



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF AKLAN

November 17, 2025

DIVISION MEMORANDUM

No. 654, s. 2025

GUIDELINES ON THE IN-HOUSE PRINTING OF LEARNING PACKETS FOR EMERGENCY SITUATIONS

To: **Assistant Schools Division Superintendent**
Chief Education 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. To ensure uninterrupted learning and support for schools affected by typhoons, disasters, and other emergency situations, the DepEd Division of Aklan through the Curriculum Implementation Division – Learning Resources Management Section outlines the procedures for the **In-House Printing of Learning Packets for Emergency Situations**, as stipulated in a Joint Memorandum from the Office of the Secretary (OSEC) and Office of the Undersecretary for Learning Systems (OULS) dated October 8, 2025, attached with this memorandum.
2. The schools are hereby directed to reproduce the learning packets for all learners using available printing resources. The resources used by the schools (inks and bond papers) shall be replenished through printing resources procured by the Division Office and will be delivered to the districts. The Learning Packets can be accessed through this link: <https://tinyurl.com/yba49p5d>.
3. The technical specifications for the printing of the said resources are outlined in Annex C of the attached Joint Memorandum.
4. Immediate and widest dissemination of this Memorandum is strongly advised.

FELICIANO C. BUENAFE Jr., CESO VI
Schools Division Superintendent

Enclosure: As stated

Reference: As stated

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

**EDUCATION
SCHOOLS**

INSTRUCTIONAL MATERIALS

LEARNING RESOURCES

/mqf



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Republic of the Philippines

Department of Education

JOINT MEMORANDUM

**TO : REGIONAL DIRECTORS
ALL OTHERS CONCERNED**

FROM : ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff
Office of the Secretary

Carmela Oracion
CARMELA C. ORACION
Assistant Secretary and Officer-in-Charge,
Office of the Undersecretary for Learning Systems

**SUBJECT : GUIDELINES ON THE PRINTING AND DELIVERY OF
LEARNING RESOURCES, AND IMPLEMENTATION OF THE
DYNAMIC LEARNING PROGRAM AND LEARNING PACKETS
FOR EMERGENCY SITUATIONS**

DATE : October 8, 2025

1. In line with the provisions of DO No. 22 s. 2024 entitled "Revised Guidelines on Class and Work Suspension in Schools During Disasters and Emergencies", DO No. 28, s. 2025 entitled "Guidelines on the Use of Balances from Fiscal Year 2024 (Republic Act No. 11975) Funds Under the Learning Systems Strand," and DepEd Order No. 27, s. 2025 entitled "Guidelines on the Use of Balances from Fiscal Year 2025 (Republic Act No. 12116) Funds Under the Learning Systems Strand", this Memorandum is issued to provide guidelines on the provision of learning resources for emergency situations using the balances of unobligated Program Support Funds (PSF) which were downloaded and/or directly released to Regional Offices (ROs) for the implementation of programs, activities, and projects (PAPs) from FY 2024 Continuing Appropriations and FY 2025 Current Appropriations.
2. To ensure uninterrupted learning and effective support for schools affected by typhoons, disasters, and other emergency situations, this memorandum outlines the procedures for the printing and delivery of essential learning resources in the form of Learning Packets (LP), Dynamic Learning Program (DLP) Learning Activity Sheets (LAS), and Teachers' Notes (TN).
3. The fund sources and releases related to this purpose are indicated below:

Fund Source	PAP/ Release	Activity/ Project	Amount of Allocation (PhP)
FY 2024 (RA No. 11975) Continuing	RO Funds - Textbooks and Other Instructional Materials (Downloaded as PSF to RO)	Printing and Delivery of Learning Packets (Tranche 1 - Annex A)	299,999,970.00

Appropriations	RO Funds - Flexible Learning Options - Learning Resources (Directly Released to RO)	Printing and Delivery of Learning Packets (Tranche 2 - Annex A)	237,960,855.00
	CO Funds - Flexible Learning Options - Learning Resources (For Downloading)	Printing and Delivery of Learning Packets (Tranche 3 - Annex A)	99,999,990.00
		Dynamic Learning Program for Key Stages 2 & 3	399,748,608.00
FY 2025 (RA No. 12116) Current Appropriations	RO Funds - Flexible Learning Options - Learning Resources (Directly Released to RO)	Printing and Delivery of Learning Packets (Tranche 4 - Annex A)	312,299,885.00

4. Specific guidelines for the implementation of each PAP are included in the following sections of the enclosure:

Learning Packets

- Annex A - Allocation List of the Printing and Delivery of LPs;
- Annex B - Program Implementation Guidelines for LPs;
- Annex C - Technical Specifications for DepEd- developed LPs

Dynamic Learning Program

- Annex D - Allocation List of the Production of DLP LAS and TN;
- Annex E - Program Implementation Guidelines for DLP;
- Annex F - Technical Specifications for DLP Learning Activity Sheets (LAS)

Reporting

- Annex G - Accomplishment Report

5. The ROs shall ensure the implementation of the programs funded by FY 2024 Continuing Appropriations within thirty (30) days, and those funded by FY 2025 Current Appropriations within sixty (60) days. The use of funds shall be subject to the existing government budgeting, accounting, auditing, and procurement laws, rules and regulations.

