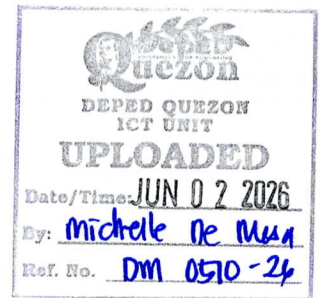




Republic of the Philippines
Department of Education
 REGION IV-A - CALABARZON
 SCHOOLS DIVISION OF QUEZON PROVINCE



1 June 2026

DIVISION MEMORANDUM

No. 0510, s. 2026

**DISTRIBUTION OF LEARNING RESOURCE - UNANG HAKBANG SA PAGBASA
 FROM THE PROVINCIAL GOVERNMENT OF QUEZON (BATCH 2)**

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 (Batch 2), 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. This learning resource is primarily designed **for Grade 1 learners** and may likewise be utilized by **struggling readers** identified through the Beginning of School Year Comprehensive Rapid Literacy Assessment (BOSY CRLA) and **other literacy-related Programs, Projects, and Activities (PPAs)**.
3. Hereunder is the list of Learning Resources, its quantity, and mode of delivery:

Title of Learning Resource	Quantity	Mode of Delivery
Unang Hakbang sa Pagbasa	20,326	For pick-up in SDO Supply Section



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>



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4. Authorized representatives from the district are advised to claim the materials for the entire district within one month from the issuance of this Memorandum.
5. The expenses incurred by the authorized representative 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 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.
6. The allocation of learning resources was based on the schools that did not receive the Unang Hakbang sa Pagbasa materials during Batch 1, in coordination with Maria Dylin S. Garcia, EPS In-Charge. The allocation details may be accessed through the Grade 1 Sheet via <https://tinyurl.com/QuezonLRdistribution>.
7. 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.
8. For queries or concern on the allocation, utilization and distribution, 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) 78 4-0321 local 161 respectively.
9. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

lrmjob06012026



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

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(042) 784-0391 | (042) 784-0321

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