



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

January 13, 2025


**DIVISION MEMORANDUM**

No. 023, s. 2025

**DISTRIBUTION OF REMEDIATION PACKAGES FOR READING  
PROGRAMS (ENGLISH READING KIT 1 AND 2)**

To: Assistant Schools Division Superintendents  
Chief - Curriculum Implementation Division (CID)  
OIC-Chief – School Governance and Operations Division (SGOD)  
Public Schools Division Supervisors  
Public School Heads  
Learning Resources Management Section  
School Property Custodians  
All Others Concerned

1. In accordance with the Regional Memorandum No. 898 s.2024 dated December 16, 2024, re: Distribution of Remediation Packages for Reading Programs, the Curriculum and Implementation Management Division-Learning Resource Management Section through Property and Supply Unit shall distribute remediation packages to support reading programs in identified schools.
2. This aims to address the early language literacy needs of the region's elementary schools and ensure alignment with DepEd's quality standards and educational goals. The content and structure of the materials aims to strengthen foundational reading skills, particularly for learners struggling with literacy.
3. Attached is Enclosure 1 for Allocation of English Reading Kit 1 and 2 for 176 Schools identified by the Central Office.
4. School Property Custodians are directed to proceed to Property and Supply Unit SDO Batangas on **January 21-22, 2025**, 9:00am to 4:00pm.
5. For clarification and further inquiries, you may call the Property and Supply Unit at (043) 722-1840 loc. 218 and Learning Resources Management Section at (043) 722-1437 loc. 216.
6. Immediate compliance and widest dissemination of this Memorandum is desired.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

DISTRIBUTION OF REMEDIATION PACKAGES FOR READING PROGRAMS (ENGLISH READING KIT 1 AND 2/R2- 140020/01/13/2025



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City  
Telephone:(043)722-1840 / 722-1796  
Email Address: deped.batangas@deped.gov.ph  
Website:www.depedbatangas.com



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

**Enclosure 1**

**ALLOCATION OF ENGLISH READING KIT 1 AND 2**

No.	Sub-office	School Name	English Reading Kit 1	English Reading Kit 2
1	Mabini	Mabini Central School	4	4
2	San Jose	Padre Imo Luna Memorial Elementary School	3	3
3	San Juan West	San Juan West Central School	3	3
4	San Jose	Benigna Dimatatac Memorial Elementary School	3	3
5	San Jose	Tugtug Elementary School	3	3
6	Calatagan	Jacobo Zobel Elementary School	3	3
7	San Jose	Marcos Espejo Integrated School	3	3
8	San Juan East	Aplaya Elementary School	3	3
9	San Juan East	Paaralang Elementarya ng Tipas	3	3
10	Lobo	Lobo Central School	3	3
11	Taysan	Pinagbayanan Elementary School	3	3
12	San Jose	Roman Ozaeta Memorial School	3	3
13	Balayan West	Jose T. Unson Memorial Elementary School	3	3
14	San Juan West	Paaralang Elementarya ng Palahanan	3	3
15	San Jose	Balagtasin Elementary School	3	3
16	Balete	Cesar Oroña Elementary School	3	3
17	Calatagan	Pedro Palacio Sr. Memorial Elementary School	3	3
18	Taysan	Paaralang Elementarya ng San Isidro	3	3
19	San Jose	Pinagtungulan Elementary School	3	3
20	San Juan West	Paaralang Elementarya ng Buhaynasapa	3	3
21	Taysan	Taysan Central School	3	3
22	Nasugbu West	Balaytigue Elementary School	3	3
23	Ibaan	San Agustin Integrated School	3	3
24	San Jose	Bigain Elementary School	2	2
25	Calaca	Salong Elementary School	2	2
26	Rosario West	Quilib - San Roque Elementary School	2	2
27	Alitagtag	Alitagtag Central School	2	2