6. The validity of the funds is as follows:

- a. FY 2024 Continuing Fund pursuant to Republic Act No. 11975 (FY 2024 General Appropriations Act [GAA] and National Budget Circular NBC No. 592 (Guidelines on the Release of Funds for FY 2024 dated January 2, 2024) must be obligated and disbursed on or before December 31, 2025.
- b. FY 2025 Current Fund pursuant to Republic Act No. 12116 (FY 2025 GAA) and NBC No. 595 (Guidelines on the Release of Funds for FY 2025) must be obligated and disbursed on or before December 31, 2026.

7. Any remaining balance from the allocated amount shall be used for the printing and delivery of additional LPs, DLP LAS and TNs, including incidental expenses related to the distribution to recipient SDOs/Districts and/or identified delivery drop-off points, as well as monitoring and evaluation activities. Additionally, ROs and/or SDOs are given the flexibility to fully expend the balances from the identified fund sources for purposes stated above.
8. The technical specifications indicated in this Memorandum shall be strictly adhered to.
9. The Regional Directors (RDs) shall ensure the timely delivery of the LPs, and DLP LAS, and TNs to the identified recipient Schools Division Offices (SDOs)/Districts/schools or other delivery drop-off points that they deem most appropriate and logistically efficient.
10. The PSF may be further downloaded to SDOs or schools, as applicable and cost-effective.
11. To ensure proper fund utilization and monitoring of implementation activities, the ROs shall designate one (1) Regional Education Program Supervisor to prepare a consolidated Accomplishment Report (**Annex G**) to be submitted every 10th of each month. The Curriculum and Learning Management Division (CLMD) Chief or their designate shall review the report, which must be approved by the RD.
12. For inquiries or concerns, please contact the appropriate office below or visit: bit.ly/OULSHelpDesk.

Bureau of Learning Resources - Office of the Director Email address: blr.od@deped.gov.ph	For concerns on the printing and Delivery of Learning Packets
Bureau of Learning Delivery - Office of the Director Email address: bld.od@deped.gov.ph	For concerns on the Dynamic Learning Program
National Educators Academy of the Philippines - Office of the Director Email address: neap.od@deped.gov.ph	

13. Immediate dissemination of this memorandum is directed.

Annex A
Allocation List of the Printing and Delivery of Learning Packets

Unobligated Balances FY 2024 - 2025					
Region	Tranche 1 Fund Source: FY 2024 (R.A 11975) TX and IMs Fund (Downloaded in the Regions) (PhP)	Tranche 2 Fund Source: FY 2024 (R.A 11975) Direct Release Fund for FLO-LRs (PhP)	Tranche 3 Fund Source: FY 2024 (R.A 11975) FLO-LRs (For Downloading) (PhP)	Tranche 4 Fund Source: FY 2025 (R.A. 12116) Direct Release Fund FLO-LRs (PhP)	TOTAL (PhP)
Region I	14,797,755.00	18,950,310.00	4,932,585.00	15,438,960.00	54,119,610.00
Region II	10,867,905.00	19,009,980.00	3,622,635.00	11,338,830.00	44,839,350.00
Region III	33,335,010.00	310,770.00	11,111,670.00	34,779,510.00	79,536,960.00
Region IV-A	42,793,200.00	-	14,264,415.00	44,647,605.00	101,705,220.00
Region IV - B	11,021,265.00	40,020,615.00	3,673,755.00	11,498,850.00	66,214,485.00
Region V	21,167,100.00	3,361,005.00	7,055,685.00	22,084,380.00	53,668,170.00
Region VI	24,678,895.00	-	8,226,324.00	25,748,280.00	58,653,499.00
Region VII	24,131,705.00	34,456,005.00	8,043,921.00	25,177,410.00	91,809,041.00
Region VIII	15,304,320.00	1,077,975.00	5,101,425.00	15,967,485.00	37,451,205.00
Region IX	12,968,910.00	-	4,322,970.00	13,530,870.00	30,822,750.00
Region X	15,671,385.00	227,790.00	5,223,780.00	16,350,480.00	37,473,435.00
Region XI	16,480,395.00	10,467,855.00	5,493,465.00	17,194,545.00	49,636,260.00
Region XII	14,329,980.00	26,541,720.00	4,776,660.00	14,950,980.00	60,599,340.00
CARAGA	9,528,345.00	57,803,850.00	3,176,100.00	9,941,220.00	80,449,515.00
CAR	4,787,550.00	546,840.00	1,595,835.00	4,995,000.00	11,925,225.00
NCR	28,136,250.00	25,186,140.00	9,378,765.00	29,355,480.00	92,056,635.00
Total	299,999,970.00	237,960,855.00	99,999,990.00	312,999,885.00	950,960,700.00

