523.00
46	San Martin Elementary School	42,623.97
47	San Roque Elementary School	6,752.31
48	Paiwaig Elementary School	8,018.37
49	Bagong Silang Elementary School	3,376.16
50	Dumayas Elementary School	8,018.37
51	Langasihon Elementary School	10,550.49
52	Lunokan Elementary School	11,816.55
53	Maligaya Elementary School	15,192.70
54	Managok Central School	59,504.75
55	Matangpatang Elementary School	5,064.23
56	Miglamon Elementary School	24,477.13
57	Pighalugan Elementary School	2,954.14
58	Pigpamulahan Elementary School	27,853.29
59	Caburacanan Elementary School	8,440.39
60	Indalasa Elementary School	20,256.94
61	Kulaman Elementary School	11,816.55
62	Mapulo Elementary School	7,596.35
63	Silae Elementary School	11,816.55
64	St. Peter Elementary School	9,284.43
65	Zamboanguita Central School	17,724.82
66	Kibalabag Elementary School	15,192.70
67	Busdi Integrated School	20,678.96
68	Tuburan Integrated School	8,018.37



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DIVISION OF MALAYBALAY CITY

**ALLOTMENT PER SCHOOL FOR Q1-Q4 GRADE 4 LE AND WS (MUSIC &
ARTS)**
LAA-10-24-470

	SCHOOL	AMOUNT
1	Damitan Elementary School	2,839.44
2	Dalwangan ES	14,651.52
3	Kalasungay Central School	18,626.74
4	New Ilocos Elementary School	5,792.46
5	Patpat Elementary School	11,017.03
6	Capitan Angel Integrated School	4,883.84
7	Incalbog Elementary School	681.47
8	Baganao Elementary School	2,157.98
9	Sumpong Central School	22,715.53
10	Tag-ilanao Elementary School	795.04
11	Tintinaan Elementary School	2,157.98
12	Can-ayan IS	8,404.75
13	Kibalabag Integrated School	1,817.24
14	Candiisan Integrated School	2,725.86
15	Kilap-agan Integrated School	3,634.49
16	Manalog Integrated School	1,703.66
17	Imbayao Elementary School	4,315.95
18	Sta. Ana Elementary School	1,022.20
19	BCT Elementary School	6,133.19
20	Malaybalay City Central School	56,902.41
21	Barangay 9 Elementary School	9,199.79
22	Panamucan Elementary School	2,044.40
23	Airport Village Elementary school	20,216.82
24	Natid-asan Elementary School	6,928.24
25	San Jose Elementary School	12,720.70
26	Casisang Central Integrated School	22,147.64
27	Mabuhay Integrated School	5,110.99
28	Balangbang Elementary School	795.04
29	Aglayan Central School	22,374.80
30	Bendolan Elementary School	2,839.44
31	Cabangahan Elementary School	5,565.31
32	Laguitas Elementary School	6,928.24
33	Magsaysay Integrated School	7,496.13
34	Mapayag Integrated School	3,066.60
35	Bangcud Central School	26,463.60
36	Binalbagan Elementary School	2,953.02



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37	Calawag Elementary School	1,817.24
38	Dapulan Elementary School	5,451.73
39	Macote Elementary School	7,382.55
40	Padernal Elementary School	4,656.68
41	Simaya Integrated School	3,748.06
42	Lalawan Elementary School	2,953.02
43	Linabo Central School	12,607.12
44	Sawaga Elementary School	6,814.66
45	Isabela Ayala Gonzales Elementary School	4,429.53
46	San Martin Elementary School	10,562.72
47	San Roque Elementary School	2,044.40
48	Paiwaig Elementary School	1,135.78
49	Bagong Silang Elementary School	1,362.93
50	Dumayas Elementary School	1,703.66
51	Langasihang Elementary School	3,975.22
52	Lunokan Elementary School	2,725.86
53	Maligaya Elementary School	3,293.75
54	Managok Central School	14,878.67
55	Matangpatang Elementary School	908.62
56	Miglamín Elementary School	5,678.88
57	Pighalugan Elementary School	1,362.93
58	Pigpamulahan Elementary School	5,565.31
59	Caburacanan Elementary School	3,748.06
60	Indalasa Elementary School	4,315.95
61	Kulaman Elementary School	4,315.95
62	Mapulo Elementary School	1,817.24
63	Silae Elementary School	3,293.75
64	St. Peter Elementary School	3,407.33
65	Zamboanguita Central School	3,861.64
66	Kibalabag Elementary School	3,861.64
67	Busdi Integrated School	4,997.42
68	Tuburan Integrated School	2,385.13



