



Republic of the Philippines  
**Department of Education**

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01 FEB 2013

DepEd MEMORANDUM  
No. **20**, s. 2013

**DISTRIBUTION AND MAXIMUM UTILIZATION OF KINDERGARTEN  
INSTRUCTIONAL MATERIALS**

To: Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools City/Division Superintendents  
Heads, Public Elementary Schools  
All Others Concerned

1. In support of Republic Act (RA) No. 10157, otherwise known as the *Kindergarten Education Act*, the Department of Education (DepEd) through the Bureau of Elementary Education (BEE) with funding support through the Instructional Materials Council Secretariat (IMCS) shall continuously provide packages of instructional materials (IMs) to all public elementary schools with kindergarten classes nationwide. This is to ensure quality assured kindergarten education services which will effectively promote physical, social, emotional, values formation and intellectual skills stimulation to prepare the kindergarten pupils for formal schooling.
2. Kindergarten teachers are encouraged to maximize the utilization of the various packages of IMs to ensure creative, interactive, interesting, meaningful and enjoyable learning activities in the day-to-day life of five-year old children.
3. Details on the said packages are provided in Enclosure No. 1. The guidelines and forms contained in Enclosure No. 2 are issued to guide DepEd officials and authorized receiving personnel (ARP) on the delivery, inspection, acceptance and distribution to the recipient districts/schools. The allocation in the division offices (DOs) shall be distributed to big central or elementary schools with more than two kindergarten classes.
4. All concerned regional offices (ROs) and division offices (DOs) are encouraged to facilitate immediate distribution of the kindergarten IMs. The deadline for the distribution of materials to recipient schools/classes will be on **May 31, 2013**. Likewise, the deadline for the submission of reports on acceptance/rectification by the recipient schools following the format in Enclosure No. 3 will be on **July 30, 2013**.

5. For inquiries or clarifications, all concerned may contact any of the following:

**The Curriculum Development Division-Bureau of Elementary Education (CDD-BEE)**

2<sup>nd</sup> Floor, Bonifacio Bldg., DepEd Complex, Meralco Avenue, Pasig City

Telefax No.: (02) 638-4799

Email Address: [kindergartenproject@yahoo.com.ph](mailto:kindergartenproject@yahoo.com.ph)

**The Instructional Materials Council Secretariat (IMCS)**

DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City

Telefax Nos.: (02) 634-0901; (02) 634-1054

Email Addresses: [depedimcs@gmail.com](mailto:depedimcs@gmail.com) or [imcs@deped.gov.ph](mailto:imcs@deped.gov.ph)

6. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encls.:

As stated

References:

DepEd Order: No 32, s. 2012

DepEd Memorandum: No. 25, s. 2012

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

BOOKS

KINDERGARTEN EDUCATION

PUPILS

SCHOOLS

**(Enclosure No. 1 to DepEd Memorandum No. 20, s. 2013)**

To facilitate distribution of the various packages of kindergarten instructional materials effectively and accordingly, details are hereby specifically emphasized:

**I. Non- Print Materials**

- **Manipulative Toys** consist of **table blocks, counting frames, lacing beads, picture dominoes, and puzzles** (fruits, numbers, parts of the body, shapes, and transportation). A set of manipulative toys consisting of the five (5) items shall be provided to each regular kindergarten teacher with item and to volunteer teachers handling two (2) kindergarten classes.

**II. Print Materials**

- **Readiness Skills Activity Sheets.** These are activity sheets translated into twelve (12) dominant languages: Bahasa Sug (Tausog), Bikolano, Cebuano (Sinugbuanong Binisaya), Ilonggo/Hiligaynon, Ilokano, Pampango, Pangasinense, Maguindanaon, Maranao, Tagalog, and Waray. The distribution shall be one (1) copy per kindergarten child of the specific dominant language he/she belongs. The same language of the Readiness Skills Activity Sheets per class shall be provided.
- **National Kindergarten Curriculum Guide for Teachers (NKCGT) – Part II (21 to 40 weekly plans).** The printing and delivery shall be directly funded by the UNICEF, Philippines this school year 2013-2014. Each kindergarten teacher shall be provided with one (1) copy.
- **Supplementary Reading Materials (SRMs).** There are forty (40) different titles of storybooks and big books programmed to be provided. Kindergarten teachers (with regular items and volunteer teachers) handling two (2) classes shall be provided with a set of storybooks and big books.

