



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



July 10, 2024

Regional Memorandum

No. 762, s. 2024

To : Schools Division Superintendents
 CID Chiefs/LR Supervisors
 Division Supply Officers
 Schools Heads
 All Others Concerned

**INSPECTION AND MONITORING OF DELIVERIES OF TEACHING AND
 LEARNING RESOURCES/MATERIALS**

1. The field is hereby informed that the Regional Office (RO) has various procurement projects for teaching and learning resources/materials to be distributed to recipient schools:

<i>Project</i>	<i>Contract Duration</i>	<i>Service Provider</i>
Printing and Delivery of ADM SLMs for Grades 2 & 3 (English, Math & Filipino - Q1) and Grade 3 Contextualized AP ADM-SLMs (Q1-4)	30 Days (May 31 to June 29, 2024)	National Printing Office
Printing and Delivery of National Learning Camp (NLC) Teaching & learning Resources	20 Days (June 4 to 24, 2024)	National Printing Office
Printing and Delivery of Lesson Exemplars and Worksheets for Kinder, Grades 1, 4 & 7, Quarter 1 of SY 2024-2025	15 Days (July 10 to 25, 2024)	National Printing Office
Printing and Delivery of Bridging Primer II Learning Resources	30 Days - TBD	Veco Paper Corporation
Development, Printing, and Delivery of Textbooks and Teacher's Manuals and Provision of Electronic TXs and TMs for Grade 1 - GMRC	120 Days - TBD	Bloombooks, Inc.
Development, Printing, and Delivery of Textbooks and Teacher's Manuals and Provision of Electronic TXs and TMs for Grade 1 - Reading & Literacy	120 Days - TBD	Bloombooks, Inc.



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2. To ensure completeness of deliveries, the school heads shall mobilize the School Inspectorate Teams constituted pursuant to DepEd Order No. 27, s. 2020 to inspect the items upon delivery to the school. Inspection Reports shall be submitted to the Division Supply Officers who shall consolidate and submit report to the Regional Office, Asset Management Section within ten (10) days from delivery.

The School Inspectorate Teams shall inspect the items based on the specifications of the items, copy attached and which can also be accessed through this link: <https://tinyurl.com/2z57mckp> or QR Code:



A random validation inspection shall be conducted by the Regional Inspectorate Teams.

3. The Divisions' CID through its LR Supervisors shall monitor the deliveries and submit report to the CLMD, this Office.
4. For information and strict compliance.


JOCELYN DR ANDAYA
Director IV



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Certificado No. P14P GSR/ 24 03 0163



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ADM - Self Learning Modules

TECHNICAL SPECIFICATIONS

Page Size (Spread Size)	:	16-1/2" x 10-3/4"
(Folded Size)	:	8-1/4" x 10-3/4"
Paper Materials, Cover	:	C2S 100gsm
Inside	:	Book Paper 60/70gsm
Print Color, Cover	:	Full Color
Inside	:	1 Color Print, Black
Binding	:	Saddle Stitch
Total No. of Pages	:	322,316,517
Delivery Sites	:	16 Schools Division Offices of NCR



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ANNEX 1-B: Minimum Technical Specifications for Consolidation Teaching-Learning Resources for Grades 1 to 3 and 7 to 10

