




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

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24 April 2025

DIVISION MEMORANDUM

DM No. 356, s. 2025

**SAFEGUARDING AND PROPERLY STORING SUPPLEMENTARY LEARNING
MATERIALS DURING NATIONAL AND LOCAL ELECTIONS
AND SCHOOL VACATION**

To: Assistant Schools Division Superintendents
Chief (CID and SGOD)
Education Program Supervisors and Specialists
Public Schools District Supervisors
Elementary and Secondary School Heads
Administrative Officers II
Former Property Custodians and LR Coordinators
All Others Concerned

1. This Office reiterates the guidance provided in Regional Memorandum No. 203, s. 2025, regarding precautionary measures to ensure the safety and proper storage of Supplementary Learning Resources (SLRs) during national and local elections, as well as school vacation periods. These measures include, but are not limited to, conducting inventories, storing materials in secure areas, limiting access, implementing preventive protocols especially during elections, and carrying out thorough inspections.
2. In the event of any missing or damaged learning resources during the aforementioned periods, concerned parties are requested to promptly report the incident to this Office through the Supply Section for appropriate action copy furnished the Curriculum and Instruction Division – Learning Resource Management Section (CID-LRMS) .
3. For further inquiries, you may contact EPS Jee-Ann O. Borines at telephone number 042-784-0321 local 175 or Supply Officer George D. Aguila at 042-784-0321 local 160.

For:
ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

By:
JOEPI F. FALQUEZA, EdD
Assistant Schools Division Superintendent

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



18 March 2025

Regional Memorandum
 No.203 s. 2025

**ENSURING THE SAFETY AND PROPER STORAGE
 OF SUPPLEMENTARY LEARNING RESOURCES
 DURING THE NATIONAL AND LOCAL ELECTIONS
 AND LONG VACATION PERIOD**

To **Schools Division Superintendents**

1. To ensure the protection and preservation of supplementary learning resources during elections and long vacation periods, all Schools Division Offices and Schools are directed to implement the following safety measures:
 - a. Conduct an Inventory
 - List all supplementary learning resources, including books, printed materials, digital files, and manipulatives.
 - Record and update the school property log to track available materials.
 - b. Securely Store Resources
 - Keep learning resources in a locked storage area, such as the school library or a designated secure room.
 - Use waterproof and fireproof containers for important documents and materials.
 - c. Restrict Access
 - Assign responsible personnel or team to oversee the security of stored resources.
 - Limit access to authorized staff to prevent loss or damage.
 - d. Implement Precautionary Measures During Elections
 - If the school is used as a polling station, move valuable materials to a secure location.
 - Coordinate with election officers to ensure that learning resources are not accessed or displaced.
 - e. Inspect Before and After the Elections/Long Vacation Period
 - Conduct a thorough inspection of storage areas before and after the election or vacation.
 - Report any missing or damaged resources to the Schools Division Office.

2. For clarification and further inquiries, you may contact the Curriculum and Learning Management Division- Learning Resource Management Section at (02) 8681-2114 local 420.
3. Immediate and widest dissemination of this Memorandum is desired.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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