



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO : Assistant Schools Division Superintendent
Public Schools District Supervisors
School Heads of Public Senior High Schools
School/District Administrative Officers II
All Others Concerned

FROM : **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

For the SDS:


FELIX M. FAMARAN
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT : **DELIVERY, INSPECTION, ACCEPTANCE AND DISTRIBUTION OF RO-PROCURED SENIOR HIGH SCHOOL LEARNING MATERIALS**

DATE : July 28, 2023

1. Relative to Regional Memorandum ASD-2023-018 dated July 20, 2023 titled Delivery, Inspection and Acceptance of Senior High School Self Learning Materials, the delivery of these learning resources is expected to commence starting August 2023.
2. For this Schools Division, the identified drop-off points for this purpose are the following:

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DROP-OFF POINTS	LOCATION	DISTRICTS TO BE CATERED
1	Marinduque National High School	Boac North, Boac South and Mogpog Districts
2	Bognuyan National High School	Buenavista and Gasan Districts
3	Makapuyat National High School	Sta. Cruz East, Sta. Cruz North, Sta. Cruz South and Torrijos Districts

3. The Property and Supply Section shall inform the concerned employees on the exact schedule of delivery to ensure that the abovementioned goods shall be properly received, inspected and accepted following the guidelines stipulated in DepEd Order No. 41, s. 2021 re: Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education.
4. The Public Schools District Supervisors are advised to facilitate the hauling of these learning resources allotted for their respective districts immediately after the scheduled delivery, as well as the speedy distribution to the recipient schools. This is to ensure that the identified drop-off points and districts' storage areas shall be made ready for the succeeding deliveries.
5. Attached is the Activity Matrix (Inclosure No. 1) regarding the delivery, inspection, acceptance and distribution of the learning materials.
6. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

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Inclosure No. 1

ACTIVITY MATRIX

ACTIVITY	FOCAL PERSON	ROLES AND FUNCTIONS	TIMELINE	REMARKS
1. Delivery <ul style="list-style-type: none">Drop-Off Point 1Drop-Off Point 2Drop-Off Point 3	<ul style="list-style-type: none">Administrative Officer II Mrs. Ma. Concepcion M. Lozano Mr. Rosewel R. Francisco Mrs. Elayzah R. Mantaring	<p>The focal District AOs of designated drop-off points shall:</p> <ul style="list-style-type: none">Receive deliveries from the supplier.Perform the actual counting of the learning resources (LRs) based on the Delivery Receipts (DRs).Sign the Delivery Receipts.Inform the District Inspectorate Team about the delivery.	Immediately after the delivery	

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ACTIVITY	FOCAL PERSON	ROLES AND FUNCTIONS	TIMELINE	REMARKS
		<ul style="list-style-type: none"> • Coordinate with, consolidate and submit all the documents pertinent to the delivery, inspection and acceptance of LRs to the SDO Property and Supply Section. <p>All District and School AOs shall:</p> <ul style="list-style-type: none"> • Report to their respective drop-off points during the day of delivery and help the focal AOs receive and count the LRs. • Inform the PSDS about the delivery. 		
2. Inspection	<ul style="list-style-type: none"> • District Inspectorate Teams 	<ul style="list-style-type: none"> • Conduct inspection of goods delivered by the supplier. • Prepare and sign District Inspection Report. • Submit Inspection Report to the District Property Custodian. 	Immediately after the delivery	

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ACTIVITY	FOCAL PERSON	ROLES AND FUNCTIONS	TIMELINE	REMARKS
3. Acceptance	<ul style="list-style-type: none"> District Property Custodians 	<ul style="list-style-type: none"> Receive the Delivery Receipts and District Inspection Report. Prepare and sign District Acceptance Report. 	<p>Immediately after the delivery</p> <p>1-2 days after pick-up from the identified drop-off points</p>	
4. Hauling	<ul style="list-style-type: none"> Public Schools District Supervisors 	<ul style="list-style-type: none"> Facilitate the hauling of LRs from the identified drop-off points. 	1-2 days after delivery	
5. Sorting, Packing and Distribution in the District	<ul style="list-style-type: none"> Public Schools District Supervisors District Property Custodians District/School Administrative Officers II 	<ul style="list-style-type: none"> Oversee the speedy sorting, packing and distribution of LRs to recipient schools. Take the lead in the sorting, packing and distribution of LRs to recipient schools. Inform the School Property Custodians on the schedule of pick-up of LRs from the district storage area. Assist in the sorting, packing and distribution of LRs to schools. 	1-2 days after hauling	