Camp/ Learning Area	TEACHING RESOURCES			LEARNING RESOURCES		
	Lesson Plan (Grade/ Estimated No. of Pages)	Technical Specification Option 1 (Private Printer)	Technical Specification Option 2 (In-House)	Student Workbook (Grade/ Estimated No. of Pages)	Technical Specification Option 2 (Private Printer)	Technical Specification Option 2 (In-House)
Consolidation Reading	Grade 1 120 pages + cover			Grade 1 120 pages + cover		
	Grade 2 120 pages + cover			Grade 2 120 pages + cover	Book size: A4 No. of pages: 120	
	Grade 3 120 pages + cover	Book size: A4 No. of pages: 120 with 10-15 inserts/flash- cards/worksheets		Grade 3 120 pages + cover	Book size: A4 No. of pages: 120 with 10-15 inserts/flash- cards/worksheets	
Consolidation Reading	Grade 1 240 pages + cover	Quantity: Cover stock: Kraft/Industrial 72 grams/ream inside pages: white/weight 60 grams with 2% opacity (100% wet and brightness 90% with ink) paper 100 gsm with 10-15 inserts/flash- cards/worksheets	Book size: A4 No. of pages: 240 with 10-15 inserts/flash- cards/worksheets	Grade 1 240 pages + cover	Quantity: Cover stock: Kraft/Industrial 72 grams/ream inside pages: white/weight 60 grams with 2% opacity (100% wet and brightness 90% with ink) paper 100 gsm with 10-15 inserts/flash- cards/worksheets	Book size: A4 No. of pages: 240 with 10-15 inserts/flash- cards/worksheets
	Grade 2 240 pages + cover	Quantity: Cover stock: Kraft/Industrial 72 grams/ream inside pages: white/weight 60 grams with 2% opacity (100% wet and brightness 90% with ink) paper 100 gsm with 10-15 inserts/flash- cards/worksheets	Book size: A4 No. of pages: 240 with 10-15 inserts/flash- cards/worksheets	Grade 2 240 pages + cover	Quantity: Cover stock: Kraft/Industrial 72 grams/ream inside pages: white/weight 60 grams with 2% opacity (100% wet and brightness 90% with ink) paper 100 gsm with 10-15 inserts/flash- cards/worksheets	Book size: A4 No. of pages: 240 with 10-15 inserts/flash- cards/worksheets
	Grade 3 240 pages + cover	Quantity: Cover stock: Kraft/Industrial 72 grams/ream inside pages: white/weight 60 grams with 2% opacity (100% wet and brightness 90% with ink) paper 100 gsm with 10-15 inserts/flash- cards/worksheets	Book size: A4 No. of pages: 240 with 10-15 inserts/flash- cards/worksheets	Grade 3 240 pages + cover	Quantity: Cover stock: Kraft/Industrial 72 grams/ream inside pages: white/weight 60 grams with 2% opacity (100% wet and brightness 90% with ink) paper 100 gsm with 10-15 inserts/flash- cards/worksheets	Book size: A4 No. of pages: 240 with 10-15 inserts/flash- cards/worksheets
Consolidation English Primer/Elementary	Grade 7 144 pages + cover	Quantity: Cover stock: Kraft/Industrial 72 grams/ream inside pages: white/weight 60 grams with 2% opacity (100% wet and brightness 90% with ink) paper 100 gsm with 10-15 inserts/flash- cards/worksheets	Book size: A4 No. of pages: 144 with 10-15 inserts/flash- cards/worksheets	Grade 7 144 pages + cover	Quantity: Cover stock: Kraft/Industrial 72 grams/ream inside pages: white/weight 60 grams with 2% opacity (100% wet and brightness 90% with ink) paper 100 gsm with 10-15 inserts/flash- cards/worksheets	Book size: A4 No. of pages: 144 with 10-15 inserts/flash- cards/worksheets
	Grade 8 144 pages + cover	Quantity: Cover stock: Kraft/Industrial 72 grams/ream inside pages: white/weight 60 grams with 2% opacity (100% wet and brightness 90% with ink) paper 100 gsm with 10-15 inserts/flash- cards/worksheets	Book size: A4 No. of pages: 144 with 10-15 inserts/flash- cards/worksheets	Grade 8 144 pages + cover	Quantity: Cover stock: Kraft/Industrial 72 grams/ream inside pages: white/weight 60 grams with 2% opacity (100% wet and brightness 90% with ink) paper 100 gsm with 10-15 inserts/flash- cards/worksheets	Book size: A4 No. of pages: 144 with 10-15 inserts/flash- cards/worksheets
	Grade 9 144 pages + cover	Quantity: Cover stock: Kraft/Industrial 72 grams/ream inside pages: white/weight 60 grams with 2% opacity (100% wet and brightness 90% with ink) paper 100 gsm with 10-15 inserts/flash- cards/worksheets	Book size: A4 No. of pages: 144 with 10-15 inserts/flash- cards/worksheets	Grade 9 144 pages + cover	Quantity: Cover stock: Kraft/Industrial 72 grams/ream inside pages: white/weight 60 grams with 2% opacity (100% wet and brightness 90% with ink) paper 100 gsm with 10-15 inserts/flash- cards/worksheets	Book size: A4 No. of pages: 144 with 10-15 inserts/flash- cards/worksheets
	Grade 10 144 pages + cover	Quantity: Cover stock: Kraft/Industrial 72 grams/ream inside pages: white/weight 60 grams with 2% opacity (100% wet and brightness 90% with ink) paper 100 gsm with 10-15 inserts/flash- cards/worksheets	Book size: A4 No. of pages: 144 with 10-15 inserts/flash- cards/worksheets	Grade 10 144 pages + cover	Quantity: Cover stock: Kraft/Industrial 72 grams/ream inside pages: white/weight 60 grams with 2% opacity (100% wet and brightness 90% with ink) paper 100 gsm with 10-15 inserts/flash- cards/worksheets	Book size: A4 No. of pages: 144 with 10-15 inserts/flash- cards/worksheets