(Enclosure No. 2 to DepEd Memorandum No. 20, s. 2013)

## **Guidelines on the Delivery, Inspection, Acceptance, and Distribution of Non-Print and Print Materials Packages of Kindergarten Instructional Materials**

The following guidelines are issued to ensure effective delivery, inspection, acceptance, and distribution of non-print (i.e., manipulative toys) and print materials referred to as (Goods) procured by the Department of Education (DepEd). These consist of the Terms of Reference of the different DepEd offices and third party volunteers and the forms pertaining thereto.

### **DepEd–Central Office**

- Disseminates information and provides the allocation list and delivery schedule through:
  - ↳ Regional Offices = Fax Messages/Emails
  - ↳ Division Offices = Fax Messages/Emails
  - ↳ District/School Offices = Fax Messages/Emails
- Conducts pre-delivery inspections at the printing/manufacturing plant and warehouses of the suppliers to ensure quality of the Goods;
- Coordinates with the Regional Offices, Division Offices, Civil Society Organizations (CSOs), Local Government Units (LGUs) and suppliers for the timely delivery/acceptance of Goods, for immediate resolution of issues and concerns encountered during delivery and other matters relative to inspection and acceptance;
- Prepares the following documents relative to the delivery and accountability of the IMs:
  - ↳ **Inspection and Acceptance Report (IARs) (Enclosure No. 2 - Annex 1)** forms prepared by IMCS in four copies handcarried by the suppliers/forwarders upon delivery to the Recipient Division/District Offices
  - ↳ **Delivery Receipts (DRs)** forms prepared and handcarried by the suppliers/ forwarders to be signed by the Authorized Receiving Personnel (ARPs) at the District/Division Offices
- Conducts random monitoring to ensure effective delivery, inspection, acceptance and distribution of Goods
- Prepares payment upon completion of the terms and conditions specified in the contract

### **Regional Offices**

- Ensures dissemination of information to Division and District Offices and elementary schools
- Oversees the immediate delivery, inspection, acceptance, and distribution of the Goods
- Oversees the mobilization of the Division Inspection Team (DIT) to monitor, inspect, and validate deliveries
- Oversees the dissemination and proper utilization of the distribution funds downloaded to Division Offices
- Oversees the issuance of Division Certificate of Acceptance at least two (2) weeks upon completion of deliveries

### **Division Offices**

- Ensures intensive dissemination of information to districts/recipient schools on the schedule of deliveries;
- Ensures immediate distribution of various kindergarten instructional materials to the recipient elementary schools;

- Reimburses only actual expenses incurred in the distribution of various kindergarten instructional materials to the elementary schools subject to the usual accounting and auditing rules and regulations;
- Accomplishes **Inspection and Acceptance Report (IARs) (Enclosure No. 2 – Annex 1)** form prior to the delivery to the different districts/schools to facilitate proper recording of the Division Supply Officer;
- Reports to IMCS-DepEd Central Office defective Goods during deliveries immediately upon detection or receipt of **Notice of Rejection (Enclosure No. 2 – Annex 2a)** from the districts or elementary schools within five (5) days from the date of delivery. Likewise, submit **Certificate of Rectification (Enclosure No. 2 – Annex 2b)** when defective Goods have been replaced;
- Facilitates the signing of the Invoice Receipt of Property (IRPs) and prepares Acknowledgement Receipts (ARs) for the recording on the Books of Accounts;
- Facilitates the issuance of the **Certificate of Acceptance (Enclosure No. 2 – Annex 3)** at least two (2) weeks upon completion of delivery in a Division based on the submission of the pink copy of the IAR by the recipient districts or hand carry by the supplier; and
- Submits on time to IMCS-DepEd Central Office the fully accomplished reports of the recipient schools following **Enclosure No. 3** and email to [depedimcs@gmail.com](mailto:depedimcs@gmail.com) or [imcs@deped.gov.ph](mailto:imcs@deped.gov.ph) on or before July 30, 2013.

