



Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



DEPED QUEZON
RECORDS SECTION

UPLOADED

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05 June 2026

DIVISION MEMORANDUM
No. 0522, s. 2025

**UTILIZATION, MANAGEMENT, ACCESSIBILITY AND MONITORING OF
LEARNING RESOURCES FOR SCHOOL YEAR 2026–2027**

To: Assistant Schools Division Superintendents
Chief (CID and SGOD)
Education Program Supervisors and Specialists
Public Schools District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary Teachers
Learning Resource Coordinators
All Others Concerned

1. In support of the implementation of the Revised K to 10 and Strengthened SHS Curriculum and to ensure that all learners have equitable access to quality learning resources, this Memorandum provides the guidelines on the utilization, management, quality assurance, reproduction, storage, maintenance, accessibility and monitoring of learning resources for School Year 2026–2027.
2. This issuance aims to:
 - a. ensure the effective and efficient utilization of available learning resources in all public schools;
 - b. provide guidance on the use of delivered textbooks and other learning resources as instructional support materials;
 - c. promote equitable access to quality learning resources for all learners;
 - d. strengthen the proper management, storage, maintenance, and preservation of learning resources;
 - e. ensure compliance with intellectual property rights and quality assurance standards in the use and reproduction of learning resources; and
 - f. establish mechanisms for reporting errors, deficiencies, and issues related to learning resources.
3. The delivered **MATATAG Curriculum Textbooks** and **Revised K to 12 Textbooks** shall serve as the primary learning resources for School Year 2026–2027 and shall be maximized in classroom instruction.

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4. In instances where textbooks are unavailable or insufficient, schools may utilize other available learning resources to ensure continuity of instruction and support teaching and learning. These resources may likewise be used to enrich learning experiences and enhance learners' literacy, numeracy, and life skills, including but not limited to the following:

A. Curriculum and Instructional Learning Resources

- a.1. Alternative Delivery Mode (ADM) Modules;
- a.2. Supplementary Learning Materials (SLMs);
- a.3. Learning Activity Sheets (LAS) and Worksheets;
- a.4. Learning Packets;
- a.5. Lesson Exemplars;
- a.6. Teacher's Notes;
- a.7. Other division quality-assured learning resources approved for classroom use

B. Literacy and Reading Resources

- b.1. KS 1 Reading Materials
- b.2. Unang Hakbang sa Pagbasa;
- b.3. Bridging Primer II;
- b.4. Florante at Laura;
- b.5. English Reading Kits Levels 1 and 2;
- b.6. Filipino WIKAHON A and B;
- b.7. Marungko Approach Books;
- b.8. English Systematic Phonics Materials; and
- b.9. ARAL Program Learning Resources

C. Numeracy, Science, Technology, and Technical-Vocational Resources

- c.1. Mathematics Manipulatives;
- c.2. Science and Mathematics Equipment; and
- c.3. Learning Tools and Equipment for Technical-Vocational-Livelihood (TVL) Education;

5. All concerned field personnel are also reminded of the following:

A. Utilization of Learning Resources

- Teachers shall maximize the use of delivered textbooks as the primary learning resources in classroom instruction;
- Supplementary learning resources may be utilized to reinforce, enrich, contextualize, or remediate learning based on learners' needs;

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- Teachers shall integrate appropriate learning resources in lesson planning and classroom delivery to improve learning outcomes;
- Learning resources shall be used in accordance with the prescribed curriculum standards and learning competencies;
- School heads and technical assistance providers to monitor the utilization of learning resources through classroom observations, instructional supervision, and review of lesson plans and learning activity outputs;
- Schools to document and report the utilization of the learning resources, including the number of learners served, materials used, and best practices observed during implementation; and
- All concerned to promote efficient utilization of government resources.

