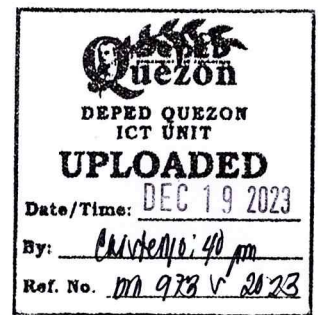




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



18 December 2023

DIVISION MEMORANDUM
 DM No. 978, s. 2023

**DISTRIBUTION OF LEARNING MATERIALS STORED AT THE TRANSPAC
 CARGO LOGISTICS INC. REGIONAL WAREHOUSES**

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. In reference to Regional Memorandum No. 744, s. 2023 on the Commencement of Hauling and Delivery Activities for the Learning Materials stored at Transpac Cargo Logistics, Inc. Regional Warehouses, this Office informs all concerned of the distribution of learning resources from the Central Office for delivery starting today, December 18, 2023 until December 31, 2023.
2. Hereunder is the list of Learning Resources, its quantity, and mode of delivery:

Title of Learning Resource	Quantity	Mode of Delivery
Kindergarten Activity Sheets (Tagalog)	11,516	Direct Delivery to Districts except for Island Schools (POGI and AlQueRez)
Tagalog Primer Booklet	9,008	
Tagalog Primer – Teachers Guide	226	
Tagalog Formative Assessment Tool	9,008	
Tagalog Teacher’s Resource Booklet	226	
Grade 1 Activity Sheets (English)	39,786	
EsP 4 Textbook	36,520	
EsP 4 Teachers Manual	937	
EsP 9 Textbook	31,701	
EsP 9 Teachers Manual	721	
AP 9 Textbook	31,701	
AP 9 Teachers Manual	721	
Music and Arts 10 Textbook	30,121	
Music and Arts 10 Teachers Manual	688	

**Note: The allocation to be given per recipient school was determined by the Central Office and shall be delivered to recipient schools/districts. It can be viewed at tinyurl.com/quezonlrdistribution.*

DEPEDQUEZON-TM-SDS-04-025-003



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



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3. The district property custodian or the authorized representative is advised to do the appropriate property receiving process upon delivery but not limited to:
 - a. Check and inspect the delivered learning resource as to quantity, quality and title of the learning resource as stated in the Delivery Receipt;
 - b. Sign all the required documents with time stamp;
 - c. Keep and file the receiving copy;
 - d. Report to the Supply Officer II for any concern or discrepancy immediately;
 - e. Fairly distribute the elementary learning resources using the updated enrolment to all schools within their respective district.
4. The authorized representative who will do the task except for the school head and administrative officer shall be given 1-day service credit for rendering service during Christmas break.
5. For queries on the allocation, you may contact EPS Jee-Ann O. Borines at (042) 784-0321 local 175; and Supply Officer II George D. Aguila at (042) 784-0321 local 161 for the delivery and distribution.
6. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

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