*Note: The computation is based on the total number of learners from Grades 1 - 12 as of January 30, 2025. Cost of 50-page Learning Packets estimated at **PHP 45.00**.*

Annex B

Program Implementation Guidelines for Learning Packets

I. Program Background and Design

1. Learning Packets consist of twenty-five (25) to fifty (50) tasks per grade level and are designed to be distributed at the start of the school year or quarter. These packets are intended to be consumable as learners can write on the materials provided.
2. The use of these packets are activated during class suspensions as a primary mechanism for learning continuity unless otherwise specified in the Learning and Service Continuity Plan of the School.
3. The Learning Packets include tasks such as writing, reading comprehension, speaking, scientific observation, and problem-solving exercises which are grade level appropriate.
4. Tasks indicated in the Learning Packets need not be directly related to current lessons, but instead may include lessons that need further deepening, advance work for future lessons, exercises to further literacy and numeracy, or activities that develop life skills and career guidance.
5. The pedagogical rationale for this includes reinforcing prior learning, pre-teaching future lessons, differentiation, and facilitating assessment and feedback. Tasks are aligned with the year's curriculum in the different learning areas to ensure instructional effectiveness.
6. The content of the Learning Packets adheres with the Content and Performance Standards of the curriculum set by the Department.
7. One (1) set of Learning Packets is made up of twenty-five (25) to fifty (50) activities per grade level, which encompass multiple subject areas.
8. Initial ready-to-print digital copies of the Learning Packets can be accessed through this link: <https://tinyurl.com/yba49p5d>.
9. Additional Learning Packets may be further provided by the Learning Systems Strand.

II. Criteria for Targeting and Prioritization

The following guidelines shall be observed by the Regional Offices (ROs):

1. Each school shall provide one (1) set of Learning Packets per grade level to students from Grade 1 to Grade 12.
2. The quantity of Learning Packets to be printed shall be determined by the Regional Directors (RDs) based on the budget breakdown.
3. Moreover, the quantity of the aforementioned materials shall not fall below the set physical targets to ensure adequate learning resources for all intended grade levels.

Annex D
Allocation List of the Production of DLP LAS and TN

Fund Source: FY 2024 (R.A 11975) FLO-LRs (For Downloading)			
Region	Amount for Student LAS (PhP)	Amount for Teachers Note (PhP)	GRAND TOTAL (PhP)
I	19,755,904.00	280,896.00	20,036,800.00
II	14,052,416.00	233,856.00	14,286,272.00
III	43,860,992.00	417,536.00	44,278,528.00
IV-A	57,815,296.00	359,296.00	58,174,592.00
IV-B	13,900,544.00	225,792.00	14,126,336.00
V	27,275,136.00	374,528.00	27,649,664.00
VI	32,265,408.00	392,448.00	32,657,856.00
VII	31,949,568.00	465,024.00	32,414,592.00
VIII	19,776,960.00	285,824.00	20,062,784.00
IX	16,133,376.00	233,408.00	16,366,784.00
X	19,338,816.00	300,608.00	19,639,424.00
XI	21,495,488.00	289,408.00	21,784,896.00
XII	18,258,240.00	299,264.00	18,557,504.00
CARAGA	12,083,904.00	226,688.00	12,310,592.00
CAR	6,010,368.00	167,104.00	6,177,472.00
NCR	41,092,352.00	132,160.00	41,224,512.00
Grand Total	367,898,496.00	4,683,840.00	399,748,608.00

Note: Targeted almost 14% of the Junior High School (JHS) learners, as per SY 2024-2025 enrolment, as of January 30, 2025.

