



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
CLMD - 2025 - 0296

To: Schools Division Superintendents) Division of Agusan del Norte
All Others Concerned Identified) Division of Bayugan City
) Division of Dinagat Islands
) Division of Surigao del Norte
) Division of Surigao del Sur

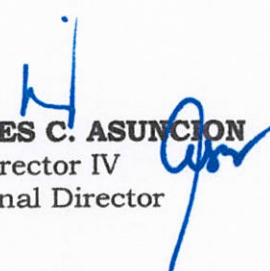
SUBMISSION OF PRIORITY LIST OF 2024 SUPPLEMENTARY LEARNING
RESOURCES (SLRs) TO BE PROCURED FOR LIBRARY HUBS

1. In support of the DepEd's National Reading Program through the provision of quality Supplementary Learning Resources (SLRs) in the library hubs, the identified Schools Division Offices (SDOs) are directed to submit a list of priority SLRs to be procured in the regional office.
2. The following SDOs have functional library hubs:.

	Division	Library Hub
1.	Agusan del Norte	ADN Division Office
2.	Bayugan City	Bayugan City SDO
3.	Dinagat Islands	San Jose Central Elementary Basilisa CES
4.	Surigao del Norte	Placer CES Sison CES Tubod CES
5.	Surigao del Sur	Carrascal CES

3. Each library hub is allocated an indicative budget of **P 5,331,974.25**, which serves as the ceiling amount for the prioritized SLRs per hub.
4. The list of priority SLRs must be based on market scoping activities organized by the Bureau of Learning Resources (BLR) and the National Book Development Board (NBDB), or any other means of scoping outlined in DepEd Order 24, s. 2023. Priority SLRs for reading that are to be scoped, evaluated, and procured must focus on the following themes:
 - a. Values Education
 - b. Health
 - c. Peace Education
 - d. Gender and Development

5. If the desired SLRs are already listed in DepEd Order 35, s. 2019, or have passed previous SLR procurement evaluations, the evaluation rating sheets need not be attached, as these titles have already been quality assured.
6. In cases where previously procured SLRs already meet the library hubs' needs, the SLR committee shall identify new titles to prevent duplication and expand the SLRs catalog.
7. The prioritization of SLRs must adhere to the library hub collection limits, including the recommended percentage of priority SLRs and the minimum number of titles per SLR type, as detailed in Annex C of the Joint Memorandum – FY 2024 Fund Allocation and downloading of Funds for the Provision of SLRs for Library Hubs, dated May 5, 2024 (Enclosure 1).
8. The priority list of SLRs, along with corresponding rating sheets, must be submitted on or before March 28, 2025, through this link: <https://tinyurl.com/3drmuycn>.
9. For information and compliance.


MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: As stated

Reference: Joint Memorandum on FY 2024 Fund Allocation and Downloading of Funds for the Provision of Supplementary Learning Resources (SLRs), dated March 5, 2024

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

LEARNING RESOURCES LIBRARY READING EDUCATION

CLMD/mfm
03/18/2025



Republic of the Philippines
Department of Education
CARAGA REGION

Enclosure 1 Regional Memorandum 0296, s. 2025

ANNEX C

Library Collection Applicable Limits

Recommended Percentage of Priority SLRs for Library Hub Collections		
SLR Type	Percentage	
	Elementary	JHS/SHS
Fiction Books/Creative Works	60%	30%
Learning Area References	30%	50%
General References	10%	20%
TOTAL	100%	100%

Recommended Minimum Number of Titles per SLR Type						
SDO Classification	Fiction Books/Creative Works		Learning Area References (per learning area)		General References	
	Elem.	JHS/SHS	Elem.	JHS/SHS	Elem.	JHS/SHS
Small	10	4	5	10	3	2
Medium	15	6	10	15	5	4
Large	20	8	15	20	7	6
Very Large	25	10	20	25	9	8