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

28	San Jose	Taysan Elementary School	2	2
29	Mabini	Talaga Elementary School	2	2
30	Calaca	Puting Bato Elementary School	2	2
31	Taysan	Dagatan Elementary School	2	2
32	Rosario East	Alupay Elementary School	2	2
33	Lian	Lumaniag Elementary School	2	2
34	Agoncillo	Coral na Munti Elementary School	2	2
35	San Juan East	Paaralang Elementarya ng Calubcub 1	2	2
36	Agoncillo	Subic Elementary School	2	2
37	Alitagtag	Muzon Elementary School	2	2
38	Calatagan	Tanagan Elementary School	2	2
39	Talisay	Quiling Elementary School	2	2
40	Padre Garcia	Banaba Elementary School	2	2
41	Bauan	West Bauan Central School	2	2
42	Mabini	Mainaga-San Francisco Integrated School	2	2
43	San Juan East	Subukin Elementary School	2	2
44	Bauan	Inicbulan Elementary School	2	2
45	San Juan East	Paaralang Elementarya ng Talahiban 1.0	2	2
46	Calatagan	Talisay Elementary School	2	2
47	San Juan East	Calubcub II Elementary School	2	2
48	Balete	Looc Elementary School	2	2
49	Balayan East	Sampaga Elementary School	2	2
50	Balayan West	Agustin T. Ramos Memorial Elementary School	2	2
51	San Juan East	Pinagbayanan Elementary School	1	1
52	San Juan West	Paaralang Elementarya ng Pal-Sico	1	1
53	Balayan East	Putol Elementary School	1	1
54	San Jose	Galamay-Amo Elementary School	1	1
55	Bauan	San Andres Elementary School	1	1
56	Bauan	Bolo Elementary School	1	1
57	Cuenca	Labac Elementary School	1	1
58	Padre Garcia	Quilo-Quilo North Elementary School	1	1
59	San Juan East	Paaralang Elementarya ng Poctol	1	1
60	Calatagan	Jose M. Caisip Elementary School	1	1
61	Cuenca	Col. Pedro Pasia Memorial School	1	1
62	San Juan West	Don Eulogio Luistro Elementary School	1	1
63	Rosario West	Paaralang Elementarya ng Mabunga	1	1



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

64	Alitagtag	Dalipit Elementary School	1	1
65	Nasugbu East	Cogonan Elementary School	1	1
66	San Juan West	Paaralang Elementarya ng Pulangbato	1	1
67	San Juan West	Ticalan Elementary School	1	1
68	San Juan East	Paaralang Elementarya ng Nagsaulay	1	1
69	Talisay	Doña Maria Laurel Platon Memorial School	1	1
70	San Luis	Sta. Monica Elementary School	1	1
71	Calaca	Bagong Tubig Elementary School	1	1
72	Balayan West	Cepriana Ascue Memorial Elementary School	1	1
73	Rosario East	San Carlos Elementary School	1	1
74	Calaca	Sinisian Elementary School	1	1
75	Tuy	Toong Elementary School	1	1
76	San Juan West	Libjo Sapangan Elementary School	1	1
77	San Juan East	Laiya Ibabao Elementary School	1	1
78	Lemery	Gulod Elementary School	1	1
79	Balete	Balete Central School	1	1
80	Rosario East	Macalamcam B Elementary School	1	1
81	Rosario West	Lumbangan Elementary School	1	1
82	Taysan	Bilogo Elementary School	1	1
83	Cuenca	Briccio Pantas Memorial Elementary School	1	1
84	San Juan East	Bataan Elementary School	1	1
85	Calatagan	Hukay Elementary School	1	1
86	San Juan West	Paaralang Elementarya ng Putingbuhangin	1	1
87	Mataas Na Kahoy	Paaralang Elementarya ng Nangkaan	1	1
88	Nasugbu East	Catandaan Elementary School	1	1
89	Cuenca	Dr. Ananias Chavez Elementary School	1	1
90	San Jose	Banaybanay 1 Elementary School	1	1
91	Calaca	Lumbang Calzada Elementary School	1	1
92	Malvar	San Pedro I Integrated School	1	1
93	Rosario West	San Ignacio Elementary School	1	1
94	San Pascual	Alalum Elementary School	1	1
95	Alitagtag	San Jose T. Reyes Elementary School	1	1
96	San Juan East	Abung Elementary School	1	1
97	Taysan	Mapulo Elementary School	1	1



