

Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**DIVISION OF AKLAN**

September 2, 2021

**DIVISION MEMORANDUM**

No. 336, s. 2021

**ACCOUNTABILITY IN THE DEVELOPMENT, QUALITY ASSURANCE,  
PUBLICATION AND DELIVERY OF LEARNING RESOURCES (LRs)**

To: **Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned**

1. Please find attached Regional Memorandum No. 519, s. 2021, dated August 24, 2021, titled "Accountability in the Development, Quality Assurance, Publication and Delivery of Learning Resources (LRs)," for guidance and compliance of all concerned.
2. As indicated in the above memo, the Schools Division Offices are encouraged to have an 'Undertaking' with the schools and printing service providers to avoid the unauthorized use and conveyance of the learning resources.
3. Schools that are conducting in-house printing are hereby encouraged to print the attached Undertaking and have it signed by the School Head and Teacher/s downloading the learning resources.
4. In addition, schools that are procuring third-party printing services must print the attached Undertaking and have it signed by the School Head, the Teacher/s downloading the learning resources, and the authorized personnel from the third-party printing service provider.
5. The signed Undertaking must be photographed/scanned and sent to <https://bit.ly/aklan-lr-undertaking> on or before September 8, 2021. The uploader must use their official DepEd account.
6. Immediate and widest dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Enclosure: As indicated

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:

**CURRICULUM  
FORMS**

**EDUCATION**

**SCHOOLS**

**TEACHERS**

/mqt





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**UNDERTAKING**

The undersigned DepEd Officials of \_\_\_\_\_ undertake the following:

1. We understand that only authorized personnel, such as ourselves, have access to the Division Google Drive/Portal where the ready to print modules and other learning resources/materials are uploaded;
2. That we shall not allow any other person to use our respective email account and other details to gain access to the Division Google Drive/Portal;
3. That we shall only gain access to the Division Google Drive/Portal to download ready to print SLMs, LAS, and other developed learning materials for the purpose of providing printed or digital modules for learners, or for airing video or audio learning materials;
4. That we shall not, transfer, convey, or share, in any manner and by any means, the downloaded materials to any unauthorized person, except to contracted printing entities or personnel directed to print or air video/audio learning materials;
5. In the event that the downloaded file has been shared to contracted printing entities or personnel directed to print or air video/audio learning materials, we shall have said entities/personnel execute a confidentiality agreement stating that:
  - a. They acknowledge that DepEd has exclusive rights over the files/materials and that said materials are not for sharing, sale or be used for any unlawful purposes.
  - b. They shall not, transfer, convey, or share, in any manner and by any means, the downloaded materials to any other person/entity; and
  - c. They shall exercise utmost diligence to secure the file and to destroy, dispose or otherwise delete the file, once the contract is completed or agreed period of use lapsed.
6. That we understand that the above statements are set forth to avoid the unauthorized use and conveyance of DepEd learning materials and that any violation of this undertaking may be a ground for appropriate administrative proceedings, when warranted.

OFFICE	NAME AND DESIGNATION	SIGNATURE/E-SIGNATURE