**Source: Division Size and Enrolment – Bureau of Human Resource and Organizational Development (BHROD)*

CLMD/mfm
03/18/2025



Republic of the Philippines
DEPARTMENT OF EDUCATION

Central Office

SUB-ALLOTMENT RELEASE ORDER

Fiscal Year 2023

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA355 310200100004000 - Current Appropriations Textbooks and other Instructional Materials		REFERENCE: FY 2024 GAAAO dated 01/02/2024	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-13-24-2504
FUND CODE: 01101101		LEGAL BASIS: Republic Act No. 11975 - FY 2024 GAA	DATE: 02-Apr-24
ORGANIZATION CODE: 070010100000		FISCAL YEAR: FY 2024	
PURPOSE: <i>Transfer of Program Support Funds (PSF) to DepEd Regional Offices (RO's) to cover funding requirements for the Procurement of Supplementary Learning Resources (SLR's) for Library Hubs.</i>			
To: The Regional Director Regional Office - XIII Butuan City 070010300016			Region : 13
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Subsidy to Operating Units		MOOE 5021408000	43,655,794.00
AMOUNT IN WORDS: *** Forty Three Million Six Hundred Fifty Five Thousand Seven Hundred Ninety Four Pesos Only ***			Total: 43,655,794.00
NOTE: The MOOE or CO allotment herein sub-allotted are valid for obligation until December 31, 2025.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

CHOLITA F. TIONG
Chief Administrative Officer
Budget Division

APPROVED:

ANNALYN M. SEVILLA
Undersecretary for Finance



Republic of the Philippines
Department of Education

March 4, 2024

AR-2024-CO-00213

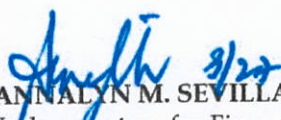
FOR : **GINA O. GONONG**
 Undersecretary for Curriculum and Teaching

FROM: **ARIZ DELSON ACAY D. CAWILAN**
 Director IV
 Bureau of Learning Resources

Subject: **ACTIVITY REQUEST FOR THE DOWNLOADING OF
 PROGRAM SUPPORT FUNDS (PSF) TO DEPED REGIONAL
 OFFICES (ROs) FOR THE PROCUREMENT OF
 SUPPLEMENTARY LEARNING RESOURCES (SLRs) FOR
 LIBRARY HUBS**

BCN 410
 4-19-3600
 AC-24-BLR-LRQAD-TXBKS-1773
 310200100004000P 1,259,350,000
ALLOTMENT AVAILABLE
CHOLITA F. HONG
 Chief Administrative Officer
 Budget Division

NAME OF PROGRAM(S)/PROJECT(S)	Learning Resource/Textbook Program (Text-Based Learning Resources)		
OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	Output Code	Output	Physical Target
	OC-24-BLR-LRQAD-IMS-007	No. of regional offices with downloaded funds	16 Regional Offices (ROs)
ACTIVITY/IES TO BE REQUESTED	Activity Code	Name of Activity	
	AC-24-BLR-LRQAD-IMS-018	Downloading of Program Support Funds (PSF) to Regional Offices for the Procurement of Supplementary Learning Resources (SLRs) for Library Hubs	

