



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

July 09, 2024

**REGIONAL MEMORANDUM**

No. **769** s. 2024

**GUIDELINES ON THE UTILIZATION OF THE DOWNLOADED PROGRAM  
SUPPORT FUNDS FOR THE PRODUCTION OF LEARNING  
RESOURCES (LESSON EXEMPLARS AND WORKSHEETS  
FOR THE IMPLEMENTATION OF THE  
MATATAG CURRICULUM**

To: Schools Division Superintendents  
School Heads  
All Others Concerned

1. Pursuant to the Joint Memorandum from the Office of the Undersecretary for Finance and Curriculum and Teaching dated June 24, 2024 a total budget of **Eighty Eight Million Six Hundred Sixty Two Thousand Eight Hundred Thirty Two (P88,662,832.00)** shall be downloaded to the Schools Division Offices as Program Support Funds primarily for the production and delivery of the transition learning resources (lesson exemplars and worksheets) for the implementation of the MATATAG Curriculum in Kindergarten, Grades 1, 4, and 7 in School Year 2024-2025.
2. The Program Support Fund (PSF) may be further downloaded to schools.
3. The SDOs or schools shall facilitate the procurement on the production and distribution of the learning resources based on the present number of enrollees and teachers. Based on Memorandum BLR-2024-06-1069 dated June 5, 2024, in-house printing or outsourced printing may be opted provided that it will be pursuant to RA 9184 or the Government Procurement Reform Act and its Implementing Rules and Regulations.
4. In case of any excess or balance from the PSF for the production and distribution of the specified LRs, such excess fund may be used for funding SDO or School LR-related initiatives.
5. The funds under the 2024 BEC must be obligated and disbursed on or before **December 31, 2025**. The SDOs, as the case may be, shall ensure the obligation and disbursement of these funds are in accordance with the Cash-Based Budgeting System and consistent with the General Provision of the FY 2024 GAA (R.A. 11975).
6. For guidance of the SDOs and Schools, attached are **Annex A** (Detailed PSF Allocation), **Annex B** (Minimum Technical Specifications – reference *Memorandum BLR-2024-06-1069 dated June 5, 2024*), **Annex C** (Indicative Number of Pages -

reference *Memorandum BLR-2024-06-1069 dated June 5, 2024*) **Annex D** (Template for Statement of Expenditure). The CLMD-LRMS shall share the link for the Lesson Exemplars (LEs) and Worksheets (WSs) to Division LR Supervisors.

7. For information and compliance.

*for: rmmj*

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

Enclosures: As stated

References: Joint Memorandum dated June 24, 2024, Memorandum BLR-2024-06-1069 dated June 5, 2024

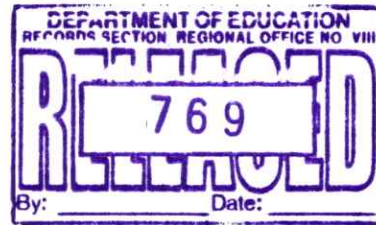
To be indicated in the Perpetual Index under the following subjects:

LEARNING RESOURCES

PRINTING

PRODUCTION

CLMD-LRMS-JBB



**Enclosure A – Detailed PSF Allocation****Program Support Funds for Production and Distribution of Lesson Exemplar (LEs) and Worksheets (WSS) for School Year (SY) 2024-2025**

