

May 5, 2014

**DIVISION MEMORANDUM**  
No. 212, s. 2014

**IMMEDIATE SUBMISSION OF SHORTAGES OF INSTRUCTIONAL MATERIALS  
DUE TO LOSSES CAUSED BY CALAMITY TO THE OFFICE OF  
INSTRUCTIONAL MATERIALS COUNCIL  
(IMCS)**

To: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/ OICs  
Secondary School Heads

1. Attached is a copy of the letter from the Office of Director Socorro A. Pilor, Executive Director, Instructional Materials Council Secretariat, for guidance and immediate compliance.
2. Immediate and wide dissemination of this Memorandum is desired.

  
**ARDEN D. MONISIT, Ed. D.**  
Schools Division Superintendent

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**DEPARTMENT OF EDUCATION**  
**INSTRUCTIONAL MATERIALS COUNCIL SECRETARIAT**

5th Floor, Mabini Bldg., DepEd Complex, Meralco Ave, Pasig City

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April 14, 2014

Dr. Arden D. Monisit  
Schools Division Superintendent  
DepEd Division of Cebu Province  
IPHO Bldg., Sudlon, Lahug, Cebu City

Dear Superintendent Monisit:

The Instructional Materials Council Secretariat (IMCS) has been tasked by the Department of Education (DepEd) to program, implement, and monitor the procurement of instructional materials for public elementary and secondary schools nationwide.

IMCS' immediate task is to gather from the field latest inventories of instructional materials in schools. The inventories shall be used as basis for new procurements to replace and replenish lost instructional materials to maintain the 1:1 textbook/learner's material-to-student ratio in public schools nationwide.

Based on feedbacks, there are large quantities of recently-delivered grades 5 & 6 textbooks (TXs), supplementary reading and reference materials (SRMs) for the Library Hubs, grades 2 & 8 learner's materials (LMs), story books, and manipulative toys provided by DepEd that were lost/damaged due to several natural and man-made disasters and calamities (i.e., typhoons, earthquakes, arm conflicts, wear-and-tear, and dropping out/transfer/negligence of students).

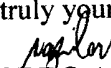
In view of the foregoing, we would like to request your school districts and high schools to fill out Form I (attached) and your division to prepare a consolidated report, in excel format, using Form 2 (attached) or you may forward to IMCS the filled out forms in full or by batch. IMCS shall facilitate consolidation of the forms due to the urgency of procurement. The TXs, LMs, and other instructional materials (IMs) listed in the forms are those centrally-procured and delivered under different Procurement Initiatives. We would appreciate receipt of your accomplished forms on or before **April 30, 2014**. Your division's allocations shall be dependent on your submission of the forms. We shall not allocate additional, replenishment, or replacement copies of TXs and LMs if you fail to submit the required forms and shall be responsible in addressing deficiencies in schools in your division. Please confirm receipt of this letter.

For any queries or clarifications, please contact the IMCS-Management Information System (IMCS-MIS) unit at telefax nos. (02) 631-3690 and (02) 634-0901; mobile no. 0928-6960132; or you may send your reports, in excel format, at these e-mail addresses:

- [depedimcs\\_misz01@yahoo.com](mailto:depedimcs_misz01@yahoo.com) : for Zone 1, composed of Regions I, II, III, and CAR
- [depedimcs\\_misz2@yahoo.com](mailto:depedimcs_misz2@yahoo.com) : for Zone 2, composed of Regions IV-A, IV-B, V, & NCR
- [depedimcs\\_misz3@yahoo.com](mailto:depedimcs_misz3@yahoo.com) : for Zone 3, Visayas Regions
- [depedimcs\\_misz4@yahoo.com](mailto:depedimcs_misz4@yahoo.com) : for Zone 4, Mindanao Regions

Thank you for your continued support and assistance. Our best regards.