ACTIVITY/IES WITH DOWNLOADING	Download the funds to ROs to procure SLMs <table><tr><th>REGIONS</th><th>AMOUNT</th></tr><tr><td>NCR</td><td>P80,979,613.50</td></tr><tr><td>CAR</td><td>P59,651,716.75</td></tr><tr><td>I</td><td>P27,659,871.25</td></tr><tr><td>II</td><td>P134,299,356.25</td></tr><tr><td>III</td><td>P118,303,433.50</td></tr><tr><td>IV-A</td><td>P139,631,330.50</td></tr><tr><td>IV-B</td><td>P102,307,510.75</td></tr><tr><td>V</td><td>P86,311,588.00</td></tr><tr><td>VI</td><td>P96,975,536.50</td></tr><tr><td>VII</td><td>P107,639,485.00</td></tr><tr><td>VIII</td><td>P43,655,794.00</td></tr><tr><td>IX</td><td>P11,663,948.50</td></tr><tr><td>X</td><td>P128,967,382.00</td></tr><tr><td>XI</td><td>P27,659,871.25</td></tr><tr><td>XII</td><td>P48,987,768.25</td></tr><tr><td>CARAGA</td><td>P43,655,794.00</td></tr><tr><td>TOTAL</td><td>1,258,350,000.00</td></tr></table>  ANNALYN M. SEVILLA Undersecretary for Finance	REGIONS	AMOUNT	NCR	P80,979,613.50	CAR	P59,651,716.75	I	P27,659,871.25	II	P134,299,356.25	III	P118,303,433.50	IV-A	P139,631,330.50	IV-B	P102,307,510.75	V	P86,311,588.00	VI	P96,975,536.50	VII	P107,639,485.00	VIII	P43,655,794.00	IX	P11,663,948.50	X	P128,967,382.00	XI	P27,659,871.25	XII	P48,987,768.25	CARAGA	P43,655,794.00	TOTAL	1,258,350,000.00
REGIONS	AMOUNT																																				
NCR	P80,979,613.50																																				
CAR	P59,651,716.75																																				
I	P27,659,871.25																																				
II	P134,299,356.25																																				
III	P118,303,433.50																																				
IV-A	P139,631,330.50																																				
IV-B	P102,307,510.75																																				
V	P86,311,588.00																																				
VI	P96,975,536.50																																				
VII	P107,639,485.00																																				
VIII	P43,655,794.00																																				
IX	P11,663,948.50																																				
X	P128,967,382.00																																				
XI	P27,659,871.25																																				
XII	P48,987,768.25																																				
CARAGA	P43,655,794.00																																				
TOTAL	1,258,350,000.00																																				
FINANCIAL REQUIREMENTS	Requirements for this transaction are as follows: <table><tr><th>Activity Code</th><th>Amount in WFP</th><th>Amount Requested</th></tr><tr><td>AC-24-BLR-LRQAD-IMS-018</td><td>P1,258,350,000</td><td>P1,258,350,000</td></tr></table>	Activity Code	Amount in WFP	Amount Requested	AC-24-BLR-LRQAD-IMS-018	P1,258,350,000	P1,258,350,000																														
Activity Code	Amount in WFP	Amount Requested																																			
AC-24-BLR-LRQAD-IMS-018	P1,258,350,000	P1,258,350,000																																			
SOURCE OF FUNDS	FY 2024 Textbook and other Instructional Materials Funds																																				
ADMINISTRATIVE ARRANGEMENTS	Coordination with the Budget Division for the issuance of Sub-ARO for the downloading of funds to the above regional offices.																																				
ANNEXES	1. Regional breakdown of downloading funds 2. Guidelines on the release and utilization of downloaded funds for the provision of SLRs for Library Hubs 3. Portion of the WFP where activities are stipulated																																				

All expenses incurred in this activity are subject to the usual accounting and auditing rules and regulations.



Republic of the Philippines
Department of Education

JOINT MEMORANDUM

TO : **ALL REGIONAL DIRECTORS**

FROM : **ANNALYN M. SEVILLA**,
Undersecretary for Finance
GINA O. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : **FY 2024 FUND ALLOCATION AND DOWNLOADING OF FUNDS
FOR THE PROVISION OF SUPPLEMENTARY LEARNING
RESOURCES (SLRs) FOR LIBRARY HUBS**

DATE : **March 5, 2024**

1. The Department of Education (DepEd) issues this memorandum for the fund allocation and downloading of funds for the provision of Supplementary Learning Resources (SLRs) for library hubs. A budget amounting to **one billion two hundred fifty-eight million three hundred fifty thousand pesos (P1,258,350,000)** under FY 2024 Current Textbook Fund shall be downloaded to the Regional Offices (ROs) to cover the SLRs requirement for the library hubs. Attached hereto as "Annex A" is the allocation list per region which is based on existing library hubs in the Schools Division Offices (SDOs). Also attached as "Annex B" is the allocation of funds for library hubs per SDO.
2. Conditions and considerations as provided in DepEd Order No. 24, s. 2023 or the *Guidelines on the Provision of Supplementary Learning Resources for Public School Libraries and Library Hubs* shall be observed in the use of these downloaded funds that shall be utilized for procurement of SLRs for library hubs.
3. ROs and SDOs with allocations are hereby advised to immediately conduct preparations for the procurement of SLRs.
4. An amount of not more than **one million pesos (Php1,000,000)** from the total regional allocation may be utilized by Regional Offices (ROs) as Program Support Fund (PSF) to be utilized for the expenses related to activities for the procurement of SLRs. These activities may include, but are not limited to:
 - a. Conduct of rollout activities, localized scoping activities, and/or identification and evaluation of SLRs;
 - b. Conduct activities for the confirmation or finalization of results of scoping and evaluation activities;