| No. | Division        | Kinder (Q1-Q4)      | Grade1 Math (Q1-Q4)  | Grade1 - MAKABANSA, GRMC, Language, and Reading & Literacy (Q1) | Grade4 Music & Arts (Q1) | Grade 7 Filipino, Eng, Val Ed, Aral Pan, Music & Arts, and TLE (Q1) | TOTAL                |
|-----|-----------------|---------------------|----------------------|---|--------------------------|---|----------------------|
| 1   | Baybay City     | 26,078.59           | 286,001.60           | 843,589.82  | 256,633.52               | 557,277.12  | 1,969,580.65         |
| 2   | Billiran        | 50,772.48           | 589,296.32           | 1,738,187.42  | 493,006.49               | 1,031,555.52  | 3,902,818.23         |
| 3   | Borongan City   | 17,654.98           | 194,215.04           | 572,856.35  | 153,079.64               | 403,136.64  | 1,340,942.65         |
| 4   | Calbayog City   | 52,618.75           | 630,533.76           | 1,859,821.29  | 479,499.47               | 948,556.80  | 3,971,030.07         |
| 5   | Catbalogan City | 29,886.53           | 351,183.36           | 1,035,849.83  | 267,889.37               | 583,362.43  | 2,268,171.52         |
| 6   | Eastern Samar   | 102,006.53          | 1,153,318.08         | 3,401,825.01  | 1,002,896.77             | 1,980,112.32  | 7,640,158.71         |
| 7   | Leyte           | 361,638.53          | 4,081,176.32         | 12,037,830.60   | 3,599,622.75             | 7,517,312.64  | 27,597,580.84        |
| 8   | Maasin City     | 15,924.10           | 190,224.32           | 561,085.32  | 148,577.30               | 412,622.21  | 1,328,433.25         |
| 9   | Northern Samar  | 171,010.94          | 2,055,220.80         | 6,062,075.71  | 1,771,671.73             | 3,580,801.92  | 13,640,781.10        |
| 10  | Ormoc City      | 57,926.78           | 681,082.88           | 2,008,920.88  | 586,430.10               | 1,221,266.88  | 4,555,627.52         |
| 11  | Samar (Western) | 136,047.17          | 1,600,278.72         | 4,720,179.34  | 1,277,539.66             | 2,608,531.20  | 10,342,576.09        |
| 12  | Southern Leyte  | 72,120.00           | 794,153.28           | 2,342,433.14  | 637,081.45               | 1,576,975.68  | 5,422,763.55         |
| 13  | Taclaban City   | 60,234.62           | 695,715.52           | 2,052,081.29  | 581,927.75               | 1,292,408.64  | 4,682,367.82         |
|     | <b>Total</b>    | <b>1,153,920.00</b> | <b>13,302,400.00</b> | <b>39,236,736.00</b>  | <b>11,255,856.00</b>     | <b>23,713,920.00</b>  | <b>88,662,832.00</b> |

Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph





**Enclosure B – Minimum Technical Specifications****Minimum Technical Specifications for the Production of Kindergarten LEs and WSs****Quarter 1 (combined LE and WS)**

| For In-House Printing    |  |
|--------------------------|--|
| <b>Number of pages</b>   | 172 pages  |
| <b>Size</b>              | 8.27" x 11.69" (A4)                                      |
| <b>Paper Orientation</b> | Landscape  |
|                          | One-side print   |
| <b>Paper Type</b>        |  |
| <b>Inside:</b>           | Uncoated paper (book paper) 60 gsm                       |
| <b>Cover:</b>            | Self-cover   |
| <b>Color</b>             |  |
| <b>Inside:</b>           | 1 color (black and white)                                |
| <b>Cover:</b>            | 1 color (black and white)                                |
| <b>Binding</b>           | Stapled (triple)<br>Saddle Stitch<br>Padded<br>Ring-bind |

| For Outsourced Printing  |                                    |
|--------------------------|------------------------------------|
| <b>Number of pages</b>   | 172 pages, 86 sheets               |
| <b>Size</b>              | 8.27" x 11.69" (A4)                |
| <b>Paper Orientation</b> | Landscape                          |
|                          | Two-side print                     |
| <b>Paper Type</b>        |                                    |
| <b>Inside:</b>           | Uncoated paper (book paper) 60 gsm |
| <b>Cover:</b>            | Self-cover                         |
| <b>Color</b>             |                                    |
| <b>Inside:</b>           | 1 color (black and white)          |
| <b>Cover:</b>            | 1 color (black and white)          |
| <b>Binding</b>           | Perfect Binding                    |