Very truly yours,

  
**SOCORRO A. PILOR**  
Executive Director

Attach.: as stated

**CONSOLIDATED DISTRICTS' REPORT ON LEARNING RESOURCE ADDITIONAL NEEDS**

As of \_\_\_\_\_  
 Name of Division \_\_\_\_\_  
 Name of Region \_\_\_\_\_

Name of School District	1. TEXTBOOKS										2. K TO 12 CURRICULUM LEARNERS MATERIALS														
	Mathematics 3	Science 4	Mathematics 4	Mathematics 4 for Better Life 4	English Language Expressions 5	English Language Expressions 5	Science 5	Math 5	Filipino 5	Filipino 5- Wika Pagbasa 5	Hekasi 5	English Language **	English 6- Reading **	Science 6	Math 6	Filipino 6- Wika Pagbasa 6	Filipino 6	Hekasi 6	English **	Grade 2 Filipino**	Grade 2 MTB-MLE	Grade 2 Mathematics	Grade 2 Araling Panlipunan	Grade 2 Edukasyon sa P.E. & Health	Grade 2 Music, Arts, P.E. & Health
Title	Discovering Mathematics 3	Science for Daily Use 4	Mathematics for Better Life 4	Mathematics for Better Life 4	English Language Expressions 5	English Language Expressions 5	Science 5	Math 5	Filipino 5	Filipino 5- Wika Pagbasa 5	Hekasi 5	English Language **	English 6- Reading **	Science 6	Math 6	Filipino 6- Wika Pagbasa 6	Filipino 6	Hekasi 6	English **	Grade 2 Filipino**	Grade 2 MTB-MLE	Grade 2 Mathematics	Grade 2 Araling Panlipunan	Grade 2 Edukasyon sa P.E. & Health	Grade 2 Music, Arts, P.E. & Health
	3	Use 4	Life 4	Mathematics for Better Life 5	English Language Reading	English Language Reading	Science for Daily Use 5	Mathematics for Better Life 5	Filipino 5	Filipino 5- Wika Pagbasa 5	Hekasi 5	English Language **	English 6- Reading **	Science 6	Math 6	Filipino 6- Wika Pagbasa 6	Filipino 6	Hekasi 6	English **	Ang Batang Pinoy 2	Indicate the mother-tongue language)	Indicate the mother-tongue language)	Indicate the mother-tongue language)	Indicate the mother-tongue language)	Indicate the mother-tongue language)
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Prepared by: \_\_\_\_\_

Full Name & Signature \_\_\_\_\_  
 Official Designation \_\_\_\_\_

Certified Correct by: \_\_\_\_\_

Full Name & Signature \_\_\_\_\_  
 Schools Division Superintendent

## DISTRICT REPORT ON LEARNING RESOURCE SITUATION AND ADDITIONAL NEEDS

Name of District  
Region, Division

Date of Report

Subject / Level / Book Title	SY 2013 Actual Enrollment	Usable Inventory as of March 2014	Additional Needs	Book Replacement	
				Reason's for Damaged or Lost *	Quantity
<b>1. TEXTBOOKS</b>					
Mathematics 3 **					
Science 4 *					
Mathematics 4 **					
English 5-Language					
English 5-Reading					
Science 5					
Math 5					
Mathematics for Better Life 5					
Hiyas sa Wika 5					
Filipino 5-Pagbasa					
Hiyas sa Pagbasa 5					
Hekasi 5					
Makabayan: Kasaysayang Pilipino					
English 6-Language**					
English for You and Me 6 - Language**					
English 6-Reading**					
Science 6					
Into the Future: Science and Health 6					
Math 6					
Mathematics for Everyday Use 6					
Landas sa Wika 6					
Filipino 6-Wika					
Landas sa Pagbasa 6					
Filipino 6-Pagbasa					
Hekasi 6					
Yaman ng Pilipinas 6					
<b>2. K TO 12 CURRICULUM LEARNER'S MATERIALS</b>					
Grade 2 English**					
Let's Begin Reading in English 2**					
Grade 2 Filipino**					
Ang Batang Pinoy 2 **					
Grade 2 MTB-MLE					
(Indicate the mother-tongue language)					
Grade 2 Mathematics					
(Indicate the mother-tongue language)					
Grade 2 Araling Panlipunan					
(Indicate the mother-tongue language)					
Grade 2 Edukasyon sa Pagpapakatao					
(Indicate the mother-tongue language)					
Grade 2 Music, Arts, P.E. & Health					
(Indicate the mother-tongue language)					

\* Indicate if the replacement of the book is due to the following:

- Calamity such as typhoon, flood, etc. (Indicate the name of the typhoon)
- Man-made disasters such as armed-conflict, siege/unrest (like Zamboanga City)
- Wear-and-tear (applies to textbooks delivered prior to CY2012)
- Other reasons

\*\* With available bufferstock at the Central Office, on a "FIRST-COME, FIRST SERVED BASIS".