## District Offices

- Ensures intensive dissemination of information to recipient schools on the schedule of deliveries;
- Ensures immediate distribution of various kindergarten instructional materials to the recipient elementary schools;
- Reimburses only actual expenses incurred in the distribution of various kindergarten instructional materials to the elementary schools subject to the usual accounting and auditing rules and regulation;
- Accomplishes **Inspection and Acceptance Report (IARs) (Enclosure No. 2 – Annex 1)** form prior to the delivery to the different districts/schools to facilitate proper recording of the District/School Supply Officer or Property Custodian.
- Reports to IMCS-DepEd Central Office defective goods during deliveries immediately upon detection or receipt of **Notice of Rejection (Enclosure No. 2 – Annex 2a)** from the district or elementary schools within five (5) days from the date of delivery. Likewise, submit **Certificate of Rectification (Enclosure No. 2 – Annex 2b)** when defective Goods have been replaced;
- Submits on time to IMCS-DepED Central Office the fully accomplished reports of the recipient schools following **Enclosure No. 3** and email to [depedimcs@gmail.com](mailto:depedimcs@gmail.com) or [imcs@deped.gov.ph](mailto:imcs@deped.gov.ph) on or before July 30, 2013; and
- Facilitates the signing of the Invoice Receipt of Property (IRPs) and prepares Acknowledgement Receipts (ARs) for the recording on the Books of Accounts.

**(Enclosure No. 2-Annex 1 to DepEd Memorandum No. 20, s. 2013)**

Republic of the Philippines  
 Department of Education (DepEd)  
 Region \_\_\_\_\_  
 Division \_\_\_\_\_

\_\_\_\_\_, 20\_\_

**INSPECTION AND ACCEPTANCE REPORT**

No. \_\_\_\_\_

SUPPLIER: \_\_\_\_\_  
 Contract No.: \_\_\_\_\_ Date of Contract: \_\_\_\_\_  
 Purchasing Office/Dept./Unit: \_\_\_\_\_  
 Delivered to: \_\_\_\_\_  
 (Name of District) (Address and Contact Number)  
 District Office and Address/Telefax No.: \_\_\_\_\_  
 Regional Office and Address/Telefax No.: \_\_\_\_\_

Title	Quantity (in copies)		Delivery Receipt		
	Contracted	Delivered		No.	Date
		In Good Physical Condition	Rejected		
<b>INSPECTION</b>			<b>ACCEPTANCE</b>		
Date Inspected: _____  Inspected, verified, and found OK as to quantity and specifications.  _____ Signature over printed name/Designation (Check box)  ___ Regional/Division Supply Officer/Property Custodian ___ Authorized Official: _____ (Designation)			Date Received _____  ___ Complete: (Check ) ___ Partial : (Check )  _____ Signature over printed name/Designation (Check box)  ___ Regional/Division Preschool Coordinator ___ Authorized Official: _____ (Designation)		
Remarks by Inspection Officer: (Please indicate quantity of short or no delivery)  ___ Quantity in accordance with Allocation List (please check) ___ In good order and condition (please check )			Remarks by Accepting Officer:  ___ Quantity in accordance with Allocation List (please check) ___ In good order and condition (please check )		

For Remarks: Please use additional sheet with your printed name and signature.

**(Enclosure No. 2-Annex 2a to DepEd Memorandum No. 20, s. 2013)**

Republic of the Philippines  
Department of Education (DepEd)  
Region \_\_\_\_\_  
Division \_\_\_\_\_

(Division Letter Head)

\_\_\_\_\_  
Date Issued

**NOTICE OF REJECTION**

This serves as a Notice of Rejection for certain quantities of various kindergarten instructional materials delivered by \_\_\_\_\_

\_\_\_\_\_  
Name of Suppliers Company

Under the DepEd component \_\_\_\_\_

\_\_\_\_\_  
(Name of Division/District/School)

Title of the Instructional Materials	Quantities Rejected		Reason(s) for Rejection

You are required to replace all defective deliveries and/or complete the short deliveries indicated above within fifteen (15) days from receipt of this Notice of Rejection. If you fail to completely replace all the defective and/or short deliveries, the DepEd would be constrained to deduct from your billing the cost relative to the above quantities without prejudice to other remedial actions accorded to DepEd Central Office to take into consideration this inefficiency in your future dealing with the Department.

Very truly yours,

\_\_\_\_\_  
Director/Division Superintendent  
(Signature over printed name)

cc: DepEd – Regional/Division Office

DepEd – Central Office – IMCS (telefax: 02-634-0901 or email: [depedimcs@gmail.com](mailto:depedimcs@gmail.com) or [imcs@deped.gov.ph](mailto:imcs@deped.gov.ph))

**Note: Utilize and submit this form only when defective of kindergarten instructional materials are evident.**

Sample Notice of Rejection to be issued by the Division when defective IMs were determined at the delivery site and no replacement was done and when IMs had been accepted but later discovered defective within the one-year warranty period.

