



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division
Superintendent

MEMORANDUM

TO : **DR. JOHN ARIEL LAGURA**
DR. NEOLITA SARABIA
EMILY ACABO
ANTONETTE OGUIS
MARIANNE PALOMARES
RONILO CAÑEDO
LLOYD JOHN EPE
JANET U. PATEÑO
MARIA I. LUNA
REGINO A. BENSURTO
ENGEL M. REQUILLO
PAUL CASTRO
ERIC DOS PUEBLOS

FROM : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent *J*

SUBJECT : **REPRODUCTION OF LOCALLY-DEVELOPED LEARNING RESOURCES**

DATE : **August 3, 2020**

Pursuant to Memorandum OUF-2020-0328 issued by Usec Annalyn M. Sevilla, Undersecretary for Finance and Usec Diosdado San Antonio, Undersecretary for Curriculum and Instruction with the subject: **Guidelines on the Release and Utilization of Funds/Subsidy to the DepEd Schools Division Offices (SDOs) for the Development, Quality Assurance, Reproduction, and Delivery of Locally-Developed Learning Resources** which stated DO No. 012, s. 2020 (Adoption of Basic Education Learning Continuity Plan (BE-LCP) for School Year 2020-2021), the 1987 Constitution, Article XIV, Section 1, declares that the “State shall protect and promote the right of all citizens to quality education all levels, and shall take appropriate steps to make such education accessible o all.” This right must be upheld at all times, and DepEd is duty-bound to provide learning opportunities even in the time of the COVID-10 national emergency.

The COVID-19 pandemic poses a great challenge in education particularly in safeguarding the health, safety, and well-being of all learners, teachers, and personnel of DepEd. Hence, to continue learning, the identified learning delivery



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modalities require the creation, reproduction, distribution, and use of learning resources comprising not only the usual textbooks and teaching guides, used in public schools in normal times, but also learning modules in print, digital, and broadcasting formats, as well as accessible formats for persons with disabilities (PWDs). Thus, different ways of applying the intellectual property law will be crucial in ensuring that their creation, reproduction distribution, and utilization will be in accordance with law, including but not limited to RA 8293, otherwise known as the Intellectual Code of the Philippines, as amended by RA 10372.

Republic Act 10533 or Enhancing the Basic Education System which states that the curriculum shall be flexible enough to enable and allow schools to localize, indigenize and enhance the same based on their respective educational and social contexts. The production and development of locally-produced teaching materials shall be encouraged and approval of these materials shall devolve to the regional and division education units. Further, it states that basic education shall be delivered in languages understood by the learners as the language plays a strategic role in shaping the formative years of learners.

The development, quality assurance, reproduction, and delivery of locally-developed learning resources such as activity sheet, module/self-learning material, reader, multimedia materials, storybook, and accessible materials among others in support to the different learning modalities under the BE-LCP shall be based on the guidelines stipulated in the attached memorandum.

In this regard, you are hereby directed to manage, facilitate, reproduce, organize, arrange, keep and deliver the locally-developed or self-learning materials using the available machinery and equipment, facilities and other resources of the Department.

Expenses relative to the said activity shall be charged against the Funds/Subsidy to the DepEd Schools Division Office for the Development, Quality Assurance, Reproduction, and Delivery of Locally-Developed Learning Resources while the meals and snacks shall be charged against division local funds, subject to the usual auditing and accounting rules and regulations.

For your information, guidance and compliance.

JIAL/MKP/ADMIN/atm



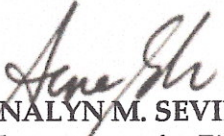
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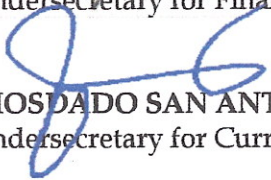


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OFFICE OF THE UNDERSECRETARY

MEMORANDUM
OUF-2020-0328

TO : Regional Directors
Minister, Basic, Higher and Technical Education, BARMM
Schools Division Superintendents

FROM : 
ANNALYN M. SEVILLA
Undersecretary for Finance


DIOSDADO SAN ANTONIO
Undersecretary for Curriculum and Instruction

SUBJECT : Guidelines on the Release and Utilization of Funds/ Subsidy to the DepEd Schools Division Offices (SDOs) for the Development, Quality Assurance, Reproduction, and Delivery of Locally-Developed Learning Resources

DATE : July 10, 2020

As stated in DO No. 012, 2. 2020 (Adoption of Basic Education Learning Continuity Plan (BE-LCP) for School Year 2020-2021), the 1987 Constitution, Article XIV, Section 1, declares that the "State shall protect and promote the right of all citizens to quality education at all levels, and shall take appropriate steps to make such education accessible to all." This right must be upheld at all times, and DepEd is duty-bound to provide learning opportunities even in the time of the COVID-19 national emergency.

