

RELEASED

SEP 07 2017



Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**

Angeles City  
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Tel. No. (045) 322 – 4702 / Fax No.: (045) 887 - 6099



**DIVISION MEMORANDUM**

No. 322 S, 2017

September 6, 2017

To : Chiefs, CID and SGOD  
Education Program supervisors  
Public Schools District Supervisors  
Heads, Public Elementary Schools

**IMPORTANT DATES RELATIVE TO THE PREPARATION, DEVELOPMENT, EVALUATION AND PRODUCTION OF SUPPLEMENTARY LEARNING RESOURCES FOR GRADES I AND II**

1. Relative to the Preparation, Development and Evaluation of Supplementary Learning Resources for Grades I and II, the following Division schedule must be observed in order to follow the dates set by the Regional Office for the various activities as stipulated on Regional Memorandum No. 116 s. 2017:

Activities	Date and Venue
Division Capacity Building for Writers, Illustrators and Layout Artists on the Preparation, Development and Evaluation of Supplementary Learning Resources for Grades 1 and II	September 14,15 and 25, 2017, Gabaldon Bldg., and Library Hub
Submission of Big Books and Self Learning Kits	October 27, 2017, Library Hub
Division Quality Assurance of Big Books and Self Learning Kits	November 7,8 and 9 2017, Library Hub
Regional Final Presentation of Big Books and Self Learning Kits	November 14,15 and 16, 2017
Regional Field Testing of Big Books and Self Learning Kits	November 27-December 1, 2017
Regional Quality Assurance of Big Books and Self Learning Kits	December 11-15, 2017
Production of Big Books and Self-Learning Kits	January-February 2018

2. Expenses relative to the Division activities such as meals and accommodation, supplies and materials and all other incidental expenses of participants shall be charged against the Division /School MOOE or any funds available subject to the usual accounting and auditing rules and regulations. For the Regional activities, as stated on the above Regional Memorandum, expenses shall be charged against the Regional MOOE.

3. Immediate dissemination and strict compliance of this Memorandum is desired.

LEILANI S. CUNANAN, CESO VI  
OIC-Schools Division Superintendent



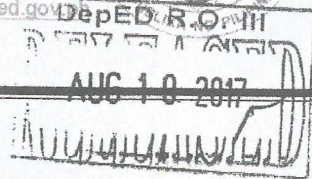


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION III**

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August 7, 2017

**REGIONAL MEMORANDUM**

No. 116 s. 2017

To: Schools Division Superintendents  
Curriculum and Instruction Supervisors  
Division LRMDs Supervisors  
All Others Concerned

**PROJECT CAP-LRE**  
**(Create, Access and Produce- Learning Resources for Excellence)**

1. Relative to Regional Memorandum No. 94, s. 2017 entitled Regional Training-Workshop on the Preparation, Development and Evaluation of Supplementary Learning Resources for Grade I and Grade II on August 2,3 and 4, 2017 held at Hacienda Gracia, Lubao Pampanga the following schedule must be observed:

ACTIVITIES	DATE
Division Capacity Building Cum Writeshop of Writers, Illustrators and Layout Artists on the Preparation, Development and Evaluation of Supplementary Learning Resources for Grade I and Grade II	August to October 2017
Division Quality Assurance of Big Books and Self Learning Kits	November 7, 8 & 9, 2017
Regional Final Presentation of Big Books and Self Learning Kits	November 14, 15 & 16, 2017
Regional Field Testing of Big Books and Self Learning Kits	November 27-December 1, 2017
Regional Quality Assurance of Big Books and Self Learning Kits	December 11-15, 2017
Production of Big Books and Self Learning Kits	January – February 2018

2. Expenses relative to the Division activities such as meals & accommodation, supplies and materials and all other incidental expenses of participants shall be charged against the Division MOOE or any funds available subject to the usual accounting and auditing rules and regulations.

3. While the Regional activities such as meals & accommodation, supplies and materials and all other incidental expenses shall be charged against the Regional MOOE or any funds available subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination and strict compliance of this Memorandum is desired.

**MALCOLM S. GARMA, CESO V**

Director III

Officer-in-Charge

Office of the Regional Director

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