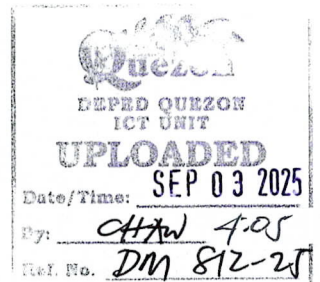




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



2 September 2025

**DIVISION MEMORANDUM**

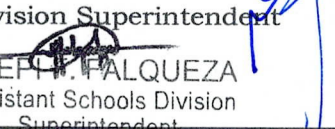
**DM No. 812, s. 2025**

**PROGRAM SUPPORT FUND FOR THE TRUCKING AND DELIVERY OF GRADE 4  
ELEMENTARY TEXTBOOKS (TX's) AND TEACHERS' MANUAL (TM's)**

**To:** Assistant Schools Division Superintendents  
CID (Chief and SGOD)  
Public School District Supervisor  
Elementary School Heads  
District/School Property Custodian  
Administrative Officer II  
All Others Concerned

1. This Office, through the Schools Division Office – Property and Supply Section will download Program Support Fund to cover the trucking and delivery expenses of eight (8) subjects for Grade 4 Elementary Textbooks (TXs) and Teacher's Manual (TMs) from district offices/central school to other schools within the district.
2. To facilitate the downloading process, the district property custodian shall accomplish the payroll form through this link <https://tinyurl.com/quezonSupplydownloading> and submit the following documentary requirements in full to the Property and Supply Section on or before **September 12, 2025**:
  - a. Delivery Receipt
  - b. Inventory Custodian Slip (ICS) – received by recipients schools
  - c. Photocopy of School Head Payroll account
3. Failure to comply or late submission will be reported to the Office of the Schools Division Superintendent for appropriate action.
4. For any concerns or clarifications you may contact Supply Officer II George D. Aguila at (042) 784-0321 local 161.
5. Immediate and wide dissemination of this Memorandum is desired.

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

  
**JOSEPH W. PALQUEZA**  
Assistant Schools Division  
Superintendent

Supgda9/2/2025

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321