Prepared by:

Certified Correct by:

Full Name &amp; Signature

Full Name &amp; Signature

Official Designation

Public Schools District Supervisor

CONSOLIDATED HIGH SCHOOLS' REPORT ON LEARNING RESOURCE ADDITIONAL NEEDS

As of \_\_\_\_\_

Name of Division \_\_\_\_\_

Name of Region \_\_\_\_\_

Name of High School	1. TEXTBOOKS										2. K TO 12 CURRICULUM LEARNER'S MATERIALS									
	Science & Technology I**	English II**	Science & Technology II**	Biology II**	P.E. & Health II**	English III**	Science & Technology III**	Araling Panlipuna III**	English IV**	Science & Technology IV**	Araling Panlipuna IV**	Grade 8 English	Grade 8 Science	Grade 8 Filipino	Grade 8 Mathematics	Grade 8 Araling Panlipuna	Grade 8 Edukasyon sa Pagpapalantao	Grade 8 Music and Arts	Grade 8 P.E. and Health	
	Integrated Science I**	English Expressways II**	Biology II**	Enjoy Life with P.E. & Health II**	English Expressways III**	Chemistry III**	Kasaysayan III**	English Expressways IV**	Physics IV**	Ekonomiks IV**	Grade 8 English	Grade 8 Science	Grade 8 Filipino	Grade 8 Mathematics	Grade 8 Araling Panlipuna	Grade 8 Edukasyon sa Pagpapalantao	Grade 8 Music and Arts	Grade 8 P.E. and Health		
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Prepared by: \_\_\_\_\_

Certified Correct by: \_\_\_\_\_

Full Name & Signature

Official Designation

Full Name & Signature

Schools Division Superintendent

HIGH SCHOOL REPORT ON LEARNING RESOURCE SITUATION AND ADDITIONAL NEEDS

Name of High School \_\_\_\_\_ School ID \_\_\_\_\_  
 Region, Division \_\_\_\_\_ Date of Report \_\_\_\_\_

Subject / Level / Book Title	SY 2013 Actual Enrollment	Usable Inventory as of March 2014	Additional Needs	Book Replacement	
				Reason/s for Damaged or Lost *	Quantity

1. TEXTBOOKS

Science & Technology I**					
English II**					
Science & Technology II**					
P.E. & Health II**					
English III**					
Science & Technology III**					
Araling Panlipunan III**					
English IV**					
Science & Technology IV**					
Araling Panlipunan IV**					
Ekonomiks: Mga Konsepto at Aplikasyon IV**					

2. K TO 12 CURRICULUM LEARNER'S MATERIALS

Grade 8 English					
Grade 8 Science					
Grade 8 Filipino					
Grade 8 Mathematics					
Grade 8 Araling Panlipunan					
Grade 8 Edukasyon sa Pagpapakatao					
Grade 8 Music and Arts					
Grade 8 P.E. and Health					

\* Indicate if the replacement of the book is due to the following:

- a. Calamity such as typhoon, flood, etc. (Indicate the name of the typhoon)
- b. Man-made disasters such as armed-conflict, siege/unrest (like Zamboanga City)
- c. Wear-and-tear (applies to textbooks delivered prior to CY2012)
- d. Other reasons (e.g. newly created school)

\*\* With available bufferstock at the Central Office, on a "FIRST-COME, FIRST SERVED BASIS".

Prepared by: \_\_\_\_\_

Certified Correct by: \_\_\_\_\_

Full Name & Signature \_\_\_\_\_

Full Name & Signature  
School Head / Principal

Official Designation \_\_\_\_\_