- c. Conduct of activities for the generation of final priority lists and the respective specifications of desired SLRs;
 - d. Conduct of market survey and preparation of procurement documents; and
 - e. Other related activities.
5. The following considerations for the aforementioned activities shall likewise be observed:
- a. The activities to be funded by the PSF shall be aligned with the goals and objectives of the policy on the provision of SLRs.
 - b. Any balance remaining from the amount deducted as PSF after funding the approved field office activities shall be allocated to the provision of Supplementary Learning Resources (SLRs).
 - c. The Regional Office (RO) shall ensure transparency and accountability in the utilization of the PSF and provide regular reports on the activities conducted and the allocation of funds.
 - d. The utilization of the funds herein shall be in accordance with the existing budgeting, accounting, auditing, and procurement rules and regulations.
6. Priority SLRs for reading to be scoped or evaluated and procured shall contain the following themes:
- a. Values Education
 - b. Health
 - c. Peace Education
 - d. Gender and Development
7. In case the desired Supplementary Learning Resources (SLRs) are among the titles found in DepEd Order No. 35, s. 2019 and those that passed evaluation in previous SLR procurement, evaluation rating sheets need not be attached to the Priority List, since the titles indicated in the said D.O. were already quality assured.
8. If the previously procured SLRs already augment the identified needs of the library hubs, SLR committees shall identify new titles to prevent duplication within the existing collections in order to expand SLR catalog on library hubs.
9. The procurement of SLRs shall be guided by the library hub collection applicable limits which includes the recommended percentage of priority SLRs for library hub collections and recommended minimum number of titles per SLR type as stated in "Annex C" of this issuance. For the number of copies to be procured per SLR type, consideration shall be made on the appropriate needs and budget limit per library hub.
10. For any query or clarification, please coordinate with **Mr. Robert P. Martin**, Senior Education Program Specialist of the Bureau of Learning Resources (BLR)-Quality Assurance Division (QAD) at telephone numbers (02) 8631-9294 and 8634-1054 or email address at blr.lrqad@deped.gov.ph, copy furnish blr.od@deped.gov.ph.
11. For your compliance.

Attached: as stated

cc: **ATTY. REVSEE ESCOBEDO**
Undersecretary for Operations

Annex A

Breakdown of Funds for Downloading for the Provision of Supplementary Learning Resources (SLRs) for Library Hubs

Region	Program Support Fund (PSF)	Total Amount Allocated for the Provision of SLRs	Total Share of Region	Fund Source
Region I	P1,000,000.00	P26,659,871.25	P27,659,871.25	Current Fund
Region II	P1,000,000.00	P133,299,356.25	P134,299,356.25	Current Fund
Region III	P1,000,000.00	P117,303,433.50	P118,303,433.50	Current Fund
Region IV-A	P1,000,000.00	P138,631,330.50	P139,631,330.50	Current Fund
Region IV-B	P1,000,000.00	P101,307,510.75	P102,307,510.75	Current Fund
Region V	P1,000,000.00	P85,311,588.00	P86,311,588.00	Current Fund
Region VI	P1,000,000.00	P95,975,536.50	P96,975,536.50	Current Fund
Region VII	P1,000,000.00	P106,639,485.00	P107,639,485.00	Current Fund
Region VIII	P1,000,000.00	P42,655,794.00	P43,655,794.00	Current Fund
Region IX	P1,000,000.00	P10,663,948.50	P11,663,948.50	Current Fund
Region X	P1,000,000.00	P127,967,382.00	P128,967,382.00	Current Fund
Region XI	P1,000,000.00	P26,659,871.25	P27,659,871.25	Current Fund
Region XII	P1,000,000.00	P47,987,768.25	P48,987,768.25	Current Fund
CARAGA	P1,000,000.00	P42,655,794.00	P43,655,794.00	Current Fund
CAR	P1,000,000.00	P58,651,716.75	P59,651,716.75	Current Fund
NCR	P1,000,000.00	P79,979,613.50	P80,979,613.50	Current Fund
TOTAL	P16,000,000.00	P1,242,350,000.00	P1,258,350,000.00	

