



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

August 1, 2025

DIVISION MEMORANDUM

No. 399, s. 2025

**GUIDELINES ON THE UTILIZATION OF SELF-LEARNING MODULES, TEXTBOOKS,
AND OTHER PRINTED AND NON-PRINTED MATERIALS**

To: **OIC, Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge of the Districts/Head
Teachers In-Charge of the Districts
Heads of Elementary, Secondary and Integrated Schools Concerned
All Others Concerned

1. Based on the inventory conducted by the Division Learning Resources Management Section (LRMS) conducted last February 5, 2025, and the retrieval of the said learning resources from the Division drop-off points (Division Library Hub – Banga, DepEd Aklan Old Division Office, Kalibo Pilot ES, District Offices) in compliance to the following issuances:

- a. Division Letter No. 14, s. 2025 titled "Requesting the districts and schools to pick up the learning resources to the Division Library Hub,"
- b. Division Letter No. 37, s. 2025 titled "Requesting the districts and schools to pick up the learning resources to the Division Library Hub,"
- c. Division Memorandum No. 312, s. 2025 titled "Hauling of Learning Resources (Kindergarten Activity Sheets (Akeanon), Assessment Materials, Primer Booklet, ESP 4 TM, ESP 9 TM & Music And Arts 10 TM)," and
- d. Division Memorandum No. 327 s. 2025 titled "Hauling of Learning Resources for Grade 6 & 10 and Other Supplementary Learning Resources."

This confirms that there are readily-available Self-Learning Modules (SLMs) and Learning Activity Sheets (LASs) in the possession of the schools, aside from the Textbooks, Strategic Intervention Materials (SIMs), and other printed and non-printed resources.

2. The schools are directed to adhere to the guidelines on the use and preservation of SLMs, LASs, and other printed materials as specified on DM-OUCT-2023-014 titled "Provision of Information and Reiteration of the Department of Education and other concerned National Government Agencies on Utilization, Useful Life, Storage, and Maintenance of Self-Learning Modules (SLMs), Digital Device, and Other Learning Resources in Light of the COVID-19 Pandemic and Other Emergencies."

3. The Learning Resources Management Section of the Division Office therefore advise the following to maximize the use of the learning resources:

- a. Distribute the available learning resources to the learners as primary learning resources, activity sheets, review materials and/or supplementary materials.



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- b. The materials should be in the possession of the learners for the duration of the school year.
 - c. Encourage the learners to use a separate sheet in answering the SLMs and the LASs for them to be useable by the following school year.
 - d. Keep track and record the resources given to the learners for proper reporting.
 - e. The teachers may also use the materials as primary guide for instructional planning, covering the selection of the subject matter.
4. The schools are further encouraged to formulate their own strategies to maximize the use of the said learning resources.
5. The Learning Resource Management Section will conduct monitoring on the distribution of LR to the learners within the 2nd Quarter of SY 2025-2026. Details on the monitoring tool and procedures will be released through a separate memorandum.
6. Immediate and widest dissemination of this Memorandum is strongly advised.


Dr. FELICIANO C. BUENAFE, JR., CESO VI
Schools Division Superintendent

Enclosure: DM-OUCT-2023-014
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

CURRICULUM **LEARNING RESOURCES** **SCHOOLS** **TEACHERS**
/mqf



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Department of Education

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FEB 16 2023 -1185
6:46
OFFICE OF THE DIRECTOR IV

JOINT MEMORANDUM
DM-OUCT-2023-014

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

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

Revsee A. Escobedo
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

SUBJECT : PROVISION OF INFORMATION AND REITERATION OF
POLICY GUIDELINES OF THE DEPARTMENT OF EDUCATION
AND OTHER CONCERNED NATIONAL GOVERNMENT
AGENCIES' ON UTILIZATION, USEFUL LIFE, AND STORAGE
AND MAINTENANCE OF SELF-LEARNING MODULES (SLMs),
DIGITAL DEVICE, AND OTHER LEARNING RESOURCES IN
LIGHT OF COVID-19 PANDEMIC AND OTHER EMERGENCIES

DATE : January 12, 2023

1. This Joint Memorandum provides information and reiterates policy guidelines of the Department of Education and concerned National Government Agencies (NGAs) on the utilization, useful life, storage, and maintenance of learning resources, including but not limited to self-learning modules (SLMs) and digital devices that were acquired and distributed during the implementation of distance learning in light of the COVID-19 health emergency. Unless otherwise repealed or rescinded by subsequent issuances, these guidelines shall apply to all other learning resources to be procured, acquired, and distributed in the succeeding school years.
2. The SLMs shall remain the primary learning resource for various distance learning delivery modalities and supplementary learning resource for in-person classes from Kindergarten to Senior High School. As ADM modules, the SLMs shall continue to be used by all learners who availed of any of the ADMs so that they can continue learning and finish basic education despite their difficulty in accessing schools. Hence, using quality-assured SLMs procured by field offices in different content and accessible formats remains essential. They shall continue to be utilized by all schools in all grade levels,

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along with textbooks and other supplementary learning resources supportive of implementing learning delivery modalities applicable to the local contexts.

Reporting of SLM Errors

3. The field offices shall retain the mechanisms for addressing reported errors and content issues in the SLMs based on the provisions indicated in the Joint Memorandum DM-OUCI-2021-261, Clarifications on DM-OUCI-2021-195 (Supplementary Guidelines in the Utilization of Downloaded Funds for the Provision of Quarters 1 and 2 Learning Resources of SY 2021-2022) and Provision of Information for the Continuous Response of the Department to the Pandemic As Regards Learning Resources, Compliance with COA Rules and Other Regulations, and Submission of Reports.

Use and Preservation of SLMs and Digital Devices

4. In compliance with the Commission on Audit (COA) Circular No. 2022-004, Section 4, item 4.12, which states that "the agency shall determine/provide the estimated useful life of each semi-expendable property, subject to the post-audit of COA auditors concerned," DepEd prescribes that SLMs shall have a multi-year utilization with a projected life span of three to five years and be classified as semi-expendable material.
5. Consistent with the Joint Memorandum DM-OUCI-2021-261, regional offices (ROs), schools division offices (SDOs), and schools shall adopt measures to preserve SLMs for further use. SLMs and all other learning resources procured by the ROs and SDOs shall be properly accounted for, kept in good condition, and safeguarded against loss or wastage in compliance with Section 2 of Presidential Decree No. 1445 and other relevant government issuances for proper recording and accountability.
6. Procuring entities or recipient schools shall devise means to save digital versions of the SLMs and other digital learning resources. Other available learning resources or programs that may be stored in procured digital devices can be downloaded from the DepEd Learning Resource Portal accessible via the link <https://lrmds.deped.gov.ph/>.
7. Teachers shall orient learners on the basic use of digital devices and resources. They shall prohibit any unauthorized saving of non-educational items or non-school related files/programs in the digital device. Schools shall designate school ICT coordinators, with the assistance of other available and abled school personnel, to check on the contents of the digital device before distributing the same to learners to ensure that no unauthorized file or program is stored in these digital devices.

Procurement of LRs and Devices

8. The procurement and use of the said learning resources and other devices shall be subjected to the existing guidelines on the acquisition, distribution, issuance, use, and return of semi-expendable supplies and equipment as stated in DO No. 012, s. 2022.
9. For information, guidance, and compliance.