## Quarter 2

| For In-House Printing    |  |
|--------------------------|--|
| <b>Number of pages</b>   | Lesson Exemplar – 219 pages, 219 sheets<br>Activity Sheets – 117 pages, 117 sheets |
| <b>Size</b>              | 8.27" x 11.69" (A4)  |
| <b>Paper Orientation</b> | Lesson Exemplar – Landscape<br>Activity Sheet - Portrait                           |
|                          | One-side print   |
| <b>Paper Type</b>        |  |
| <b>Inside:</b>           | Uncoated paper (book paper) 60 gsm   |
| <b>Cover:</b>            | Self-cover   |
| <b>Color</b>             |  |
| <b>Inside:</b>           | 1 color (black and white)  |
| <b>Cover:</b>            | 1 color (black and white)  |
| <b>Binding</b>           | Stapled (triple)<br>Saddle Stitch<br>Padded<br>Ring-bind                           |

| For Outsourced Printing  |   |
|--------------------------|---|
| <b>Number of pages</b>   | Lesson Exemplar – 224 pages, 112 sheets<br>Activity Sheets – 120 pages, 60 sheets |
| <b>Size</b>              | 8.27" x 11.69" (A4)   |
| <b>Paper Orientation</b> | Lesson Exemplar – Landscape<br>Activity Sheet - Portrait                          |
|                          | Two-side print  |
| <b>Paper Type</b>        |   |
| <b>Inside:</b>           | Uncoated paper (book paper) 60 gsm  |
| <b>Cover:</b>            | Self-cover (board)  |
| <b>Color</b>             |   |
| <b>Inside:</b>           | 1 color (black and white)   |
| <b>Cover:</b>            | 1 color (black and white)   |
| <b>Binding</b>           | Perfect Binding   |

**Quarter 3 and 4 (10 weeks per quarter)**

| For In-House Printing    |  |
|--------------------------|--|
| <b>Number of pages</b>   | Lesson Exemplar - 160 pages, 160 sheets<br>Activity Sheets - 160 pages, 160 sheets |
| <b>Size</b>              | 8.27" x 11.69" (A4)  |
| <b>Paper Orientation</b> | Lesson Exemplar - Landscape<br>Activity Sheet - Portrait                           |
|                          | One-side print   |
| <b>Paper Type</b>        |  |
| <b>Inside:</b>           | Uncoated paper (book paper) 60 gsm   |
| <b>Cover:</b>            | Self-cover   |
| <b>Color</b>             |  |
| <b>Inside:</b>           | 1 color (black and white)  |
| <b>Cover:</b>            | 1 color (black and white)  |
| <b>Binding</b>           | Stapled (triple)<br>Saddle Stitch<br>Padded<br>Ring-bind                           |

| For Outsourced Printing  |  |
|--------------------------|--|
| <b>Number of pages</b>   | Lesson Exemplar - 160 pages, 80 sheets<br>Activity Sheets - 160 pages, 80 sheets |
| <b>Size</b>              | 8.27" x 11.69" (A4)  |
| <b>Paper Orientation</b> | Lesson Exemplar - Landscape<br>Activity Sheet - Portrait                         |
|                          | Two-side print   |
| <b>Paper Type</b>        |  |
| <b>Inside:</b>           | Uncoated paper (book paper) 60 gsm   |
| <b>Cover:</b>            | Self-cover (board)   |
| <b>Color</b>             |  |
| <b>Inside:</b>           | 1 color (black and white)  |
| <b>Cover:</b>            | 1 color (black and white)  |
| <b>Binding</b>           | Perfect Binding  |



**Minimum Technical Specifications for the Production of Grade 1 Mathematics  
LEs and WSs (9 weeks/quarter)**

**Quarters 1-4**

| For In-House Printing    |  |
|--------------------------|--|
| <b>Number of pages</b>   | Lesson Exemplar - 144 pages, 144 sheets<br>Activity Sheets - 144 pages, 144 sheets |
| <b>Size</b>              | 8.27" x 11.69" (A4)  |
| <b>Paper Orientation</b> | Lesson Exemplar - Landscape<br>Activity Sheet - Portrait                           |
|                          | One-side print   |
| <b>Paper Type</b>        |  |
| <b>Inside:</b>           | Uncoated paper (book paper) 60 gsm   |
| <b>Cover:</b>            | Self-cover   |
| <b>Color</b>             |  |
| <b>Inside:</b>           | 1 color (black and white)  |
| <b>Cover:</b>            | 1 color (black and white)  |
| <b>Binding</b>           | Stapled (triple)<br>Saddle Stitch<br>Padded<br>Ring-bind                           |

| For Outsourced Printing  |  |
|--------------------------|--|
| <b>Number of pages</b>   | Lesson Exemplar - 144 pages, 72 sheets<br>Activity Sheets - 144 pages, 72 sheets |
| <b>Size</b>              | 8.27" x 11.69" (A4)  |
| <b>Paper Orientation</b> | Lesson Exemplar - Landscape<br>Activity Sheet - Portrait                         |
|                          | Two-side print   |
| <b>Paper Type</b>        |  |
| <b>Inside:</b>           | Uncoated paper (book paper) 60 gsm   |
| <b>Cover:</b>            | Self-cover (board)   |
| <b>Color</b>             |  |
| <b>Inside:</b>           | 1 color (black and white)  |
| <b>Cover:</b>            | 1 color (black and white)  |
| <b>Binding</b>           | Perfect Binding  |