**(Enclosure No. 2-Annex 2b to DepEd Memorandum No. 20, s. 2013)**

(District Letter Head)

\_\_\_\_\_  
Date Issued

**CERTIFICATE OF RECTIFICATION**

This is to certify that \_\_\_\_\_  
(Name of Supplier's Company)

Has rectified delivery of previously undelivered/rejected \_\_\_\_\_ under the  
following references: (Name of Instructional Materials)

DR No.: \_\_\_\_\_ Date: \_\_\_\_\_ IAR No.: \_\_\_\_\_ Date of Delivery \_\_\_\_\_

Title of Kindergarten Instructional Materials	Quantities Rejected	Reason(s) for Rejection

This further certifies that the above Kindergarten Instructional Materials have been inspected and found to be in good condition.

\_\_\_\_\_  
Property Custodian/Supply Officer

\_\_\_\_\_  
Property Custodian/Supply Officer

Noted by:

\_\_\_\_\_  
(Division Superintendent)

cc: DepEd – Regional/Division Office

DepEd – Central Office – IMCS (telefax: 02-634-0901 or email: [depedimcs@gmail.com](mailto:depedimcs@gmail.com))

Sample Certificate of Rectification to be issued by the Division Office when defective or under delivered Kindergarten Instructional Materials have been replaced.



**(Enclosure No. 2-Annex 3 to DepEd Memorandum No. 20, s. 2013)**

(Regional/Division Letter Head)

\_\_\_\_\_  
Date Issued

**CERTIFICATE OF ACCEPTANCE**

This is to certify that the various recipient Districts under this Division have accepted the various kindergarten instructional materials listed hereunder which were delivered by

\_\_\_\_\_  
(Name of Forwarder's Company)

\_\_\_\_\_  
(Name of Supplier's Company)

Under the DepEd component \_\_\_\_\_  
(Name of Region/Division/District/School)

Title of the Instructional Materials	Quantities Delivered
1.	
2.	
3.	
4.	
5.	

This certification is issued to support the processing of payment due the above Supplier.

Prepared and Reviewed by:

\_\_\_\_\_  
Supply Officer  
(Signature over printed name)

Noted by:

\_\_\_\_\_  
(Division Superintendent)

cc: DepEd – Regional/Division Office  
DepEd – Central Office – IMCS (telefax: 02-634-0901 or email: [depedimcs@gmail.com](mailto:depedimcs@gmail.com) or [imcs@deped.gov.ph](mailto:imcs@deped.gov.ph))

Sample Certificate of Acceptance to be issued by the Division Office when delivery of Goods to School Districts has been completed and defective Goods have been replaced.

**(Enclosure No. 3 to DepEd Memorandum No. 20, s. 2013)**

(Division Letter Head)

**The Executive Director**

Instructional Materials Council Secretariat

2/F Dorm G. Philsports Complex, Meralco Avenue, 1600 Pasig City

Email addresses: [depedimcs@gmail.com](mailto:depedimcs@gmail.com) or [imcs@deped.gov.ph](mailto:imcs@deped.gov.ph)

Tel. Nos.: (02) 634-1054; (02) 634-0901

Telefax: (02) 634-1072

**Subject: Copies/Sets Provided to Recipient Elementary Schools  
with Kindergarten Classes**

Sir/Madam:

In compliance with DepED Memorandum No. \_\_\_\_\_ s. 2013, please find the distribution of Various Packages of Kindergarten Instructional Materials provided to elementary schools with kindergarten classes covered by this Division:

Schools	Kindergarten Teacher	No. of Classes/ Enrolment	Titles of IMs Provided	No. of Copies/Sets Provided	Signature of Receiving School Representative
<b>TOTAL</b>					

Very truly yours,

\_\_\_\_\_  
Regional Director/Division Superintendent  
(Signature over printed name)

cc: DepED – Regional/Division Office

DepED – Central Office – IMCS (telefax: 02-634-0901 or email: [depedimcs@gmail.com](mailto:depedimcs@gmail.com))

BEE (telefax: (02) 637-4347; 638-4799 or email: [kindergartenproject@yahoo.com.ph](mailto:kindergartenproject@yahoo.com.ph))

**THIS DOCUMENT SHOULD BE SENT TO DEPED-IMCS THROUGH MAIL/TELEFAX/EMAIL**