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

98	Cuenca	Ibabao Elementary School	1	1
99	Cuenca	San Felipe Elementary School	1	1
100	San Jose	Dagatan Elementary School	1	1
101	Ibaan	Procopio Mailig Memorial Integrated School	1	1
102	Mabini	Solo Elementary School	1	1
103	Mataas Na Kahoy	Santol - Manggahan Elementary School	1	1
104	Balayan West	Caloocan Elementary School	1	1
105	San Pascual	Mataas Na Lupa - Palsahingin Elementary School	1	1
106	Taysan	Tilambo Elementary School	1	1
107	Rosario East	Compradia Elementary School	1	1
108	Balayan West	Canda Integrated School	1	1
109	Tuy	Dao Elementary School	1	1
110	Tuy	Santiago De Guzman Elementary School	1	1
111	San Juan East	San Juan East Central School	1	1
112	San Juan West	Paaralang Elementarya ng Sampiro	1	1
113	Rosario West	Julian D. Luna Elementary School	1	1
114	Agoncillo	Agoncillo Central School	1	1
115	San Juan East	Imelda Elementary School	1	1
116	Taysan	Paaralang Elementarya ng Laurel	1	1
117	Calaca	Coral Ni Bacal Elementary School	1	1
118	San Juan West	Sapangan Elementary School	1	1
119	Balayan West	Jose Chua Ben Chong Memorial Elementary School	1	1
120	Ibaan	Salong Elementary School	1	1
121	San Juan East	Calitcalit Elementary School	1	1
122	Rosario East	Baybayin Elementary School	1	1
123	Taysan	Panghayaan Elementary School	1	1
124	Rosario East	Natu Elementary School	1	1
125	Rosario East	Mabato Elementary School	1	1
126	Mabini	Laurel Elementary School	1	1
127	Talisay	Caloocan Elementary School	1	1
128	Calaca	Tamayo Elementary School	1	1
129	Calaca	Caluangan Elementary School	1	1
130	San Juan West	Paaralang Elementarya ng Escribano	1	1
131	San Juan West	Paaralang Elementarya ng Quipot	1	1
132	San Juan East	Laiya Elementary School	1	1
133	San Jose	Salaban Elementary School	1	1



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

134	Lemery	V. Ornales Memorial Elementary School	1	1
135	Balayan East	Patugo Elementary School	1	1
136	Balayan East	Lucban Elementary School	1	1
137	San Juan West	Paaralang Elementarya Ng Janaojanao	1	1
138	Tuy	Jose Zabarte Elementary School	1	1
139	San Luis	Luya Integrated School	1	1
140	Tingloy	Papaya Elementary School	1	1
141	Lobo	Balibago Elementary School	1	1
142	Alitagtag	Pinagkurusan Elementary School	1	1
143	Tuy	San Jose Elementary School	1	1
144	San Juan West	Libato Elementary School	1	1
145	Ibaan	Lucsuhin Integrated School	1	1
146	Mataas Na Kahoy	Paaralang Elementarya ng Calingatan	1	1
147	Calaca	Matala Elementary School	1	1
148	San Luis	Calumpang East Elementary School	1	1
149	Talisay	Balas Elementary School	1	1
150	San Luis	Calumpang Elementary School	1	1
151	Rosario West	Tubahan Elementary School	1	1
152	Cuenca	Ramon Paterno Memorial Elementary School	1	1
153	Calatagan	Florencio D. Firmante Elementary School	1	1
154	Rosario East	San Isidro Elementary School	1	1
155	Taysan	Sto. Niño Elementary School	1	1
156	Alitagtag	Munlawin Elementary School	1	1
157	Rosario East	Maligaya Elementary School	1	1
158	San Luis	Talon Elementary School	1	1
159	Tuy	Mataywanak Elementary School	1	1
160	Taysan	San Marcelino Elementary School	1	1
161	Nasugbu East	Mataas Na Pulo Elementary School	1	1
162	Lobo	Soloc Elementary School	1	1
163	San Luis	Taliba Elementary School	1	1
164	Mataas Na Kahoy	Paaralang Elementarya ng Lumanglipa	1	1
165	Lemery	Niogan Elementary School	1	1
166	Balete	Emilia L. Malabanan Integrated School	1	1
167	San Nicolas	Bangin Elementary School	1	1
168	Mabini	P. Anahao Elementary School	1	1



