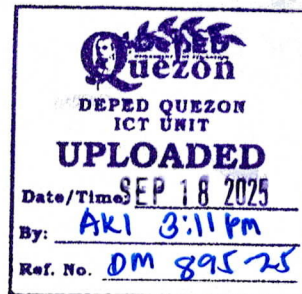




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



17 September 2025

DIVISION MEMORANDUM

DM No. 895, s. 2025

**PROGRAM SUPPORT FUND FOR THE REPRODUCTION OF ACADEMIC
RECOVERY AND ACCESSIBLE LEARNING (ARAL) LEARNING
RESOURCES FOR KEY STAGES 1, 2 and 3**

To: Assistant Schools Division Superintendents
Chief (CID and SGOD)
Education Program Supervisors and Specialists
Public Schools District Supervisors
Elementary and Secondary School Heads
ARAL Coordinators
Non-Teaching Staff
All Others Concerned

1. This Office, through the CID-Learning Resource Management Section informs the field of the Program Support Fund (PSF) to be downloaded for the reproduction of Academic Recovery and Accessible Learning (ARAL) Learning Resources for Key Stage 1, 2 and 3 as follows:

	Learner's Workbook	Tutor's Guide	Supplementary Materials
Key Stage 1	/	/	Waiting for additional funds
Key Stage 2	/	/	Waiting for additional funds
Key Stage 3	/	/	N/A

2. The ARAL materials to be used and reproduced can be downloaded through LR SPARK (Quezon Learning Resource Portal) in our Division website following this procedure:
Resources>Learning Resource>Quezon Learning Resource Portal>Register>iBooQ>Other Online Educational Learning Resource Resources>**ARAL PROGRAM.**
3. The fair computation of the **program support fund for the reproduction of ARAL Learner's Workbook and Tutor's Guide** can be accessed through <https://tinyurl.com/quezonlrARALdownloading> or scan the QR code below. On the other note, the **program support funds for the reproduction of Supplementary**

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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Materials will be downloaded separately. Schools may proceed with the printing and gloss lamination (if necessary) provided that resources are available. The utilization of the allocated funds per school shall be in accordance with the existing budgeting, accounting, and auditing rules and regulations.



4. The downloaded funds shall be utilized for the in-house reproduction based on the participants submitted to SDO Quezon Focal Person. Schools are expected to manage and plan the reproduction of these materials accordingly. If the downloaded funds are insufficient due to actual number of participants and local costs, the school may use its MOOE to cover the shortfall. The costing per materials was based on the prevailing rates
5. The minimum technical specifications for the reproduction of ARAL materials found in the link above shall be strictly followed and adopted. The School Head and Public Schools District Supervisor shall ensure that specifications will be followed and division personnel thru the CID-LRM and ARAL Focal Person shall monitor the compliance to the technical specifications.
6. All **workbooks and writing materials** are **consumable**, while the rest such as **Teacher's Guide, Flashcards, Picture Cards, Word Cards and Storybooks** are **non-consumable** and **must be accounted for** during the year-end inventory or as need arises. This clarifies Item No. 9 of Division Memorandum No. 823, s. 2025 that all ARAL Materials are non-consumable.
7. For other queries and clarification on the downloaded funds, you may contact EPS Jee-Ann O. Borines at (042) 784-0321 local 175 or visit SDO Quezon CID-Learning Resource Management Section.
8. For information and guidance of all concerned.

By: **LORENA S. WILLAGSUMBAT, EdD.**
OIC-ASDS

For: **ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

lrmjob09172025

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