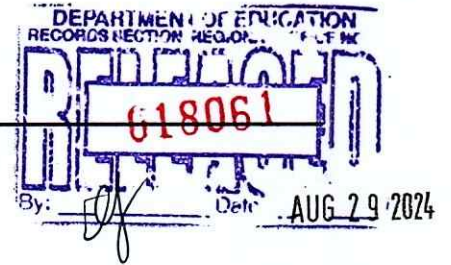




Republic of the Philippines  
**Department of Education**  
REGION I



**REGIONAL MEMORANDUM**

No. 1009 s. 2024

**REQUEST FOR COMMENTS ON THE GUIDELINES ON THE ALLOCATION,  
DISTRIBUTION, AND SAFEKEEPING OF BUFFER LEARNING RESOURCES**

To: Schools Division Superintendents

1. This has reference to the Memorandum BLR-2024-08-1684 from the Bureau of Learning Resources dated August 21, 2024.
2. The Bureau of Learning Resources (BLR) requests your comments and recommendations on the attached guidelines to be uploaded in this link: <https://tinyurl.com/GuidelinesOfBufferLRs> on or before August 30, 2024.
3. Attached is the Guidelines on the Allocation, Distribution, and Safekeeping of Buffer Learning Resources for reference.
4. For information and compliance.

**TOLENTINO G. AQUINO**  
Director IV

Encl.: Guidelines

Reference: Memorandum BLR-2024-08-1684

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

GUIDELINES  
BUFFER LEARNING RESOURCES  
ALLOCATION, DISTRIBUTION AND HOUSEKEEPING

CLMD-LRMS/gaa/RM\_Request for Comments on the Guidelines on the Allocation, Distribution and Safekeeping of Buffer Learning Resources  
August 28, 2024



Republic of the Philippines  
**Department of Education**  
 BUREAU OF LEARNING RESOURCES

Office of the Director

**MEMORANDUM**  
**BLR-2024-08-1484**



**FOR : ALL REGIONAL DIRECTORS**

**RITA E. RIDDLE**  
 Schools Division Superintendent  
 President, Association of Schools Division Superintendent  
 Division of Manila

**FROM : ARIZ DELSON ACAY D. CAWILAN**  
 Director IV

**SUBJECT : REQUEST FOR COMMENTS ON THE GUIDELINES ON THE ALLOCATION, DISTRIBUTION, AND SAFEKEEPING OF BUFFER LEARNING RESOURCES**

**DATE : August 21, 2024**

This has reference to the attached Guidelines on the Allocation, Distribution, and Safekeeping of Buffer Learning Resources.

The Bureau of Learning Resources (BLR) requests your comments and recommendations on or before **August 30, 2024** to be included in the said guidelines.

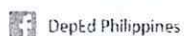
For your consideration.



14 - 64 - 131 DIVISION CODE



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**GUIDELINES ON THE ALLOCATION, DISTRIBUTION, AND  
SAFEKEEPING OF BUFFER LEARNING RESOURCES**

**I. RATIONALE**

Republic Act (RA) No. 9155, otherwise known as the "Governance of Basic Education of 2001," provides that the State shall protect and promote the right of all citizens to quality basic education and to make such education accessible to all.

The Department of Education (DepEd) is mandated to formulate and implement plans and policies to attain these goals by ensuring that quality learning resources (LRs) such as Textbooks (TXs) and Teacher's Manuals (TMs) are provided to both teachers and learners, in accordance with the set standards for the provision, selection, and quality assurance of said materials.

Hence, through the issuance of DepEd Order (DO) No. 25 s. 2023, or the "Guidelines on the Procurement and Quality Assurance of Textbooks and Teacher's Manuals," DepEd implements a centralized or regional procurement of a single or bundled procurement of development, supply, printing, and delivery of sets of TXs and TMs that are compliant with the content and curriculum, relevant and appropriate in instruction, and conformable to the established standards and specifications.