Republic of the Philippines  
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REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

169	Balayan West	Anacleto Villanueva Elementary School	1	1
170	Bauan	Cupang Elementary School	1	1
171	Rosario West	Tulos Elementary School	1	1
172	Rosario East	Nasi Elementary School	1	1
173	Balayan East	Juan C. De Lunas Memorial Elementary School	1	1
174	San Juan East	Talahiban II Elementary School	1	1
175	San Juan East	Wenceslao I, Llana Memorial School	1	1
176	San Juan West	Balagbag Elementary School	1	1
			250	250

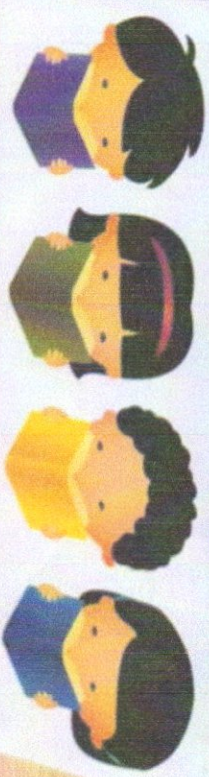
DISTRIBUTION OF REMEDIATION PACKAGES FOR READING PROGRAMS (ENGLISH READING KIT 1 AND 2/R2-140020/01/13/2025)



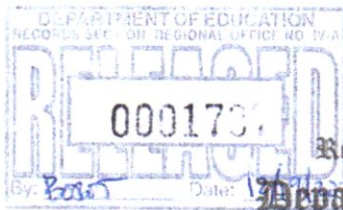
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Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON

16 December 2024

**Regional Memorandum**  
 No. 898 s. 2024

**DISTRIBUTION OF REMEDIATION PACKAGES  
 FOR READING PROGRAMS**

To **Schools Division Superintendents**

1. In line with the Department of Education’s (DepEd) commitment to enhancing the literacy and reading proficiency of elementary school learners, the Office, through the Curriculum and Learning Management Division-Learning Resource Management Section shall distribute remediation packages to support reading programs in identified schools.
2. The remediation packages include carefully selected materials based on the priority list of reading resources outlined in the Joint Memorandum dated May 8, 2024. These materials were chosen to address the early language literacy needs of the region’s elementary schools and ensure alignment with DepEd’s quality standards and educational goals. The content and structure of the materials aim to strengthen foundational reading skills, particularly for learners struggling with literacy.
3. To ensure equitable distribution, the allocation of the reading packages was determined based on the percentage of the number of elementary schools. Priority was given to schools that recorded low scores in the Reading Assessment or ELLNA (Early Language, Literacy, and Numeracy Assessment). This strategic approach ensures that schools with the greatest need for reading support are addressed first.
4. SDO LR Supervisors and Reading Supervisors are tasked to monitor the utilization of these materials and assess their impact on improving reading proficiency among learners. Reports should be submitted to the Regional Office quarterly.
5. For clarification and further inquiries, you may contact the CLMD-Learning Resource at (02) 8681-2114 local 420.
6. Immediate compliance and widest dissemination of this Memorandum is desired.

