



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



08 January 2026

**DIVISION MEMORANDUM**

DM No. 0045, s. 2026

**DISTRIBUTION OF LEARNING RESOURCE – UNANG HAKBANG SA PAGBASA  
FROM THE PROVINCIAL GOVERNMENT OF QUEZON**

**To:** Assistant Schools Division Superintendents  
Chief (CID and SGOD)  
Education Program Supervisors and Specialists  
Public Schools District Supervisors  
Elementary School Heads  
Administrative Officer II  
All Others Concerned

1. This Office hereby informs all concerned of the distribution of Unang Hakbang sa Pagbasa, a learning resource procured by the Provincial Government of Quezon. Unang Hakbang sa Pagbasa is a primer reading material designed to help learners learn the basics of reading, from phonics to simple word and sentence recognition, authored by our very own Ms. Malou M. De Ramos of San Antonio District.
2. Hereunder is the list of Learning Resources, its quantity, and mode of delivery:

<b>Title of Learning Resource</b>	<b>Quantity</b>	<b>Mode of Delivery</b>
Unang Hakbang sa Pagbasa	12, 222	For pick-up in SDO Supply Section

3. Authorized representatives from the district are advised to claim the materials for the entire district within one month from the issuance of this Memorandum.
4. The expenses incurred by the authorized representative in traveling from the district/municipality to the Division Supply Office and back shall be charged to the recipient school's Maintenance and Other Operating Expenses (MOOE), subject to

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Contact No.s: (042) 784-0366 | (042) 784-0164 |  
(042) 784-0391 | (042) 784-0321  
E-mail Address: quezon@deped.gov.ph  
Website: <https://quezon.deped.gov.ph>



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

---

standard accounting and auditing rules. Each school's share shall be on a pro rata basis, according to the number of learning resources (LRs) assigned to each school. Likewise, expenses incurred in transporting the learning resources from the District Office to the recipient school shall also be charged to the recipient school's MOOE subject to the same accounting and auditing rules.

5. The allocation of learning resources per school was coordinated with EPS Maria Dylin S. Garcia, EPS In-Charge, and was based on the results of the CRLA for MOSY 2025–2026, particularly for schools with zero learners classified as Grade Level Ready to Low Emerging Reading Level. The allocation details may be accessed through the Google Sheet titled "Unang Hakbang sa Pagbasa" via <https://tinyurl.com/QuezonLRdistribution>.
6. The distribution of this learning resource shall be carried out immediately, and its utilization will be monitored by the EPS In-Charge of the program and learning resources.
7. For queries or concern, you may contact EPS Jee-Ann O. Borines at (042) 784-0321 local 175; EPS Maria Dylin S. Garcia at (042) 784-0321 local 110 and Supply Officer II George D. Aguila at (042) 784-0321 local 161 for the delivery and distribution.
8. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

lrmjob01082026

DEPEDQUEZON-TM-SDS-04-009-003

---



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |  
(042) 784-0391 | (042) 784-0321

E-mail Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Website: <https://quezon.deped.gov.ph>