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ACTIVITY	FOCAL PERSON	ROLES AND FUNCTIONS	TIMELINE	REMARKS
	<ul style="list-style-type: none"> • Administrative Assistants and Administrative Aides • School Property Custodians 	<ul style="list-style-type: none"> • Help in the sorting, packing and distribution of LRs to schools. • Pick-up LRs from the District Storage Area. 	1 day after sorting and packing	
6. Documentation, Monitoring and Reporting	<ul style="list-style-type: none"> • Division Monitoring Committee and SDO Property and Supply Section • District/Schools Administrative Officers II • District Property Custodians 	<ul style="list-style-type: none"> • Coordinate with the District/School AOs on the supplier's schedule of delivery. • Receive documents and reports from the districts. • Prepare/ Consolidate/ Maintain reports based on the data provided by the districts. • Monitor the status of delivery and distribution of LRs. • Prepare and submits reports relative to the monitoring and distribution of LRs. • Prepare, submit and maintain various district property forms, records and reports. 		

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ACTIVITY	FOCAL PERSON	ROLES AND FUNCTIONS	TIMELINE	REMARKS
	<ul style="list-style-type: none"> School Property Custodian 	<ul style="list-style-type: none"> Prepare, submit and maintain various school property forms, records and reports. 		

Note: All concerned officials and employees shall adhere to guidelines stipulated in **DepEd Order No. 41, s. 2021 (Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education)**.

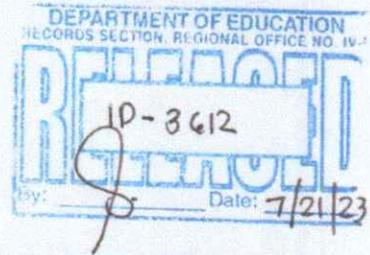
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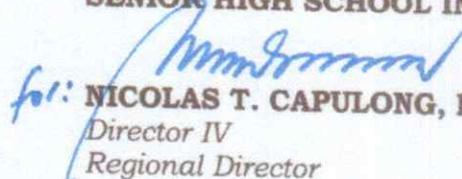
Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

REGIONAL MEMORANDUM
ASD-2023-018

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
DIVISION SUPPLY OFFICERS
DIVISION INSPECTORATE TEAMS
SENIOR HIGH SCHOOL HEADS
SENIOR HIGH SCHOOL PROPERTY CUSTODIANS
SENIOR HIGH SCHOOL INSPECTORATE TEAMS

FROM : *for:*  **NICOLAS T. CAPULONG, PhD, CESO III**
Director IV
Regional Director

SUBJECT : **DELIVERY, INSPECTION AND ACCEPTANCE OF SENIOR**
HIGH SCHOOL SELF LEARNING MATERIALS

DATE : **July 20, 2023**

1. In view of the delivery, inspection and acceptance of Senior High School Self-Learning Materials from the National Printing Office to Division Drop off Points, all School Division Offices and Recipient Schools are enjoined to strictly comply with the prescribed standards, protocols and processes relative to this procured goods as provided by DepEd Order No. 041, s. 2021.
2. Attached is the NPO Partial Delivery Summary Breakdown of SHS-SLM's (per subject and per division) and List of Division Drop Off Points for your reference.
3. This Office underscores that upon delivery of items in the drop-off points, all recipient senior high schools are required to get the allotted SLM's and must be made available before the opening of classes.
4. In addition, Division and School Property Custodians are instructed to secure the SLMs from any damages due to weather condition or other factors.
5. For queries and more information, you may contact Mr. Salvador J. Fernandez Jr., Administrative Officer V at Cellphone # 0916-6666621 or email at salvador.fernandez002@deped.gov.ph
6. Widest dissemination of this Memorandum is expected.