**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director

02/ROC2



Address: Gate 2, Karangalan Village, Cainta, Rizal  
 Telephone No.: 02-8682-2114  
 Email Address: region4a@deped.gov.ph  
 Website: depedcalabarzon.ph



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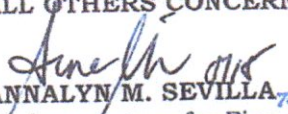



Republic of the Philippines  
**Department of Education**

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**JOINT MEMORANDUM**

**TO :** ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

**FROM :**   
ANNALYN M. SEVILLA, *tea*  
Undersecretary for Finance

  
GINA O. GONONG  
Undersecretary for Curriculum and Teaching *tea*

**SUBJECT :** GUIDELINES ON THE UTILIZATION OF DOWNLOADED  
PROGRAM SUPPORT FUNDS FOR PROCUREMENT OF  
REMEDiation PACKAGES FOR READING PROGRAMS

**DATE :** May 8, 2024

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1. This memorandum is issued to establish the guidelines on the release and utilization of the downloaded Program Support Funds (PSF) for the Procurement of Remediation Packages for Reading Programs, such as, but not limited to the National Reading Program, a subprogram of the National Learning Recovery Program (NLRP), issued as Department of Education (DepEd) Order No. 13, series 2023.
2. A total budget amounting to Six Hundred Forty-Four Million Two Hundred Ninety-Seven Thousand Six Hundred Forty-Five Pesos (**P644,297,645**) under the FY 2023 (R.A. No. 11936) Continuing BEC Funds shall be downloaded to all Regional Offices (ROs) to cover the procurement of the following reading resources (RRs) listed in order of priority:
  - a. Serialized reading packages,
  - b. Phonics activity sets, and
  - c. Vocabulary flash cards.
3. The Regional Directors (RDs), in coordination with the Schools Division Superintendents (SDSs), shall determine the corresponding physical target of their respective allocation based on the regional breakdown of the budget. Such report shall be submitted to the Bureau of Learning Resources (BLR) for consolidation and for monitoring purposes.
4. In case the downloaded fund is not sufficient to address the needs for the purpose, the ROs and Schools Division Offices (SDOs) may tap additional fund support from other funding sources or stakeholders such, but not limited to, the following:



- a. Local Government Unit (LGU) for Special Education Fund pursuant to Section 2.1 of Joint Circular No. 2 s. 2020 issued by the DepEd, Department of Budget and Management (DBM), and Department of Interior and Local Government (DILG); and
- b. Other stakeholders during pertinent DepEd events, which include, but are not limited to, Brigada Eskwela and Adopt-a-School Program.

5. Balance from the downloaded funds intended for Basic Education Curriculum and General Management and Supervision – Maintenance and Other Operating Expenses may be used for the procurement of remediation packages as activity or project related to the National Learning Recovery Plan.

6. The budget allocation per region is stated below for reference.

<b>Region</b>	<b>Total Enrolment for Grades 1, 2, and 3</b>	<b>Percentage of Regional Population*</b>	<b>Amount</b>
Region I	260,332	4.54 %	29,270,321.54
Region II	198,195	3.46 %	22,283,973.46
Region III	651,432	11.37 %	73,243,489.48
Region IV-A	847,432	14.79 %	95,280,669.00
Region IV-B	212,737	3.71 %	23,918,997.26
Region V	397,811	6.94 %	44,727,716.47
Region VI	434,660	7.59 %	48,870,818.65
Region VII	468,124	8.17 %	52,633,329.76
Region VIII	286,841	5.01 %	32,250,850.08
Region IX	254,118	4.43 %	28,571,653.00
Region X	311,948	5.44 %	35,073,745.31
Region XI	316,363	5.52 %	35,570,144.03
Region XII	272,238	4.75 %	30,608,967.77
Caraga	182,038	3.18 %	20,467,367.80
CAR	90,375	1.58 %	10,161,276.02
NCR	545,778	9.52 %	61,364,325.37
<b>Total</b>	<b>5,730,422</b>	<b>100%</b>	<b>644,297,645.00</b>