Minimum Technical Specifications for the Production of Grade 4 Music and Arts  
LEs and WSs (9 weeks/quarter)

**Quarter 1**

| For In-House Printing    |  |
|--------------------------|--|
| <b>Number of pages</b>   | Lesson Exemplar - 144 pages, 144 sheets<br>Activity Sheets - 144 pages, 144 sheets |
| <b>Size</b>              | 8.27" x 11.69" (A4)  |
| <b>Paper Orientation</b> | Lesson Exemplar - Landscape<br>Activity Sheet - Portrait                           |
|                          | One-side print   |
| <b>Paper Type</b>        |  |
| <b>Inside:</b>           | Uncoated paper (book paper) 60 gsm   |
| <b>Cover:</b>            | Self-cover   |
| <b>Color</b>             |  |
| <b>Inside:</b>           | 1 color (black and white)  |
| <b>Cover:</b>            | 1 color (black and white)  |
| <b>Binding</b>           | Stapled (triple)<br>Saddle Stitch<br>Padded<br>Ring-bind                           |

| For Outsourced Printing  |  |
|--------------------------|--|
| <b>Number of pages</b>   | Lesson Exemplar - 144 pages, 72 sheets<br>Activity Sheets - 144 pages, 72 sheets |
| <b>Size</b>              | 8.27" x 11.69" (A4)  |
| <b>Paper Orientation</b> | Lesson Exemplar - Landscape<br>Activity Sheet - Portrait                         |
|                          | Two-side print   |
| <b>Paper Type</b>        |  |
| <b>Inside:</b>           | Uncoated paper (book paper) 60 gsm   |
| <b>Cover:</b>            | Self-cover (board)   |
| <b>Color</b>             |  |
| <b>Inside:</b>           | 1 color (black and white)  |
| <b>Cover:</b>            | 1 color (black and white)  |
| <b>Binding</b>           | Perfect Binding  |



**Minimum Technical Specifications for the Production of Grade 7 LEs and WSs  
(9 weeks/quarter)**

| For In-House Printing    |  |
|--------------------------|--|
| <b>Number of pages</b>   | Lesson Exemplar - 144 pages, 144 sheets<br>Activity Sheets - 144 pages, 144 sheets |
| <b>Size</b>              | 8.27" x 11.69" (A4)  |
| <b>Paper Orientation</b> | Lesson Exemplar - Landscape<br>Activity Sheet - Portrait                           |
|                          | One-side print   |
| <b>Paper Type</b>        |  |
| <b>Inside:</b>           | Uncoated paper (book paper) 60 gsm   |
| <b>Cover:</b>            | Self-cover   |
| <b>Color</b>             |  |
| <b>Inside:</b>           | 1 color (black and white)  |
| <b>Cover:</b>            | 1 color (black and white)  |
| <b>Binding</b>           | Stapled (triple)<br>Saddle Stitch<br>Padded<br>Ring-bind                           |

| For Outsourced Printing  |  |
|--------------------------|--|
| <b>Number of pages</b>   | Lesson Exemplar - 144 pages, 72 sheets<br>Activity Sheets - 144 pages, 72 sheets |
| <b>Size</b>              | 8.27" x 11.69" (A4)  |
| <b>Paper Orientation</b> | Lesson Exemplar - Landscape<br>Activity Sheet - Portrait                         |
|                          | Two-side print   |
| <b>Paper Type</b>        |  |
| <b>Inside:</b>           | Uncoated paper (book paper) 60 gsm   |
| <b>Cover:</b>            | Self-cover (board)   |
| <b>Color</b>             |  |
| <b>Inside:</b>           | 1 color (black and white)  |
| <b>Cover:</b>            | 1 color (black and white)  |
| <b>Binding</b>           | Perfect Binding  |