The COVID-19 pandemic poses a great challenge in education particularly in safeguarding the health, safety, and well-being of all learners, teachers, and personnel of DepEd. Hence, to continue learning, the identified learning delivery modalities require the creation, reproduction, distribution, and use of learning resources comprising not only the usual textbooks and teaching guides used in public schools in normal times, but also learning modules in print, digital, and broadcasting formats, as well as accessible formats for persons with disabilities (PWDs). Thus, different ways of applying the intellectual property law will be crucial in ensuring that their creation, reproduction, distribution, and utilization will be in accordance with law, including but not limited to RA 8293, otherwise known as the Intellectual Property Code of the Philippines, as amended by RA 10372.

Republic Act 10533 or Enhancing the Basic Education System states that the curriculum shall be flexible enough to enable and allow schools to localize, indigenize and enhance the same based on their respective educational and social contexts. The production and development of locally-produced teaching materials shall be encouraged and approval of these materials shall devolve to the regional and division education units. Further, it states that basic education shall be delivered in languages understood by the learners as the language plays a strategic role in shaping the formative years of learners.



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The development, quality assurance, reproduction, and delivery of locally-developed learning resources such as activity sheet, module/self-learning material, reader, multimedia material, storybook, and accessible materials among others in support to the different learning modalities under the BE-LCP shall be based on these guidelines:

1. Allocation and Release of Funds

- a. All SDOs shall receive equal amount of subsidy for the development, quality assurance, reproduction and delivery of locally-developed learning resources as indicated in Attachment No. 1.
- b. The Finance Service-Budget Division of DepEd Central Office shall prepare and issue the Sub-Allotment Release Orders (Sub-AROs) to the Regional Offices (ROs). The ROs in turn will further download the allotments to the respective Schools Division Offices (SDOs).
- c. After receipt of the Sub-AROs, the SDOs shall request from DBM-Regional Offices concerned the issuance of Notice of Cash Allocations (NCAs) to cover the cash requirements of the Sub-AROs they received.
- d. To effect the transfer of funds to BARMM for its allocation, the BLR shall prepare the Obligation Request and Status (ORS) and disbursement voucher for processing by the Accounting and Budget Divisions. Once the disbursement voucher is approved, a funding check shall be prepared by the Cash Division for release to the BARMM Minister of Basic, Higher and Technical Education.

2. Utilization of Funds

- a. The utilization of funds shall be in accordance with the priorities set by the RO/SDO/School in line with its implementation of the BE-LCP. Expenses related to the conduct activities such as development, quality assurance, contextualization, reproduction, and delivery of learning resources, may be charged against this fund.
- b. The use of the funds shall be subject to the existing government accounting and auditing rules and regulations.
- c. FUNDS should NOT be utilized for other purposes except for the abovementioned activities. Purchase of capital outlay items (e.g., equipment, gadgets, software) is strictly prohibited.
- d. The grant and liquidation of the cash advance shall be subject to the rules and regulations on the granting, utilization, and liquidation of cash advances as provided for under COA Circular No. 97-002 dated February 10, 1997 and as amended by COA Circular No. 2006-005 dated July 13, 2006.

Any unexpended balance must be refunded within five (5) days after the conduct of the activity.



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- e. Within two (2) months, the SDO through the Learning Resource Supervisor shall submit a Statement of Expenditures (SOE) to the Bureau of Learning Resources (BLR). A template of the SOE is enclosed as Attachment 2. The SOE shall be duly certified by the Division Accountant and approved by the Schools Division Superintendent.

In case the **downloaded fund is not sufficient** to address the actual needs, the SDOs may provide **additional subsidy using their regular MOOE**.

Schools may also use their school MOOE for the production and distribution of alternative delivery modules in accordance with DO 15, s. 2020 (Supplementary Guidelines on Managing Maintenance and Other Operating Expenses Allocation for Schools to Support the Implementation of Basic Education Learning Continuity Plan in Time of COVID-19 Pandemic) and subject to pertinent procurement, accounting, and auditing rules and regulation.

In addition, the SDO shall determine the most efficient, effective and economical mode of printing/reproduction and delivery of learning resources. For this purpose, the SDOs may opt to:

- 1) Organize and conduct in-house production and/or procurement subject to compliance with R.A. 9184, otherwise known as the "Government Procurement Reform Act" and its Implementing Rules and Regulations (IRR) and other GPPB issuances;
- 2) Obtain partnership agreement with Local Government Units (LGU).

For concerns, queries and/or clarification, please contact Dr. Besy C. Agamata, Chief, Production Division (PD) of the Bureau of Learning Resources (BLR) at telephone number (02) 8634-0901 or email address blr.lrp@deped.gov.ph.

Strict compliance with the above guidelines is enjoined.