\* against DepEd national population for Grades 1, 2, and 3, based on enrolment data

7. The funds downloaded shall be used not only for the procurement of Reading Resources but also for the delivery thereof.
8. The following are items that cannot be charged against the identified learning resource budget, to wit:
  - a. Purchase of Capital Outlay (e.g., equipment, gadgets, software, or any item with unit cost reaching the minimum threshold for Capital Outlay as provided by existing rules and regulations);
  - b. Hiring of contractual or casual employees, whose salaries and other compensation benefits should be charged against Personnel Services allocations; and
  - c. Payment of other capital outlay items such as infrastructure projects.
9. The PSF shall be downloaded to the ROs, and may be further downloaded to Schools Division Offices (SDOs), if procurement of such may be more efficient and more economical.
10. If the funds are downloaded by the ROs to the SDOs, the latter shall submit to their respective ROs a Statement of Expenditure (SOE) duly certified by the Division Accountant and approved by the Schools Division Superintendent. The ROs shall consolidate the SOEs submitted by their SDOs and submit a consolidated report to BLR. If the RO utilized the downloaded funds, it shall likewise submit the SOE to BLR.
11. Furthermore, in situation wherein there exist any excess or balance of PSF from the procurement of RRs, the balance may be used for procurement or reproduction, as well as delivery thereof, of other RRs as required by existing reading programs in the RO and SDO levels.
12. The amount will be downloaded to the ROs upon the receipt of Letter of Acceptance by the Bureau of Learning Resources (BLR) which will be forwarded to the Budget Division for the preparation/processing of Sub-Allotment Release Orders (Sub-AROs).
13. The Learning Resources Production Division (LRPD) shall request the Finance Service-Budget Division of DepEd Central Office to prepare and issue the Sub-AROs to the ROs.
14. All expenses incurred herein shall be in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.
15. All downloadable funds under 2023 (RA 11936) Continuing BEC Fund must be obligated and disbursed on or before December 31, 2024. The ROs and SDOs, as the case may be, shall ensure that the obligation and disbursement of these funds are in accordance with the FY 2023 GAA (R.A. 11936) and National Budget Circular 592 s. 2024 (Guidelines on the Release of Funds for Fiscal Year 2024) dated January 2, 2024.
16. The SOEs shall be submitted to BLR-LRPD through email: [blr.lrpd@deped.gov.ph](mailto:blr.lrpd@deped.gov.ph) every 30<sup>th</sup> day of every month following the month the fund has been downloaded to the region and the subsequent months until the said fund has been fully utilized.
17. For your guidance and strict compliance.

cc: **ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

**Annex A**

**MINIMUM REQUIREMENTS FOR READING RESOURCES**

Reading Resource	Description	Minimum Components	Minimum Number of Copies/ Units
Serialized reading packages	<p>Set/s of individualized reading resources, each leveled according to reading difficulty; following a specified reading intervention or remediation program</p> <p>*reading resources included must not be considered stand-alone materials that were repackaged solely for DepEd procurement</p>	<p>Leveled reading materials, with or without activities;</p> <p>Box or any type of organizer</p>	<p>1 unit/set per elementary school</p>
Phonics activity sets	<p>Set/s of reading resources that address the phonics component of reading</p>	<p>Physical and/or tangible materials with basic letters, words, and sounds;</p> <p>Box or any type of organizer</p>	<p>1 unit/set per elementary school</p>
Vocabulary flash cards	<p>Set/s of flash cards</p>	<p>Flash cards of the most common words;</p> <p>Display board or any display organizer</p>	<p>1 unit/set per class</p>