K

Region	No.	Schools Division Offices (SDOs)	Recipient Library Hubs	Allocated Amount
XI	5	Mati City	Mati City-Government Center, Brgy. Dahican, City of Mati, Davao Oriental	P5,331,974.25
XII	1	Koronadal City	Koronadal City - Rizal St., Kowemco Bldg.	P5,331,974.25
XII	2	North Cotabato	Cotabato Province- Capitol Compound Amas, Kidapawan City	P5,331,974.25
XII	3	Sultan Kudarat	Sultan Kudarat - Isulan Central School	P5,331,974.25
XII	4	Tacurong City	Tacurong City - Tacurong Pilot ES	P5,331,974.25
XII	5	Sarangani	Sarangani- Kawas CES	P5,331,974.25
XII	6	General Santos City	General Santos City-Quirino Ave., REA Compound	P5,331,974.25
XII	7	Sarangani	Sarangani- Kiamba Central School SPED Center, Martinez St., Poblacion, Kiamba, Sarangani	P5,331,974.25
XII	8	Kidapawan City	Kidapawan City- DO Add: JP Laurel, cor. Quirino St., Kidapawan City	P5,331,974.25
XII	9	South Cotabato	South Cotabato- Surallah Central Elem. School, Surallah, South Cotabato	P5,331,974.25
CARAGA	1	Surigao del Sur	Surigao del Sur (L) Carrascal	P5,331,974.25
CARAGA	2	Surigao del Norte	Surigao del Norte - Sison	P5,331,974.25
CARAGA	3	Surigao del Norte	Surigao del Norte - Tubod	P5,331,974.25
CARAGA	4	Surigao del Norte	Placer Central ES	P5,331,974.25
CARAGA	5	Agusan del Norte	Agusan del Norte- J.P. Rosales Ave., Butuan City	P5,331,974.25
CARAGA	6	Bayugan City	Bayugan City - Lanzones St., Poblacion	P5,331,974.25
CARAGA	7	Dinagat	San Jose Central ES	P5,331,974.25
CARAGA	8	Dinagat	Basilisa Central ES	P5,331,974.25
CAR	1	Abra	Abra - Bangued West	P5,331,974.25
CAR	2	Apayao	Apayao - Luna Central School	P5,331,974.25
CAR	3	Baguio City	Baguio City - Quezon E/S	P5,331,974.25
CAR	4	Benguet	Benguet - La Trinidad, Puguis Elementary School	P5,331,974.25
CAR	5	Ifugao	Ifugao - Lagawe, Division Office Compound	P5,331,974.25
CAR	6	Ifugao	Ifugao - Alfonso Lista E/S	P5,331,974.25

ANNEX C

Recommended Percentage of Priority SLRs for Library Hub Collections		
SLR Type	Percentage	
	Elementary	JHS/SHS
Fiction Books/Creative Works	60 %	30 %
Learning Area References	30 %	50 %
General References	10 %	20 %
TOTAL	100 %	100 %

SDO Size* Classification	Recommended Minimum Number of Titles per SLR Type					
	Fiction Books/Creative Works		Learning Area References (per learning area)		General References	
	Elem.	JHS/SHS	Elem.	JHS/SHS	Elem.	JHS/SHS
Small	10	4	5	10	3	2
Medium	15	6	10	15	5	4
Large	20	8	15	20	7	6
Very Large	25	10	20	25	9	8

*Source: Division Size and Enrollment-Bureau of Human Resource and Organizational Development (BHROD)