B. Access and Equitable Distribution of Learning Resources

- All field personnel shall ensure that every learner including struggling readers and learners requiring additional support, has access to appropriate learning resources necessary for learning;
- Concerned personnel at the Schools Division Office, district, and school levels shall ensure the prompt distribution of all learning resources to intended learners and their effective utilization in teaching and learning.
- No learning resources shall remain undistributed at the SDO, district, or school level, except for authorized buffer stocks maintained for replacement, contingency, and emergency requirements.
- Schools shall establish mechanisms for inventory, issuance, retrieval, and monitoring of learning resources;
- School Heads shall prioritize the equitable distribution of available learning resources, particularly in geographically isolated and disadvantaged areas; and
- Field personnel may access learning resource materials through **LR SPARK (Quezon Learning Resource Portal)** in our Division Website – Resources > Learning Resource > Quezon Learning Resource Portal > Register > iBooQ while fair and equitable distribution of learning resources through **tinycloud.com/quezonlrdistribution**.

C. Intellectual Property Rights

- All learning resources shall be used in compliance with applicable intellectual property laws, copyright regulations, and Department of Education policies;

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- Unauthorized reproduction, modification, publication, distribution, uploading, selling, or commercial use of copyrighted learning resources is strictly prohibited;
- Reproduction of learning resources may only be undertaken when authorized and when necessary to address shortages, improve accessibility, or support instructional delivery, subject to existing DepEd policies and availability of funds;
- Schools shall ensure that reproduced materials maintain the integrity, quality, and accuracy of the original resource;
- The soft copies of learning resources are exclusively for printing, reproduction, and distribution to DepED officials, personnel, and learners in public schools only;
- DepED users are prohibited from divulging, publishing, circulating, or sharing the learning resources, in whole or in part, with any person or institution outside DepED without written consent from the Department of Education; and
- Any violation will be grounds for filing a civil, criminal, or administrative complaint against you before the appropriate court, office, or quasi-judicial body.

D. Quality Assurance, Error Checking, and Reporting of Learning Resources

- Teachers, school heads and administrators, education program supervisors and all others concerned shall continuously monitor the quality, accuracy, relevance, and usability of learning resources;
- Locally developed learning resources shall undergo the prescribed quality assurance and evaluation processes prior to utilization;
- Any typographical, factual, conceptual, language, formatting, or technical errors identified in learning resources shall be documented and reported;
- Teachers and learners to provide feedback regarding the relevance, quality, and effectiveness of the learning resources and use the results to improve future reproduction and utilization efforts;
- Schools shall coordinate with the Division Learning Resource Management Section regarding identified errors and concerns requiring validation and appropriate action; and
- Any error found in any of the materials (if any) shall be reported to this Office through this link - tinyurl.com/quezonlrcheck.

E. Storage, Maintenance, and Preservation of Learning Resources

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- Property Custodians/ Administrative Officers to ensure proper storage and maintenance of textbooks and other learning resources in a clean, dry, secured, and well-ventilated areas to prevent damage and deterioration;
 - Science, Mathematics, and TVL tools and equipment shall be maintained in accordance with safety standards and manufacturers' recommendations;
 - School personnel shall conduct regular inspection, repair, and maintenance of learning resources and equipment;
 - Schools shall maintain an updated inventory of all learning resources;
 - Learners shall be encouraged to properly use and care for issued learning resources to maximize their lifespan and usability; and
 - Damaged, obsolete, and unserviceable learning resources shall be properly accounted for and disposed of in accordance with existing government accounting and property regulations.
6. The Curriculum Implementation Division, through the Learning Area Supervisors, Learning Resource Management Section and other concerned units, shall monitor the utilization, distribution, accessibility, condition, and effectiveness of learning resources and provide technical assistance to schools as necessary.
7. For other queries and clarification, you may contact Learning Resource Management Section - EPS Jee-Ann O. Borines, PDO Joe Angelo L. Basco and Librarian Ronnjemle A. Rivera at (042) 784-0321 local 175 or visit SDO Quezon CID-Learning Resource Management Section.
8. For information, guidance and strict compliance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

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