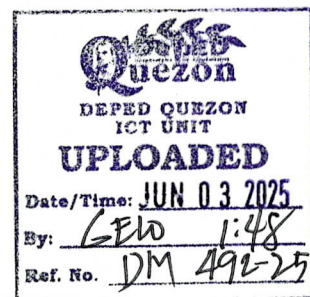




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



3 June 2025

DIVISION MEMORANDUM

DM No. 492, s. 2025

**REITERATION OF DIVISION MEMORANDUM NO. 355, s. 2025 ON THE
DISTRIBUTION OF ADDITIONAL CO ADM MODULES
FROM THE REGIONAL OFFICE**

To: Assistant Schools Division Superintendents
Chief (CID and SGOD)
Public School District Supervisors
Concerned Elementary and Secondary School Heads
All Others Concerned

1. In reference to Division Memorandum No. 355, s. 2025 on the **Distribution of Additional CO ADM Modules from the Regional Office** dated April 25, s. 2025, this Office reiterates the need to pick-up the allocated learning resources for each district from the Supply Section before opening of classes or **until June 13, 2025**.
2. Non-compliance to this Memorandum will result to the following:
 - i. Explanation letter addressed to the Head of Office for the failure to pick-up the resources with attached district/school inventory showing 1:1 learner:resources ratio of the identified LR's.
 - ii. Reflection to OPCR/IPCRR
 - iii. Still need to pick-up the allocated learning resources.
3. Expenses relative to this activity shall be charged against School MOOE and/or the School Canteen Funds subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination and compliance to this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

lrmjob06/03/2025

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