



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

January 8, 2021

REGIONAL MEMORANDUM

No. **015**, s. 2021

DISTRIBUTION OF OFFICE SUPPLIES NEEDED BY THE SCHOOLS DIVISIONS IN THE DEVELOPMENT, REPRODUCTION, AND UTILIZATION OF ALTERNATIVE DELIVERY MODE (ADM) MATERIALS IN SPECIAL EDUCATION

To: Schools Division Superintendents
All Others Concerned

1. As part of the efforts of the Region to realize the objectives of the Basic Education – Learning Continuity Plan (BE-LCP) and the mandate of inclusive education, this Office shall distribute office supplies needed by the 13 Schools Divisions to develop, reproduce, and utilize Alternative Delivery Mode (ADM) Materials in Special Education for the Third and Fourth Quarters.
2. The number of materials that will be given to each Schools Division shall be based on the submitted enrollment data and number of schools implementing the SPED Program as reflected in Enclosure A.
3. The said office supplies shall be used for the following purposes:
 - a. production of Parents' Teaching Guides (PTGs) for learners with disabilities (LWDs);
 - b. production of SPED ADM materials used for other exceptionalities;
 - c. production of learning activity sheets for SPED; and
 - d. development of advocacy materials for SPED and inclusive education.
4. All expenses that shall be incurred on this activity shall be charged to the downloaded Program Support Fund through Sub-Allotment Release Order (SARO) Number OSEC- 8-20-1274, subject to the existing auditing and accounting rules and regulations.
5. To ensure a smooth tracking of the utilization of the materials, the Schools Division Offices (SDOs), through the Division SPED Coordinator, shall submit a report on the distribution of the office supplies to the different schools and/or utilization of the distributed materials at the Division level depending on where the supplies were used at least a week before the last day of classes.



6. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
Director IV


Enclosures: Updated Enrollment Data and Number of Schools Offering the SPED Program
References: As stated

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

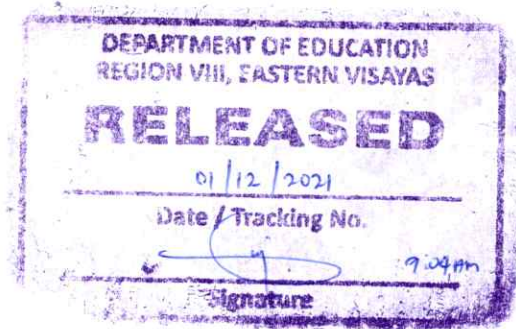
ADM

OFFICE SUPPLIES

PTGs/LAS

SPED

CLMD-DME



Republic of the Philippines
Department of Education
REGIONAL OFFICE VIII - EASTERN VISAYAS
 Government Center, Candahug, Palo, Leyte
ISO 9001:2015 CERTIFIED

DISTRIBUTION OF OFFICE SUPPLIES TO THE SCHOOLS DIVISION OFFICES AND THE REGIONAL OFFICE

SDO/OFFICE	Number of Learners Enrolled Under the SPED Program	Number of Schools Offering the SPED Program	Percentage of Population	PAPER	INK (UNIVERSAL)					Total No. of Ink Bottles
					No. of Reams (A4, 70 gsm)	cyan	yellow	magenta	black	
Baybay City	107	1	0.04	20	2	2	2	2	2	8
Biliran	196	14	0.07	40	2	2	2	2	2	8
Borongan City	70	2	0.03	10	3	3	3	3	3	12
Calbayog City	97	1	0.03	10	3	3	3	3	3	12
Catbalogan City	359	5	0.13	70	5	5	5	5	5	20
Eastern Samar	79	3	0.03	10	3	3	3	3	3	12
Leyte	737	25	0.26	90	25	25	25	25	25	100
Maasin City	149	2	0.05	20	4	4	4	4	4	16
Northern Samar	195	13	0.07	40	2	2	2	2	2	8
Ormoc City	445	2	0.16	90	5	5	5	5	5	20
Samar	52	4	0.02	10	1	1	1	1	1	4
Southern Leyte	162	14	0.06	30	3	3	3	3	3	12
Tacloban City	140	14	0.05	30	1	1	1	1	1	4
RO-CLMD	2788	NA		30	0	0	0	0	0	0
		100		500	59	59	59	59	59	236

Prepared by


DEAN RIC M. ENDRIANO
 EPS, Regional SPED Coordinator

Noted


ROSEMARIE M. GUINO EdD
 OIC - Chief, CLMD