



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

December 10, 2021

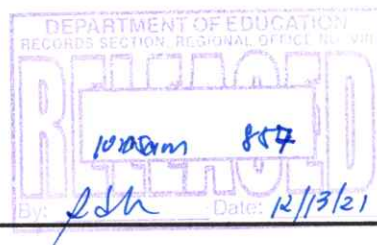
**REGIONAL MEMORANDUM**

No. **007857**, s. 2021

**DISTRIBUTION OF OFFICE SUPPLIES IN SUPPORT OF THE DEVELOPMENT, QUALITY ASSURANCE, REVISION, ENHANCEMENT, AND REPRODUCTION OF SPED LEARNING RESOURCES BY THE SCHOOLS DIVISIONS AND SPED-IMPLEMENTING SCHOOLS**

To: Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. To fully realize the expected outputs of a previous workshop on the quality assurance of SPED learning resources which include the Parent Teaching Guides (PTGs), Self-Learning Modules (SLMs) and Learning Activity Sheets, this Office, through the Curriculum Learning Management Division (CLMD), shall be distributing office supplies to the 13 Schools Division Offices (SDOs) which shall also support their year-round development, quality-assurance, revision, enhancement, and reproduction of SPED learning resources and other materials.
2. The 13 Schools Divisions shall be the primary recipient of the office supplies. However, they shall also have the discretion to distribute the same to the SPED-implementing schools based on their needs.
3. In view of the challenge to make a timely delivery of the said supplies due to limited resources, the Schools Divisions are requested to claim and pick them up at the Regional Office not later than December 20, 2021.
4. To make a proper documentation and accounting of the resources, the Schools Divisions are required to accomplish and submit a utilization report using the attached template at the end of the current school year. (See Enclosure A).
5. For guidance and reference, a distribution list is also attached to this issuance.
6. Immediate dissemination of and compliance with this Memorandum are desired.



  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director



Enclosures: A – Resources Utilization Report;  
B – Distribution List

References: RM 549. S. 2021

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

LRs            SPED            SUPPLIES AND MATERIALS

CLMD-DME

Enclosure A to Regional Memorandum 857 s. 2021

**RESOURCES UTILIZATION REPORT**

Office/School: \_\_\_\_\_

Schools Division: \_\_\_\_\_

| SUPPLIES/ MATERIALS/<br>RESOURCES | QUANTITY<br>RECEIVED | NAME OF ACTIVITIES CONDUCTED | OUPUTS                      | QUANTITY OF<br>OUTPUTS MADE |
|-----------------------------------|----------------------|------------------------------|-----------------------------|-----------------------------|
| A4 bond paper                     | 10 reams             | Division-based QA of PTGs    | revised/enhanced PTGs       | 30                          |
|                                   |                      | Inclusive Education Workshop | proposed activity designs   | 5                           |
|                                   |                      |                              | advocacy materials (flyers) | 3                           |
|                                   |                      |                              | LAS                         | 50                          |
|                                   |                      |                              |                             |                             |
|                                   |                      |                              |                             |                             |
|                                   |                      |                              |                             |                             |

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

Date Submitted: \_\_\_\_\_

Position \_\_\_\_\_

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Enclosure A to Regional Memorandum \_\_\_\_\_ s. 2021

**DISTRIBUTION LIST OF OFFICE SUPPLIES**  
(Per OSEC-8-20-1274)

| <b>Recipient Division</b> | <b>QUANTITY OF A4 BOND PAPER<br/>(PER REAM)</b> |
|---------------------------|---|
| 1. Baybay City            | 46  |
| 2. Biliran                | 46  |
| 3. Borongan City          | 46  |
| 4. Calbayog city          | 46  |
| 5. Catbalogan City        | 46  |
| 6. Eastern Samar          | 46  |
| 7. Leyte                  | 46  |
| 8. Maasin City            | 46  |
| 9. Northern Samar         | 46  |
| 10. Ormoc City            | 46  |
| 11. Samar                 | 46  |
| 12. Southern Leyte        | 46  |
| 13. Tacloban City         | 46  |
| 14. CLMD                  | 1   |
| <b>TOTAL</b>              | <b>599</b>                                      |