



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

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RECORDS SECTION  
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**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
CID-2022- 050

To: Rebecca C. Sagot, EdD, CESO VI, ASDS  
Eduard C. Amoguis, EdD, CID Chief  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads (Elementary, Secondary and Integrated Schools)  
All Others Concerned

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

Date: September 7, 2022

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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 Region XI through the Curriculum and Learnings Management Division (CLMD) – Learning Resource Management Section (LRMS) provides guidelines on the provision of learning resources for SY 2022-2023.

This Office advises the schools to adhere to the following guidelines:

1. 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:
2. At the start of the School Year 2022-2023, the school supply officer/designated property custodian shall be responsible for issuing the Learning Resources (LRs) to classroom teachers/advisers, who shall issue the same to each learner:
3. The school heads must ensure that teachers accept the LRS issued to them by the school supply officer/designated property custodian for the use of learners:





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4. The school supply officer/designated property custodian shall maintain a record/logbook of LRs issued to each user. The teacher/adviser may facilitate the recording by having each student sign in the record/logbook;
5. Teachers are encouraged to read to the learners "Take Care of the Book" found on the Inside Front Cover of Secondary school TXs/LMs and Inside Back Cover of Elementary TXs/LMs. This shall minimize damage to the TXs/LMs, SLs, SLMs, and LASs due to improper handling and usage;
6. 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 leaving the classroom or every after class session; and
7. 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. Teacher/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.

This Office also reiterates that the SLMs and LASs are still in place to address the needs of every learner in the new normal.

Immediate dissemination of this Memorandum is desired.

**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent

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