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ALLOTMENT PER SCHOOL FOR Q1-Q4 GRADE 7 LE AND WS (ALL SUBJECTS)
LAA—10-24-484

	SCHOOL	AMOUNT
1	Kalasungay National High School	9,970.81
2	Dalwangan National High School	42,969.44
3	Capitan Angel Integrated School	7,834.21
4	Can-ayan IS	21,603.42
5	Kibalabag Integrated School	9,496.01
6	Candiisan Integrated School	4,748.00
7	Kilap-agan Integrated School	5,697.60
8	Manalog Integrated School	4,748.00
9	Bukidnon National High School	350,165.29
10	Imbayao National High School	4,985.40
11	Casisang National High School	26,588.82
12	Malaybalay City National High School	19,941.62
13	Casisang Central Integrated School	18,517.22
14	Mabuhay Integrated School	7,596.81
15	Malaybalay City National Science HS	88,550.27
16	Magsaysay Integrated School	17,805.01
17	Mapayag Integrated School	6,172.41
18	Luyungan High School	8,071.61
19	Bangcud National High School	125,347.30
20	Apo Macote National High School	18,754.62
21	Simaya Integrated School	8,783.81
22	San Martin Agro-Industrial National High School	21,128.62
23	Lalawan National High School	10,920.41
24	Managok National High School	53,177.64
25	Miglamín National High School	15,668.41
26	Silae National High School	15,193.61
27	St. Peter National High School	13,294.41
28	Busdi Integrated School	16,380.61
29	Tuburan Integrated School	12,819.61



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Annex B

**Minimum Technical Specifications for the Production of Kindergarten LEs
and WSs**

Quarter 1 (combined LE and WS)

Number of pages	172 pages
Size	8.27" x 11.69" (A4)
Paper Orientation	Landscape
	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

Number of pages	172 pages, 86 sheets
Size	8.27" x 11.69" (A4)
Paper Orientation	Landscape
	Two-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	Perfect Binding



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Quarter 2

Number of pages	Lesson Exemplar – 219 pages, 219 sheets Activity Sheets – 117 pages, 117 sheets
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

Number of pages	Lesson Exemplar – 224 pages, 112 sheets Activity Sheets – 120 pages, 60 sheets
Size	8.27" x 11.69" (A4)
Paper Orientation	Lesson Exemplar – Landscape Activity Sheet - Portrait
	Two-side print
Paper Type	
Inside:	Uncoated paper (book paper) 60 gsm
Cover:	Self-cover (board)
Color	
Inside:	1 color (black and white)
Cover:	1 color (black and white)
Binding	Perfect Binding



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Email Address: malaybalay.city@deped.gov.ph



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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

Quarter 3 and 4 (10 weeks per quarter)

Number of pages	Lesson Exemplar - 160 pages, 160 sheets Activity Sheets - 160 pages, 160 sheets
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

Number of pages	Lesson Exemplar - 160 pages, 80 sheets Activity Sheets - 160 pages, 80 sheets
Size	8.27" x 11.69" (A4)
Paper Orientation	Lesson Exemplar - Landscape Activity Sheet - Portrait
	Two-side print
Paper Type	
Inside:	Uncoated paper (book paper) 60 gsm
Cover:	Self-cover (board)
Color	
Inside:	1 color (black and white)
Cover:	1 color (black and white)
Binding	Perfect Binding

Note:

1. Kindergarten Lesson Exemplars and Worksheets are non-consumable.
2. Separate printing should be done for Lesson Exemplars and Worksheets due to the design of the material.
3. In accessing the Ready-to-Print (RTP) files, two sets of files shall be made available: RTP file for in-house printing, and RTP file for outsourced printing.