In line with the DO mentioned above, the Department shall ensure the equitable distribution and allocation of LRs to public schools and shall likewise guarantee the availability of buffer LRs in times of force majeure, losses, increase in enrolment, newly established or created schools, and transfer of learners.

In this regard, these Guidelines set the parameters for the standards, allocation, distribution, and safekeeping of buffer LRs, subject to existing rules and regulations and internal policies of the department, and are disseminated for guidance of all governance levels.

**II. SCOPE AND COVERAGE**

These Guidelines cover the allocation, distribution, and safekeeping of buffer LRs to ascertain an adequate reserved supply of LRs that are readily made available for utilization of the target recipients, which include public school teachers and learners.

**III. POLICY STATEMENT**

This policy seeks to adopt a systematic process in the provision and allocation of TXs and TMs, provision and access, and issuance of the buffer TXs and TMs, including the distribution and delivery of such.

**IV. DEFINITION OF TERMS**

For this Memorandum, the following terms are operationally defined:

- a. **Allocation** refers to distributing LRs based on basic educational data such as enrolment by school and by grade level sourced from Enhanced Basic Education Information System (EBEIS) with an additional 6% buffer LRs for distribution.
- b. **Buffer learning resources** are reserved stock used to replace lost, damaged, and/or destroyed LRs due to force majeure
- c. **Distribution** refers to the quantity of allocated LRs to target recipients.
- d. **Learning Resources (LRs)** are any text-based materials (print or non-print) or nontext-based materials (e.g., kindergarten manipulative learning package) that align and supplement the curriculum.
- e. **Monitoring and Evaluation** is the systematic and routine collection of data and information on ongoing programs, plans, and activities (PAPs) to determine their relevance, effectiveness, impact, and sustainability for informed decisions on the future of the PPAs.
- f. **Safekeeping of LRs** is the process of protecting the LRs from damage or loss by keeping them in safe storage/warehouse conditions.

## V. PROCEDURES AND STANDARDS

### A. Allocation of Buffer Learning Resources (LRs)

The basis of the computation of buffer LRs is the school year's previous enrolment data based on the Enhanced Basic Education Information System (EBEIS). It is essential to note that the buffer LRs shall already be included in the entire quantity of LRs to be allotted for distribution to the identified delivery sites. The percentage of which is as follows:

#### a. Schools Division Office (SDO)/Schools Districts/High Schools (Junior and Senior High School)

The Schools Division Office (SDO) shall immediately distribute the 4% buffer LRs to schools with increased enrolment and newly created schools.

#### b. Regional Office (RO)

The remaining 2%, however, shall be stored in the Regional Office (RO) designated spaces, which shall be for distribution to calamity-affected areas or to replace the damaged/lost LRs.

### B. Distribution

The SDO/District Offices and High Schools shall distribute the 4% buffer LRs, which shall serve as an immediate response to the increase of enrolment or establishment of newly created schools. In comparison, the remaining 2% will be stored in the RO-designated spaces. The buffers shall then be distributed to any school affected by calamity or to replace damaged/lost LRs.

In the event that public schools incur losses or damaged LRs more than the allocated buffer LRs due to natural or man-made calamities, the SDOs/District Offices and High Schools shall request from their respective RO or SDO, as the case may be, through the Supply Officer, for the provision of additional buffer LRs according to the quantity, title, grade level, stating the reason, and justification for the request.

The District Offices/SDOs and high schools must ensure that buffer LRs are distributed to target recipients based on the distribution list, as well as to schools with reported shortages, increase in enrolment, and force majeure.