Note:
 1. For consolidation reading books, please provide the date printed on the front cover, number of white pages for printing, and the number of the number of pages for the cover, inside pages, and 10-15 inserts/flash-cards/worksheets.
 2. For consolidation reading books, please provide the date printed on the front cover, number of white pages for printing, and the number of the number of pages for the cover, inside pages, and 10-15 inserts/flash-cards/worksheets.
 3. For consolidation reading books, please provide the date printed on the front cover, number of white pages for printing, and the number of the number of pages for the cover, inside pages, and 10-15 inserts/flash-cards/worksheets.

Annex B

Minimum Technical Specifications for the Production of Kindergarten LEs and WS:

Quarter 1 (combined LE and WS)

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

For Outsourced Printing	
Number of pages	172 pages, 86 sheets
Size	8.27" x 11.69" (A4)
Paper Orientation	Landscape
	Two-side print
Paper Type	
Inside:	Uncoated paper (book paper) 60 gsm
Cover:	Self-cover
Color	
Inside:	1 color (black and white)
Cover:	1 color (black and white)
Binding	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	
Number of pages	Lesson Exemplar - 144 pages, 144 sheets Activity Sheets - 144 pages, 144 sheets
Size	8.27" x 11.69" (A4)
Paper Orientation	Lesson Exemplar - Landscape Activity Sheet - Portrait
	One-side print
Paper Type	
Inside:	Uncoated paper (book paper) 60 gsm
Cover:	Self-cover
Color	
Inside:	1 color (black and white)
Cover:	1 color (black and white)
Binding	Stapled (triple) Saddle Stitch Padded Ring-bind

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

Notes:

1. Grade 1 Mathematics Lesson Exemplars and Worksheets are non-consumable.
2. Separate printing should be done for Lesson Exemplars and Worksheets due to the design of the material.
3. In accessing the Ready-to-Print (RTP) files, two sets of files shall be made available: RTP file for in-house printing, and RTP file for outsourced printing.

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

Quarter 1

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

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

Notes:

1. Grade 4 Music and Arts Lesson Exemplars and Worksheets are non-consumable
2. Separate printing should be done for Lesson Exemplars and Worksheets due to the design of the material
3. In accessing the Ready-to-Print (RTP) files, two sets of files shall be made available: RTP file for in-house printing, and RTP file for outsourced printing.

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

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

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

Notes:

- Grade 7 Lesson Exemplars and Worksheets are non-consumable
- Separate printing should be done for Lesson Exemplars and Worksheets due to the design of the material
- In accessing the Ready-to-Print (RTP) files, two sets of files shall be made available: RTP file for in-house printing, and RTP file for outsourced printing.

TECHNICAL SPECIFICATIONS:

Printed Materials - Bridging Primer II

Book Size: 8.25" x 10.75"

Paper Requirement:

Cover: Foldcote, cal. 12
solid white or better

Inside Pages: Uncoated text paper

70gsm with -3%

Brightness: 80% with -
3%

Opacity: 90% with -5%

Color:

Cover: 4/1 with UV Coating or better

Inside Pages: 1 Color

4 Colors: (Approx. No.
of Sig. -SR)

Binding: Perfect Binding

Inclusions:

- Submit printed sample of the material before the actual mass printing
 - All materials will be delivered one (1) week before the start of the 3rd quarter per SDO allocation list or within **30 days**
 - Materials should be properly sorted and collated according to the distribution list of the recipient division (refer to the list below)
 - 20sets/pieces of buffer materials will be provided both TGs and LMs
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MINIMUM TECHNICAL SPECIFICATIONS

A. Grade 1 TXs and TMs

Book Size	Paper Requirement		Colors		Binding
	Cover	Inside Pages	Cover	Inside Pages	
8.25" x 10.75"	Foldcote caliper 12, solid white or better	Uncoated text paper or better Basis weight: 70 gsm with - 3% tolerance Opacity: 90% with -3% tolerance Brightness: 80% with -3% tolerance	Full Color by 1 Full Color with 1 side UV coating or better	1 Color	Perfect Binding