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**Minimum Technical Specifications for the Production of Grade 1 Mathematics
LEs and WSs (9 weeks/quarter)**

Quarters 1-4

Number of pages	Lesson Exemplar - 144 pages, 144 sheets Activity Sheets - 144 pages, 144 sheets
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

Number of pages	Lesson Exemplar - 144 pages, 72 sheets Activity Sheets - 144 pages, 72 sheets
Size	8.27" x 11.69" (A4)
Paper Orientation	Lesson Exemplar - Landscape Activity Sheet - Portrait
	Two-side print
Paper Type	
Inside:	Uncoated paper (book paper) 60 gsm
Cover:	Self-cover (board)
Color	
Inside:	1 color (black and white)
Cover:	1 color (black and white)
Binding	Perfect Binding

Notes:

1. Grade 1 Mathematics Lesson Exemplars and Worksheets are non-consumable.
2. Separate printing should be done for Lesson Exemplars and Worksheets due to the design of the material.
3. In accessing the Ready-to-Print (RTP) files, two sets of files shall be made available: RTP file for in-house printing, and RTP file for outsourced printing.



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Department of Education
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DIVISION OF MALAYBALAY CITY

Minimum Technical Specifications for the Production of Grade 4 Music and Arts
LEs and WSs (9 weeks/quarter)

Quarter 1

Number of pages	Lesson Exemplar - 144 pages, 144 sheets Activity Sheets - 144 pages, 144 sheets
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

Number of pages	Lesson Exemplar - 144 pages, 72 sheets Activity Sheets - 144 pages, 72 sheets
Size	8.27" x 11.69" (A4)
Paper Orientation	Lesson Exemplar - Landscape Activity Sheet - Portrait
	Two-side print
Paper Type	
Inside:	Uncoated paper (book paper) 60 gsm
Cover:	Self-cover (board)
Color	
Inside:	1 color (black and white)
Cover:	1 color (black and white)
Binding	Perfect Binding

Notes:

1. Grade 4 Music and Arts Lesson Exemplars and Worksheets are non-consumable.
2. Separate printing should be done for Lesson Exemplars and Worksheets due to the design of the material.
3. In accessing the Ready-to-Print (RTP) files, two sets of files shall be made available: RTP file for in-house printing, and RTP file for outsourced printing.



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Email Address: malaybalay.city@deped.gov.ph



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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
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**Minimum Technical Specifications for the Production of Grade 7 LEs and WSs
(9 weeks/quarter)**

Number of pages	Lesson Exemplar - 144 pages, 144 sheets Activity Sheets - 144 pages, 144 sheets
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

Number of pages	Lesson Exemplar - 144 pages, 72 sheets Activity Sheets - 144 pages, 72 sheets
Size	8.27" x 11.69" (A4)
Paper Orientation	Lesson Exemplar - Landscape Activity Sheet - Portrait
	Two-side print
Paper Type	
Inside:	Uncoated paper (book paper) 60 gsm
Cover:	Self-cover (board)
Color	
Inside:	1 color (black and white)
Cover:	1 color (black and white)
Binding	Perfect Binding

Notes:

1. Grade 7 Lesson Exemplars and Worksheets are non-consumable.
2. Separate printing should be done for Lesson Exemplars and Worksheets due to the design of the material.
3. In accessing the Ready-to-Print (RTP) files, two sets of files shall be made available: RTP file for in-house printing, and RTP file for outsourced printing.



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Annex C

**Accomplishment Report on the Downloaded PSF for the Production and Distribution of Q1-Q4 LEs and WSs
 FY 2024**

School _____

Materials	Budget	Number of LRa distributed to the teachers/ learners	Name & Signature of Property Custodian	Obligated amount	Disbursed amount	Unobligated Amount	Remarks
Kindergarten LE & WS							
Grade 1 Math LE							
Grade 1 Math WS							
Grade 1 LE & WS (Makahansa, Language, Reading, GMRC)							
Grade 4 LE & WS (Music & Arts)							
Grade 7 LE & WS (All subjects)							

Submitted by:

Reviewed:

Approved:

 School Head

 Public Schools District Supervisor

CHERRY MAE L. LIMBACO-REYES

Schools Division Superintendent

Annex C

Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY





Republic of the Philippines
Department of Education

JOINT MEMORANDUM

**TO : ALL REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENT
ALL OTHERS CONCERNED**

FROM : ANNALYN M. SEVILLA
Undersecretary for Finance

ALMA RUBY C. TORIO
Assistant Secretary for Curriculum and Teaching
Officer-in-Charge
Office of the Undersecretary for Curriculum and Teaching

**SUBJECT : GUIDELINES IN THE UTILIZATION OF DOWNLOADED
PROGRAM SUPPORT FUNDS TO THE REGIONAL OFFICES
FOR THE PRODUCTION AND DISTRIBUTION OF GRADE 1
MATHEMATICS LESSON EXEMPLARS (LEs) AND
WORKSHEETS (WSs) FOR SCHOOL YEAR (SY) 2024-2025**

DATE : May 13, 2024

1. The Department of Education (DepEd) in its effort to improve the acquisition and mastery of basic numeracy, skills and competencies, developed Grade 1 Mathematics Worksheets (WSs) and Lesson Exemplars (LEs) aligned with the MATATAG Curriculum. The said learning resource shall be in support to the Grades 1, 4, and 7 roll out and the MATATAG Pilot Learning Resources (LRs) implementation in School Year (SY) 2024-2025.
2. In view of this, this memorandum issues the guidelines on the release and utilization of the downloaded Program Support Funds (PSF) amounting to Two Hundred Eighty-Six Million, Nine Hundred Twenty-Eight Thousand, Seven Hundred Sixty-Eight Pesos (P286,928,768) under the FY 2024 GAA (R.A. 11975) Current Textbooks and Other Instructional Materials (TBIMs) Funds primarily for the production and distribution of Grade 1 Mathematics LEs and WSs for teachers and learners from 1st to 4th Quarters of SY 2024-2025.
3. The allocation for the said resources shall be downloaded through Sub-Allotment Release Order (Sub-ARO) to the Regional Offices (ROs) to cover the funding requirement for the learning resources. The Regional Office may further download funds to the Schools Division Offices (SDOs) if procurement is deemed more economical and cost-efficient. If the RO has determined to further download the fund to the SDOs, the Regional Director, through its planning, finance, and program teams, shall be responsible for determining the most equitable distribution of the fund among the SDOs.

4. The ROs or SDOs shall facilitate the procurement of the production and distribution of materials based on the present number of learners and teachers per SDO. The said materials shall be delivered to public elementary schools.
5. The ROs or SDOs may conduct any applicable procurement modality, pursuant to Republic Act (RA) No. 9184, or the *Government Procurement Reform Act*, and its Implementing Rules and Regulations.
6. The utilization of the funds herein shall be in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations.
7. Any excess or balance from the PSF from the production and distribution of the specified LRs may be used for procurement production and delivery of other requirements, including funding of regional or division LR-related activities.
8. The allocated funds shall be solely used for the purpose as stated in the subject.
9. The production and distribution of Lesson Exemplars and Worksheets shall be completed within the 2024 Fiscal Year. The ROs or SDOs as the case maybe, shall ensure the obligation and disbursement of these funds are in accordance with the FY 2024 GAA (R.A. 11975) AND National Budget Circular 592 s. 2024 (Guidelines on the Release of Funds for Fiscal Year 2024) dated January 2, 2024.
10. The budget allocation per region is attached hereto for reference as Annex A.
11. In the production of LEs and WSs, the minimum technical specifications to be followed and adopted is attached hereto as Annex B. This is without prejudice to other specifications that may hereinafter be issued to the Office of the Undersecretary for Curriculum and Teaching (OUCT).
12. A consolidated accomplishment report relative to the fund utilization shall be submitted within the second semester of 2024 Current TBIMs Funds or after the completion of the activity using the attached Annex C template. The report shall be uploaded using the Microsoft One Drive link: <https://bit.ly/G1MathLEWS>
13. For your guidance and strict compliance.


