



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – Tagbilaran City

**Office of the Schools Division  
Superintendent**

MEMORANDUM

MLA-2022-CID 119

TO : Beatriz E. Incog - EPSvr – Filipino  
Neolita Sarabia - EPSvr - LRMDs  
Basilides Sempron - Principal II  
Maria Antonette Dugang -Principal II  
Clementina Gamil - Principal II  
Ma. Dioscora Sayon - Principal I  
Alberto Tibod Jr - Principal I

FROM : **JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

SUBJECT : **CONFERENCE ON THE DEVELOPMENT OF STORYBOOKS FOR GRADE I**

DATE : June 28, 2022

1. In response to Regional Memorandum No. 0541 s. 2022, this Office, through the Curriculum Implementation Division (CID), announces the launching of Project “Mga Letra ug Estorya”, a project which aims to improve access to varied learning resources for the improvement of the reading performance of the learners in the First Key Stage.

2. In relation to the activity, a conference is called on July 8, 2022, 2:30 in the afternoon at the Division Conference Hall.

3. The conference aims to discuss the guidelines in the development of storybooks for Grade 1 as well as plan activities that will help in the realization of the undertaking.

4. Hereunder are the participants of the activity.

Rachel Autentico	-Cogon Elementary School
Cecilia Palmaera	-Tagbilaran City Central Elementary School
Hazel May Baliguian	-City East Elementary School
Marlyn Baluca	-San Isidro Elementary School
Sylvia Mahumas	-Cabawan Elementary School

5. For compliance.



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Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS

Office of the Regional Director

JUN 23 2022

REGIONAL MEMORANDUM

No. 0541, s. 2022

**Guidelines on the Development of Storybooks for Grade 1  
under the Project “Mga Letra ug Estorya”**

To: Schools Division Superintendents

1. This Office through the Curriculum and Learning Management Division - Learning Resource Management Section (CLMD-LRMS), in coordination with the CID-LRMS and division MTB-MLE Coordinators will launch the Project **“Mga Letra ug Estorya”**. This project is conceptualized with the end in mind of improving access to varied learning resources thereby contributing to the improvement of the reading performance of our learners, especially in Key Stage 1.
2. The objectives of this project are the following:
  - a. develop original storybooks as useful sources of information that allow learners to be imaginative and to explore ideas beyond what is written in prescribed textbooks; and
  - b. increase collection of storybooks in various genres to be uploaded to DepEd’s Learning Resource Portal for wide utilization.
3. Submission of illustrated storybooks to the region will be on September 30, 2022. Printed and electronic copies of the illustrated storybook shall be submitted to Learning Resource Management Section, 3<sup>rd</sup> Floor, DepEd RO building, Sudlon, Lahug, Cebu City.
4. Immediate dissemination of and compliance with this Memorandum is directed.

**SALUSTIANO T. JIMENEZ, EdD, JD, CESO V**

Director IV  
Regional Director

Annex 1

Assignment of Schools Division Offices for the  
Development of Binisayang Sinugboanon Storybooks for Grade 1

Division	Assigned Letter/s of the Alphabet	Number of Storybooks to be Submitted
Bais City	Gg	5
Bayawan City	Ee	5
Bogo City	Rr	5
Bohol	Tt, Vv	10
Canlaon City	Nn	5
Carcar City	Ss, Ff	10
Cebu City	NGng, Zz	10
Cebu Province	Kk, Nñ, Xx	15
City of Naga	Bb	5
Danao City	Dd	5
Dumaguete City	Ii	5
Guihulngan City	Ww	5
Lapu-Lapu City	Oo, Jj	10
Mandaue City	Zz, Uu	10
Negros Oriental	Hh, Cc	10
Siquijor	Pp	5
Tagbilaran City	Yy	5
Talisay City	Qq, Ll	10
Tanjay City	Mm	5
Toledo City	Aa	5