Annex E

Program Implementation Guidelines for DLP

I. Program Background and Design

1. The Dynamic Learning Program (DLP) is a structured, activity-based learning delivery modality designed to ensure learning continuity in contexts where traditional instruction is disrupted. In emergency situations, such as natural disasters, public health crises, or armed conflict, the DLP offers a resilient, low-tech, and learner-centered approach that minimizes dependence on lectures and digital infrastructure while maximizing student autonomy and mastery. It emphasizes independent learning through Learning Activity Sheets (LAS), with minimal teacher intervention. The program is grounded in the principles of flexibility, equity, and resilience, making it particularly suitable for high-risk and vulnerable communities.
2. The DLP in emergency situations is implemented by virtue of DO No. 22 s. 2024 or the Revised Guidelines on Class and Work Suspension in Schools During Disasters and Emergencies. It is implemented in three (3) phases:
 - A. Pre-Implementation:
 - a. Risk assessment and contingency planning; updating of Learning and Service Continuity Plan
 - b. Preparation and distribution of LAS in advance.
 - c. Orientation of teachers, parents, and community volunteers.
 - B. Implementation During Emergency
 - a. DLP LAS will be answered by learners during suspension of face-to-face classes, by copying the full contents of the DLP LAS onto a blank paper on their notebook
 - b. Learners shall return the LAS and submit their copied sheet or notebook to the teacher when classes resume, or in cases where suspensions are more than three class days, through online communication or drop off points as may be agreed with the school.
 - C. Post-Emergency Implementation
 - a. Assessment of learning gaps based on answered DLP LAS
 - b. Provision of direct instruction to reinforce DLP LAS based learning (as necessary).

II. Components and Items/Package

1. DLP Learning Activity Sheets

The content of the DLP-LAS is aligned with the Content and Performance Standards of the curriculum set by the Department. There are forty (40) DLP LAS per subject area per grade level in Junior High School.

2. Teachers' Notes

The TNs correspond one-to-one with the content of the DLP-LAS and serve as guides to assist teachers in delivering the lessons effectively.

For uniformity and operational efficiency, the DLP-LAS and TNs to be printed shall cover Grade Levels 7-10 across all eight (8) learning areas developed by the Bureau of Learning Delivery (BLD), which can be accessed through the following links:

- Quarter 2: <https://tinyurl.com/DLPTRP2025Q2>
- Quarter 3: <https://tinyurl.com/DLPTRP2025Q3>

III. Criteria for Targeting and Prioritization

The following guidelines shall be observed by the Regional Offices (ROs):

1. DLP LAS shall be provided to independent readers as may be based on the PhilIRI or Independent Learning Readiness Test of the Bureau of Learning Delivery.
2. DLP LAS are forty (40) sheets per subject area per grade level.
3. A complete set of the Teachers Note, which is the guide for teachers in teaching the contents of the Learning Activity Sheet, per subject area per grade level shall be provided to all implementing schools.
4. The DLP LAS and the Teachers' Notes are not consumable, and shall not be written on. Learners are meant to copy and answer the learning activity sheets on blank papers or notebooks. The Teachers' Notes are meant to be reused by school faculty.
5. The technical specifications for the production of DLP LAS and TNS must be strictly adhered to.
6. Quantities of DLP LAS and Teachers' Notes to be printed shall be determined by the Regional Directors (RDs) based on the budget breakdown.
7. Moreover, the quantity of the aforementioned materials shall not fall below the set physical targets to ensure adequate learning resources for all intended grade levels.

IV. Capability Building for the use of DLP LAS

1. The National Educators Academy of the Philippines shall provide capability building interventions through Masterclasses and provide information materials to ensure teachers, school heads, and the community at large are capacitated in the use of DLP LAS during emergency situations.
2. Regional DRRM Focals and School Heads shall provide technical assistance to schools in implementing DLP LAS for emergency situations.

Annex F
Technical Specifications for DLP LAS and TNs

PARTICULARS	TECHNICAL SPECIFICATIONS
LAS/TN SIZE	8.25" x 10.75" (Portrait)
PAPER TYPE	Uncoated Book Paper, at least 70 GSM, 80% Brightness, 90% Opacity
COLORS	1 Color only

Based on the market scoping and specifications of the Bureau of Learning Resources and the National Educators' Academy of the Philippines

**Annex G
Accomplishment Report**

CONSOLIDATED ACCOMPLISHMENT REPORT

Region: _____

Region <i>(include list of divisions if downloaded to the schools divisions)</i>	Fiscal Year or Fund Source	Total Quantities Printed		Cost Awarded	Total Quantities Delivered	Total of No. Receipt Schools	Obligated Amount	Disbursed Amount	Unobligated Amount	Status of Printing/Delivery	Remarks
		Grade Level	Quantity								
Learning Packets											
DLP-LAS											
DLP-TN											

Prepared by:

Noted:

Regional EPS, LRMS

Chief EPS, CLMD

Approved:

Regional Director