cc: **ATTY. REVERE A. ESCOBEDO**
Undersecretary for Operations




Republic of the Philippines
Department of Education

JOINT MEMORANDUM

TO : REGIONAL DIRECTORS

FROM : 
ANNALYN M. SEVILLA
Undersecretary for Finance


GINA G. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : *18 copy*
GUIDELINES IN THE UTILIZATION OF DOWNLOADED PROGRAM SUPPORT FUNDS FOR THE PRODUCTION OF TRANSITION LEARNING RESOURCES (LEARNING EXEMPLARS AND WORKSHEETS) FOR THE IMPLEMENTATION OF THE MATATAG CURRICULUM

DATE : June 24, 2024

1. This memorandum is issued to establish the guidelines on the release and utilization of the downloaded Program Support Funds (PSF) for the provision of transition learning resources (LRs) to the regional offices (ROs) for the production and distribution of LRs for the Phase 1 Implementation of MATATAG Curriculum.
2. A total budget amounting to One Billion Three Hundred Two Million Eight Hundred Eighteen Thousand Three Hundred Eight and 80/100 Pesos (P1,302,818,308.80) under FY 2024 (R.A. No. 11975) Basic Education Curriculum (BEC) Fund primarily for the production and delivery of transition LRs (Learning Exemplars and Worksheets) for teachers and learners of the School Year (SY) 2024-2025. These LRs and WSs shall serve as learning resources (LRs) for Grades 1, 4, and 7, together with existing or new TXs to be delivered in schools.
3. The Program Support Fund (PSF) shall be downloaded to the selected ROs and may be further downloaded to Schools Division Offices (SDOs) or schools.
4. The ROs, SDOs, or schools shall facilitate the procurement production and distribution of materials based on the present number of enrollees and teachers per SDO. The said materials shall be delivered to public elementary schools.
5. The ROs, SDOs, or schools may conduct any applicable procurement production modality pursuant to Republic Act (RA) No. 9184 or the *Government Procurement Reform Act*, and its Implementing Rules and Regulations.

6. The utilization of the funds herein shall be in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations.
7. In case of any excess or balance from the PSF for the production and distribution of the specified LRs, the balance may be used for procurement or production, as well as delivery thereof, of other requirements, including funding of RO or SDO LR-related initiatives.
8. All downloadable funds under the 2024 BEC Fund must be obligated and disbursed on or before **December 31, 2025**. The ROs or SDOs, as the case may be, shall ensure the obligation and disbursement of these funds are in accordance with the Cash-Based Budgeting System and consistent with the General Provision of the FY 2024 GAA (R.A. 11975).
9. The SOEs shall be submitted to BLR-LRPD via email: blr.lrpd@deped.gov.ph on the 30th day of every month following the month the fund has been downloaded to the region and the subsequent months until the said fund has been fully utilized.
10. Attached are **Annex A** (Budget Allocation per region), **Annex B** (Detailed Allocation List), and **Annex C** (Template for SOE). BLR shall also share the link for the LRs and WS to Regional Offices LR Supervisors
11. The minimum technical specifications to be followed and adopted in the production of LRs and WSs is attached as **Annex D**. This is without prejudice to other specifications that may hereinafter be issued to the Office of the Undersecretary for Curriculum and Teaching (OUCT).
12. BLR shall continuously gather feedback on how the downloaded funds are utilized, and any challenges in the procurement of the said LRs.
13. For your guidance and strict compliance.

KS 2/14

Copy-furnished:

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

Summary of Allocation of Funds for the Production of Transition Learning Resources of Grades 1, 4, and 7 LRs and WEs

REGION	AMOUNT
Region I	P46,963,814.40
Region II	P37,390,560.00
Region III	P119,022,278.40
CAR	P20,971,608.00
Region IV-A	P152,159,097.60
Region IV-B	P49,320,600.00
Region V	P102,822,744.00
NCR	P99,520,838.40
Region VI	P118,719,408.00
Region VII	P124,370,304.00
Region VIII	P74,206,512.00
Region IX	P63,534,528.00
Region X	P80,183,904.00
Region XI	P84,134,352.00
Region XII	P79,739,136.00
Caraga	P49,758,624.00
TOTAL	P1,302,818,308.80