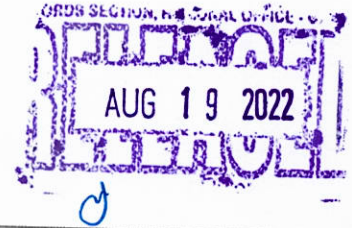




Republic of the Philippines  
Department of Education  
CARAGA REGION



August 18, 2022

REGIONAL MEMORANDUM  
No. 0716, s. 2022

To: ALL SCHOOLS DIVISION SUPERINTENDENT  
This Region

**GUIDELINES ON THE PROVISION OF LEARNING RESOURCES FOR SY 2022-2023**

1. Relative to the opening of classes as guided by DepEd Order No. 34, s. 2022, re: School Calendar and Activities for the School Year 2022-2023, the Department of Education Caraga Region through the Curriculum and Learning Management Division-Learning Resource Management Section (CLMD-LRMS) provides guidelines on the provision of learning resources for SY 2022-2023.

This Office advises the Schools Division Offices (SDOs) to adhere on the following guidelines:

- a) Schools shall ensure that the Textbooks (TXs) with Teacher's Manuals (TMs), Learner's Materials (LMs) with Teacher's Guides (TGs), Self-Learning Modules (SLMs), Learning Activity Sheets (LASs), Supplementary Learning Materials, and Gadgets such as laptops, tablets, and transistor radios, and storage devices such as flash drives and hard disks are distributed, properly used, cared for, recorded, and safeguarded from natural and human elements;
- b) At the start of the School Year 2022-2023, the school supply officer/designated property custodian shall be responsible in issuing the Learning Resources (LRs) to classroom teachers/advisers, who shall issue the same to each learner;
- c) The school heads must ensure that teachers accept the LR's issued to them by the school supply officer/designated property custodian for the use of the learners;
- d) The school supply officer/designated property custodian shall maintain a record/logbook of LR's issued to each user. The teacher/adviser may facilitate the recording by having each student sign in the record/logbook;
- e) Teachers are encouraged to read to the learners "Take Care of the Book" found in the Inside Front Cover of secondary school TXs/LMs and Inside Back Cover of Elementary TXs/LMs. This shall minimize damage on the TXs/LMs, SLRs, SLMs, and LASs due to improper handling and usage;



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2022-08-10884

Document Control No:  
DepEdRO13-F-REC-013/R3/02-18-2020

- f) Each teacher/adviser must keep a current inventory of the TXs/LMs, SLMs, LASs, and gadgets in his/her classroom. It is suggested that learners are randomly checked before leaving the classroom or every after class session; and
  - g) School supply officers/designated property custodians are encouraged to conduct an inventory on TXs/LMs, SLMs, LASs, and gadgets at least after every grading period or at the end of a semester. Teachers/advisers can facilitate the preparation of an inventory through the submission of an inventory report to the Supply Officer/designated Property Custodian after every grading period or at the end of the semester.
2. This Office also reiterates that the SLMs and LASs are still in place to address the needs of every learner in the new normal.
3. Immediate dissemination of this Memorandum to all concerned is desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

Encls. None

Reference: None

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

ACCEPTANCE AND DELIVERY      REPORT      SLMs      VALIDATION

CLM/mfm  
08/18/2022