### **C. Requesting of Learning Resources**

#### **Schools Division Office/District Office/High School**

1. The Division LR Supervisor shall monitor the inventory of LRs, including the buffer LRs, within the SDO/District Office and high school to determine if there is a shortage of LRs.
2. The Division LR Supervisor shall coordinate with the Regional LR Supervisor to determine if there are available excess buffer LRs from other Divisions that may be provided to the requesting Division LR Supervisor. If buffer LRs are available, these can be transferred subject to the rules on transfer of accountability. If there are no available buffer LRs, the concerned SDO should immediately request from the Bureau of Learning Resources (BLR).
3. The Division LR Supervisor shall source out available buffer LRs from other regions. If buffer LRs are available, these can also be transferred subject to the rules on transfer of accountability without cost to the concerned region. The requesting region shall shoulder expenses related to the transfer.
4. The Division LR Supervisor shall ensure that at least 15% of buffer LRs are in stock and available for distribution to the elementary and high schools. If the buffer LRs is at the 10% threshold, the Division LR Supervisor shall request the Regional LR Supervisor, in coordination with the Regional Supply Officer, for an additional buffer to sustain the 15% buffer stock in the DO, subject to the availability of LRs in the RO.
5. The Division LR Supervisor shall submit to the RO LR Supervisor of LRMS, through the RO Administrative Officer, the request for buffer LRs, which shall be reasonable and justifiable and should indicate the quantity, learning area, and grade level.
6. In the event that the buffer LRs in the RO are depleted or no longer available, the RO shall write and inform the BLR of such, indicating the details of the request. The BLR, in return, shall evaluate the request and coordinate with the publisher/printer on the possibility of entering into a contract between the publisher/printer and the RO for the reprinting of the LRs.

6. The SDOs/District Offices/High Schools shall submit monitoring reports to the respective RO every month for submission to the Central Office starting School Year (SY) 2024 onwards.
7. The Division Learning Resource Supervisor, under the supervision of the Curriculum Implementation Division (CID) Chief and Schools Division Superintendent (SDS), is responsible for the buffer LRs, if any, and shall be responsible for the distribution list of delivered LRs procured either from the Central Office or the Division Office.
8. Establish storage areas for buffer LRs procured at the SDO level identified by the authorized procuring entity where the materials are safely stored.

**VII. REFERENCES**

- DO 46 s. 2010 – *“Policies and Guidelines on the Allocation of Textbooks and Teacher’s Manuals”*
- DO 74 s. 2011 – *“Policies and Guidelines on the FY 2011 Allocation of Textbooks and Teachers Manuals”*

#### **D. Safekeeping of Learning Resources**

In safekeeping the buffer LRs, the following factors must be considered:

1. Leaks, sunlight exposure, and location of storage/warehouse,
2. Weather and climate,
3. Pest control,
4. Natural calamities, and
5. Fire prevention methods and capacities of the storage/warehouse.

#### **E. Identified Possible Storage of Learning Resources**

- a. Storage areas for buffer LRs procured at the Central Office
- b. The library hubs and available space within the schools, divisions, or regional offices
- c. Storage areas for buffer LRs procured and identified by the authorized procuring entity where the buffer LRs may be safely stored.

### **VI. POLICY IMPLEMENTATION**

#### **A. Roles and Responsibilities**

##### **A.1 Regional Office (RO)**

1. The RO shall conduct periodic monitoring of the delivered and utilized LRs within its jurisdiction and submit a consolidated report to the Central Office-Asset Management Division (AMD), copy furnished to the BLR-Production Division (BLR-PD).
2. Establish storage areas, whenever feasible, to safely keep the buffer LRs procured at the Regional level.

##### **A.2 Schools Division Offices (SDOs)/District Offices/High Schools**

1. The SDOs shall validate the reported delivery accomplishments of the Suppliers by coordinating with the SDOs/District Offices and High Schools.
2. The School Property Custodian shall validate and verify the actual quantity of LRs received and distributed per recipient learner.
3. The Supply Officer/Property Custodian shall provide the inventory report of LRs using the LR Situation Report (Annex 1) to the LR Supervisor at least before the end of the semester to determine the LR situation in the SDOs/District Offices and high school.
4. The SDOs shall conduct post-delivery monitoring of elementary and high schools to get feedback and relevant information about delivery, inventory, allocation, physical condition, and utilization of delivered LRs.
5. The gathered/validated data on the utilization of the LRs from the field shall be submitted to the BLR-PD for appropriate action.