## Annex 2

### General Guidelines for the Binisayang Sinugboanon Storybooks for Grade 1

#### I. Mechanics

- 1.1. Each division shall develop five (5) storybooks per letter of the alphabet assigned. Refer to Annex 1 for the list for the assignment.
- 1.2. Stories must be original. Adaptation of local stories may be done with respect, sensibility, and with consideration of indigenous and local traditions.
- 1.3. Stories shall be written in Binisayang Sinugboanon but with Filipino translation to be placed at the inside back cover of the storybook. Typeface for the English version is Times New Roman at 10 pt.
- 1.4. Stories must be based on at least one (1) competency in Grade 1 (K to 12 Curriculum).
- 1.5. Stories and illustrations must not violate any provisions in the DepEd social Content Guidelines.
- 1.6. Each storybook will have only one (1) author and one (1) illustrator. However, an author could be at the same time an illustrator of the story he/she has written.
- 1.7. There shall be no accompanying processing questions and supplementary activities in the storybook.
- 1.8. The following are the technical specifications for the manuscript and graphic/book design:

<b>Manuscript</b>	
Format	Short story for children (Stories for Storybook)
Number of words	At most 36 words per page or per two-page spread
Language	Binisayang Sinugboanon with Filipino text version
<b>Graphic/Book Design</b>	
File Format	Editable desktop publishing software copy and protected data file copy
Color Mode	CMYK Full Color
Medium	No specific medium is required; artists may utilize standard and novel media
Image Resolution	300 dpi or higher on A4 actual size
Book size	A4
Number of Pages	20, 28, 36, 44 (inside pages shall be divisible by 8, plus 4 cover page allocation)
Margins and Gutters	No required margins and gutters
Page Numbers	No page number
Number of lines and words	No required number of lines per page No required number of words per line
Font Size	28 to 30 pt.
Typeface	Alfabeto
Number of Words Per Page	At most 36 words per page or per two-page spread
Cover text	Set in title case capitalization (First letter of first word and succeeding content words are capitalized, others set in lower case)
Paper Quality	Must be at least 80gsm (book paper type)
Binding	Saddle Stitch <i>Note: Commercial printing is discouraged, ordinary printing using printers available at our offices is recommended.</i>

## II. Pagination Guide

The following Pagination Guide shall be observed:

- 2.1 The total number of pages should be any of the following: 20, 28, 36, or 44. The breakdown of the computation follows: 4 cover pages (front cover, inside cover, inside back cover, back cover) and varying number of pages divisible by 8.
- 2.2 Provisions for endpaper or fly leaves should be maximized with custom-designs and other essential front and back matters. Learning competencies and codes covered by the storybook shall be placed on the lower right side of the recto (right side) fly leaf.
- 2.3 Copyright page, using the template to be transmitted to the LR Supervisors, shall be placed on the verso (left side) after the fly leaf.
- 2.4 Title Page follows the Copyright Page, and should be placed on recto (right side) page.
- 2.5 The presentation of the story should be by panel (illustration and text), utilizing either the whole-page style or two-page spread style.
  - Option 1:* For each panel sequence (two-page spread), text may be placed on one page and illustration on the adjacent page to facilitate picture-aided reading.
  - Option 2:* For each panel sequence (two-page spread), text and illustrations may be placed together to facilitate a visually comprehensible story reading.
  - Option 3:* For each panel (whole page), text and illustrations may be placed together to facilitate visual comprehensible story reading.
- 2.6 There shall be no accompanying processing questions and supplementary activities in the storybook.
- 2.7 Short information about the writer and the illustrator shall be placed in a box below the Inside Cover.
- 2.8 The Back Cover shall contain a short synopsis and a teaser to the story. The synopsis should introduce the plot of the story without giving away the whole storyline.
- 2.9 Following the guidelines, below is an example of a 28-page storybook showing its pagination:

Page	Content
1	Front Cover (should be inn title case capitalization)
2	Inside Front Cover (provided as an endpaper, may be decorated using the main character/s or plot reference; designed as two-page spread with Page 3)
3	Endpaper (designed as two-page spread with Page 2) List of competencies covered, together with their respective codes, shall be placed on the lower right side (Font size; 10 pt. Typeface: Times New Roman set in italics, flushed right)
4	Copyright Page (template to be transmitted to LR Supervisors)
5	Title Page (should contain only the title of the storybook with stripped cover design, must not contain the name of the author)
6 to 24	Story panels/ sequences
25	End of story (may be part of the text narrative or an image)
26	Endpaper (designed as two-page spread with Page 27)
27	Endpaper (designed as two-page spread with Page 26) Shall contain the Filipino version text of the story (use Times New Roman at 10 pt.) Author's and illustrator's information box shall be placed on a lower part
28	Back Cover (should contain synopsis or short teaser of the story, maximum of 50 words)