



Republic of the Philippines
Department of Education
 Region VI – Western Visayas
DIVISION OF AKLAN

November 23, 2021

DIVISION MEMORANDUM

No. 536, s. 2021

**PROCEDURES ON THE UTILIZATION OF TEXTBOOKS, LEARNERS MATERIALS, SIMS
 AND OTHER PRINTED MATERIALS**

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

- Based on the inventory conducted by the Division Learning Resources Management Section (LRMS), there are readily-available Learners Materials, Textbooks, Strategic Intervention Materials (SIMs), and other printed resources in the possession of the schools, aside from the Self-Learning Modules (SLMs) and Learning Activity Sheets (LASs).
- Since the Most Essential Learning Competencies (MELCs) were chosen from the existing K-12 Curriculum Guide issued in 2016, these learning resources are still valid and considered serviceable for the implementation of distance learning for school year 2021-2022. These learners' materials and textbooks have undergone rigid quality-assurance process and thus reliable to be utilized.
- The schools are therefore encouraged to use these available materials to lessen the printing of SLMs and LASs developed by the Central, Regional and Division Office. The use of textbooks and learners' materials can be standalone or it can be blended with other modalities.
- Schools to offer the use of textbooks and LMs shall conduct an inventory of available DepEd-issued LMs and textbooks by learning area and by grade level along with the MELCs and corresponding pages where the lessons can be found. The following template shall be used for the inventory of learning resources. Use separate pages for each learning area and grade level:

Grade Level	Learning Area	Competencies for the Quarter based on the MELC	Title of Textbooks, Learners' Materials, SIMs, etc. and page number/s

- The following template shall be utilized to prepare an activity guide for the learners on the use of the textbooks and learners' materials. Teachers may include additional outputs that are not found in the textbooks as reinforcement and enrichment activities. Below is an example of the activity guide:

Competencies for the Quarter based on the MELC	Title of Textbooks, Learners' Materials, SIMs, etc. and page number/s	Activities to be answered
Recognize parts of a simple paragraph	English 4 Learners' Materials Week 1 p. 98-113	Find Out and Learn p. 99 Do and Learn p. 100 Find Out and Learn p. 107
Use resources such as dictionary, thesaurus and other online resources	English 4 Learners' Materials Week 2 p. 274-290	Find Out and Learn p. 274 Try and Learn p. 275 Learn Some More p. 278

Additional Output:

- Write a simple 2-3 sentence paragraph about your chores at home.
- List down at least 10 words you think are difficult words. Use them in your simple sentences.





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6. Subject areas and grade levels that cannot meet the 1:1 pupil-textbook ratio may photocopy parts of the textbooks to be given to the learners together with the activity guide. DepEd textbooks may be photocopied under the Intellectual Property Code of the Philippines (RA 8293 section 176: No copyright shall subsist in any work of the Government of the Philippines.) In parts and limited distribution (RA 8293 section 185: The fair use of a copyrighted work for criticism, comment, news reporting, teaching including multiple copies for classroom use, scholarship, research, and similar purposes is not an infringement of copyright.)
7. Expenses incurred in the photocopying of the relevant pages from the textbooks shall be charged against the School MOOE, subject to the usual accounting and auditing rules and regulations.
8. Immediate and widest dissemination of this Memorandum is strongly advised.


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Schools Division Superintendent

Enclosure: None
Reference: None

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

CURRICULUM EDUCATION SCHOOLS TEACHERS

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