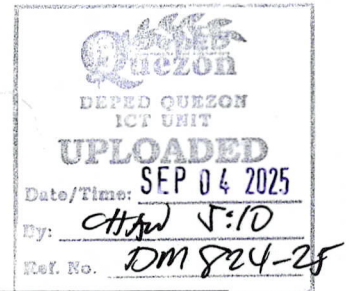




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



02 September 2025

**DIVISION MEMORANDUM**  
DM No. 824, s. 2025

**STRICT OBSERVANCE OF INSPECTION AND ACCEPTANCE PROCEDURES FOR  
LEARNING RESOURCES**

**To:** Assistant Schools Division Superintendents  
Chief (CID and SGOD)  
Education Program Supervisor – Learning Resource Management  
Division Supply Officer II  
Public Schools District Supervisors  
Elementary and Secondary School Head Recipients  
Administrative Officer II  
Inspectorate Team (Division/District/School)  
All Others Concerned

1. In reference to Regional Memorandum No. 624, s. 2025, this Office reiterates proper inspection and acceptance of learning resources delivered to SDOs, districts and schools. All concerned are reminded that deliveries shall only be accepted once they have been verified as complete, accurate, and compliant with the required specifications and quantities, in order to uphold accountability and prevent any discrepancies between the delivered items and the stipulations of the contract.
2. Learning Resource Personnel, PSDSs, and School Heads, in coordination with the Supply Officer/AO II, shall ensure that the Inspectorate Team conducts thorough inspection and validation of all items prior to the signing of documents, including but not limited to: (a) Inspection and Acceptance Reports (IARs), (b) Delivery Receipts (DRs), and (c) Certificates of Final Acceptance (CFAs).
3. The signing of all documents and the acceptance of deliveries shall only be undertaken once items are verified as to completeness and compliance with the required quantity and specifications. Any discrepancies in district or school deliveries must be promptly reported to this Office with proper documentation.

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



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SCHOOLS DIVISION OF QUEZON PROVINCE

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4. For other queries and clarification, you may contact EPS Jee-Ann O. Borines at (042) 784-0321 local 175 or visit SDO Quezon CID-Learning Resource Management Section.
5. For information, guidance and strict compliance of all concerned.

  
**ROMMEL CABAUTISTA, CESO IV**  
Schools Division Superintendent



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DEPEDQUEZON-TM-SDS-04-009-003

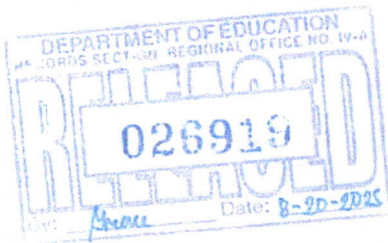


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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



18 August 2025



**Regional Memorandum**  
No. 624 s.2025

**REITERATION ON THE STRICT OBSERVANCE OF INSPECTION  
AND ACCEPTANCE PROCEDURES FOR SUPPLEMENTAL  
LEARNING RESOURCES (SLRS)**

To **Schools Division Superintendents**

1. To strengthen compliance with the inspection and acceptance procedures of delivered Supplemental Learning Resources (SLRs), this Office reiterates the provisions of DepEd Order No. 41, s. 2021 and Appendix 62 of the Government Accounting Manual (GAM) for National Government Agencies (NGAs), Volume II. All concerned are reminded that deliveries must only be received once confirmed to be complete, accurate, and consistent with the required specifications and quantities, to uphold accountability and avoid discrepancies between the items delivered and those stipulated in the contract.
2. All Learning Resource (LR) personnel, in coordination with the Supply Offices, shall ensure that Inspectorate Teams and concerned schools conduct proper inspection and validation of all items before signing the following documents:
  - a. Inspection and Acceptance Reports (IARs)
  - b. Delivery Receipts (DRs)
  - c. Certificates of Final Acceptance (CFAs)
3. Acceptance shall only be made once it has been confirmed that the delivered items are in order as to quantity and specification. Any discrepancies must be immediately documented and reported to the offices concerned for appropriate action.
4. Immediate dissemination and strict compliance with this Memorandum are directed.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**

 Regional Director 

02/ROC2



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