**Enclosure C** – Indicative Number of Pages**C.1. Indicative Number of Pages of Kindergarten LEs and WSs (Quarters 1 to 4)**

| Quarter           | Week Number | Number of Pages excluding cover (LE) | Number of Pages excluding cover (WS) | Cover Page |
|-------------------|-------------|--------------------------------------|--------------------------------------|------------|
| 1                 | 1           | 15                                   | -                                    | 2          |
|                   | 2           | 16                                   | -                                    | 2          |
|                   | 3           | 13                                   | -                                    | 2          |
|                   | 4           | 16                                   | -                                    | 2          |
|                   | 5           | 16                                   | -                                    | 2          |
|                   | 6           | 20                                   | -                                    | 2          |
|                   | 7           | 20                                   | -                                    | 2          |
|                   | 8           | 21                                   | -                                    | 2          |
|                   | 9           | 19                                   | -                                    | 2          |
|                   | 10          | 16                                   | -                                    | 2          |
| <b>Total: 172</b> |             |                                      |                                      | <b>20</b>  |

| Quarter           | Week Number | Number of Pages excluding cover (LE) | Number of Pages excluding cover (WS) | Cover Page |
|-------------------|-------------|--------------------------------------|--------------------------------------|------------|
| 2                 | 1           | 22                                   | 10                                   | 4          |
|                   | 2           | 23                                   | 9                                    | 4          |
|                   | 3           | 21                                   | 10                                   | 4          |
|                   | 4           | 22                                   | 13                                   | 4          |
|                   | 5           | 18                                   | 12                                   | 4          |
|                   | 6           | 22                                   | 11                                   | 4          |
|                   | 7           | 18                                   | 7                                    | 4          |
|                   | 8           | 15                                   | 21                                   | 4          |
|                   | 9           | 32                                   | 13                                   | 4          |
|                   | 10          | 26                                   | 11                                   | 4          |
| <b>Total: 219</b> |             |                                      | <b>117</b>                           | <b>40</b>  |

| Quarter | Week Number | Number of Pages excluding cover (LE) | Number of Pages excluding cover (WS) | Cover Page |
|---------|-------------|--------------------------------------|--------------------------------------|------------|
| 3       | 1           | 16                                   | 16                                   | 4          |
|         | 2           | 16                                   | 16                                   | 4          |
|         | 3           | 16                                   | 16                                   | 4          |
|         | 4           | 16                                   | 16                                   | 4          |
|         | 5           | 16                                   | 16                                   | 4          |
|         | 6           | 16                                   | 16                                   | 4          |
|         | 7           | 16                                   | 16                                   | 4          |
|         | 8           | 16                                   | 16                                   | 4          |
|         | 9           | 16                                   | 16                                   | 4          |
|         | 10          | 16                                   | 16                                   | 4          |
|         |             | <b>Total: 160</b>                    | <b>160</b>                           | <b>40</b>  |

| Quarter | Week Number | Number of Pages excluding cover (LE) | Number of Pages excluding cover (WS) | Cover Page |
|---------|-------------|--------------------------------------|--------------------------------------|------------|
| 4       | 1           | 16                                   | 16                                   | 4          |
|         | 2           | 16                                   | 16                                   | 4          |
|         | 3           | 16                                   | 16                                   | 4          |
|         | 4           | 16                                   | 16                                   | 4          |
|         | 5           | 16                                   | 16                                   | 4          |
|         | 6           | 16                                   | 16                                   | 4          |
|         | 7           | 16                                   | 16                                   | 4          |
|         | 8           | 16                                   | 16                                   | 4          |
|         | 9           | 16                                   | 16                                   | 4          |
|         | 10          | 16                                   | 16                                   | 4          |
|         |             | <b>Total: 160</b>                    | <b>160</b>                           | <b>40</b>  |



