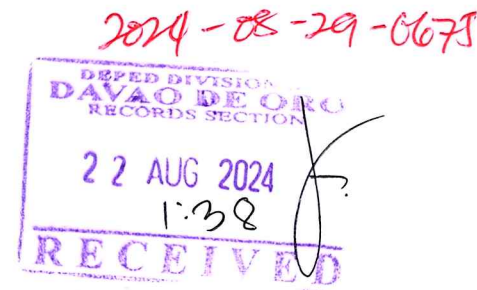




Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

August 21, 2024

Division Memorandum

No. 694, s. 2024

**PRODUCTION, DISTRIBUTION AND TECHNICAL SPECIFICATIONS FOR
KINDERGARTEN, MATH 1, GRADE 1 OTHER SUBJECTS, MUSIC & ARTS 4,
GRADE 7 LESSON EXEMPLARS AND WORKSHEETS**

To: **Public Schools District Supervisors
District Coordinating Principals
Elementary and Secondary Schools Administrators
All Other Concerned**

1. Pursuant to the Unnumbered Memoranda, re: Guidelines in the Utilization of Downloaded Program Support Funds (PSF) for the Production and Distribution of Kindergarten, Math 1, Grade 1 Other Subjects, Music and Arts 4, and Grade 7 Lesson Exemplars (LEs) and Worksheets (WSs) for School Year (SY) 2024-2025.
2. This Office advises all schools to prioritize the availability of essential learning resources to enable the successful implementation of the MATATAG Curriculum by adhering to the following provisions:
 - Schools may opt for Outsourced Printing or In-House Printing;
 - For In-House Printing, aside from procuring book paper and ink, schools may include the procurement of printing equipment (printer, spare parts for repair) provided these are MOOE items and binding paraphernalia (glue, stapler, staple wire, duct tape, ring binding machine, ring/comb binders, and the like supplies);
 - The excess funds from the PSF can be used to augment cost requirement for the printing of LEs and WSs for other Learning Areas/Grade Levels indicated in the guidelines; and
 - Implement measures to safeguard and maintain the condition of learning resources, including proper storage, handling, and regular inventory checks.



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
Email Address: davaodeoro@deped.gov.ph
Website: www.depeddavaodeoro.ph

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3. Further, the printed LEs and WSs are non-consumable, hence schools are directed to observe proper handling and storage of the LRs (see enclosure for the printing requirement).
4. Immediate dissemination and compliance of this Memorandum is directed.

CRISTY C. EPE, CESO V
Schools Division Superintendent

By the Authority of the
Schools Division Superintendent:


EMMA A. CAMPOREDONDO, CESO VI
Assistant Schools Division Superintendent
Office-In-Charge





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Production and Distribution of Kindergarten, Math 1, Grade 1 Other Subjects, Music and Arts 4, and Grade 7 Lesson Exemplars (LEs) and Worksheets (WSs) for School Year (SY) 2024-2025

Grade Level	Learning Area Covered	Required Quarter to be Printed	Users
Kindergarten	Kindergarten	1-4	LE's & WSs for Teachers
Grade 1	Math	1-4	LEs : Teachers WSs: Learners
	Makabansa	1	
	GMRC	1	
	Language	1	
	Literacy and Reading	1	
Grade 4	Music and Arts	1	
Grade 7	Filipino	1	
	English	1	
	Values Education	1	
	Araling Panlipunan	1	
	Music and Arts	1	
	TLE	1	

5. Minimum Technical Specifications for Printing

	For In-House Printing	For Outsourced Printing
Size	8.27" X 11.69" (A4)	
Paper Orientation	Lesson Exemplar – Landscape Activity/ Worksheet- Portrait • For Kindergarten - Landscape only	
Paper Type		
Inside	Uncoated paper (book paper) 60 gsm	
Cover	Self-cover	
Color		
Inside	1 color (black & white)	
Cover	1 color (black & white)	
Binding	Stapled (triple) Saddle Stitch Paddled Ring-bind	Perfect binding

