



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



August 25, 2016


DIVISION MEMORANDUM

No. 107 s. 2016

REQUIREMENTS ON THE DELIVERY OF LEARNING MATERIALS

To: Assistant Schools Division Superintendent
OIC, Office of the Asst. Schools Div. Superintendent
Chiefs, CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elem. /Sec. School Heads
Supply Officers

1. In reference to DepEd Memorandum No. 311, s. 2006 and DM No. 14, s. 2012 regarding the prompt and efficient delivery of learning materials in this Division, this office would like to announce the submission of requirements on or before **August 26, 2016** in the depedcavite.supply@gmail.com.
2. All elementary and secondary School Heads are advised to comply with the following:
 - a. Submit the updated list of authorized and receiving personnel;
 - b. Inform the Division Office for additional copies to ensure sufficient number of copies;
 - c. Engage Third Party monitor/s during the delivery (i.e. PTCA, Barangay Officials, Civil Society Organizations and NGOs) and
 - d. Submit photos or snapshots of actual delivery and receipt with school signage at depedimcs_misz2@yahoo.com.
3. The Division Supply Office should ensure the following:
 - a. Provide storage that can hold the allotted learning resources, and
 - b. Create distribution plan of learning materials.
4. For your information, guidance and strict compliance.
5. Immediate dissemination of this Memorandum is earnestly desired.


 by: ELIAS A. ALICAYA, JR. Ed.D.
 OIC-Assistant Schools Division Superintendent
 for: **CHERRYLOU D. DE MESA**
 OIC, Schools Division Superintendent