**C.2. Indicative Number of Pages of Grade 1 Mathematics LEs and WSs  
(Quarters 1 to 4)**

| Quarter           | Week Number | Number of Pages excluding cover (LE) | Number of Pages excluding cover (WS) | Cover Page |
|-------------------|-------------|--------------------------------------|--------------------------------------|------------|
| 1                 | 1           | 16                                   | 16                                   | 4          |
|                   | 2           | 16                                   | 16                                   | 4          |
|                   | 3           | 16                                   | 16                                   | 4          |
|                   | 4           | 16                                   | 16                                   | 4          |
|                   | 5           | 16                                   | 16                                   | 4          |
|                   | 6           | 16                                   | 16                                   | 4          |
|                   | 7           | 16                                   | 16                                   | 4          |
|                   | 8           | 16                                   | 16                                   | 4          |
|                   | 9           | 16                                   | 16                                   | 4          |
| <b>Total: 144</b> |             | <b>144</b>                           | <b>144</b>                           | <b>36</b>  |

| Quarter           | Week Number | Number of Pages excluding cover (LE) | Number of Pages excluding cover (WS) | Cover Page |
|-------------------|-------------|--------------------------------------|--------------------------------------|------------|
| 2                 | 1           | 16                                   | 16                                   | 4          |
|                   | 2           | 16                                   | 16                                   | 4          |
|                   | 3           | 16                                   | 16                                   | 4          |
|                   | 4           | 16                                   | 16                                   | 4          |
|                   | 5           | 16                                   | 16                                   | 4          |
|                   | 6           | 16                                   | 16                                   | 4          |
|                   | 7           | 16                                   | 16                                   | 4          |
|                   | 8           | 16                                   | 16                                   | 4          |
|                   | 9           | 16                                   | 16                                   | 4          |
| <b>Total: 144</b> |             | <b>144</b>                           | <b>144</b>                           | <b>36</b>  |

| Quarter           | Week Number | Number of Pages excluding cover (LE) | Number of Pages excluding cover (WS) | Cover Page |
|-------------------|-------------|--------------------------------------|--------------------------------------|------------|
| 3                 | 1           | 16                                   | 16                                   | 4          |
|                   | 2           | 16                                   | 16                                   | 4          |
|                   | 3           | 16                                   | 16                                   | 4          |
|                   | 4           | 16                                   | 16                                   | 4          |
|                   | 5           | 16                                   | 16                                   | 4          |
|                   | 6           | 16                                   | 16                                   | 4          |
|                   | 7           | 16                                   | 16                                   | 4          |
|                   | 8           | 16                                   | 16                                   | 4          |
|                   | 9           | 16                                   | 16                                   | 4          |
| <b>Total: 144</b> |             | <b>144</b>                           | <b>36</b>                            |            |

| Quarter           | Week Number | Number of Pages excluding cover (LE) | Number of Pages excluding cover (WS) | Cover Page |
|-------------------|-------------|--------------------------------------|--------------------------------------|------------|
| 4                 | 1           | 16                                   | 16                                   | 4          |
|                   | 2           | 16                                   | 16                                   | 4          |
|                   | 3           | 16                                   | 16                                   | 4          |
|                   | 4           | 16                                   | 16                                   | 4          |
|                   | 5           | 16                                   | 16                                   | 4          |
|                   | 6           | 16                                   | 16                                   | 4          |
|                   | 7           | 16                                   | 16                                   | 4          |
|                   | 8           | 16                                   | 16                                   | 4          |
|                   | 9           | 16                                   | 16                                   | 4          |
| <b>Total: 144</b> |             | <b>144</b>                           | <b>36</b>                            |            |

**C.3.1 Indicative Number of Pages of Transition Materials for Grades 1, 4, and 7 (Quarter 1)**

| <b>Quarter</b> | <b>Week Number</b> | <b>Number of Pages excluding cover (LE)</b> | <b>Number of Pages excluding cover (WS)</b> | <b>Cover Page</b> |
|----------------|--------------------|---|---|-------------------|
| 1              | 1                  | 16  | 16  | 4                 |
|                | 2                  | 16  | 16  | 4                 |
|                | 3                  | 16  | 16  | 4                 |
|                | 4                  | 16  | 16  | 4                 |
|                | 5                  | 16  | 16  | 4                 |
|                | 6                  | 16  | 16  | 4                 |
|                | 7                  | 16  | 16  | 4                 |
|                | 8                  | 16  | 16  | 4                 |
|                | 9                  | 16  | 16  | 4                 |
|                |                    | <b>Total: 144</b>                           | <b>144</b>                                  | <b>32</b>         |



