



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  
Public Elementary and Secondary School Heads  
School/District Administrative Officer II  
School and District Property Custodians  
All Others Concerned

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

**SUBJECT** : **DELIVERY, INSPECTION AND ACCEPTANCE OF LEARNING  
RESOURCE MATERIALS AND EQUIPMENT**

**DATE** : June 30, 2023

1. Relative to Unnumbered Regional Memorandum dated June 16, 2023 titled Delivery, Inspection and Acceptance of Learning Resource Materials and Equipment from Warehouses to Recipient Schools, the delivery of these learning resources is expected to commence starting July 2023.
2. For this Schools Division, the identified drop-off points are the following:

| <b>DROP-OFF POINTS</b> | <b>LOCATION</b>                     | <b>DISTRICTS TO BE CATERED</b>                                |
|------------------------|-------------------------------------|---|
| 1                      | Boac South Central School           | Boac North, Boac South, Mogpog and Gasan Districts            |
| 2                      | Sta. Cruz North Central School Hall | Sta. Cruz East, Sta. Cruz North and Sta. Cruz South Districts |
| 3                      | Torrijos Central School             | Buenavista and Torrijos Districts                             |

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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, with the assistance of the District/School Administrative Officers are advised to facilitate and supervise the hauling of these learning resources to the recipient schools. All recipient schools shall have 24 hours to get the allotted learning resource materials and equipment from the drop-off points since these materials must be made available in the school for the opening of classes.
5. Attached is the Activity Matrix (Inclosure No. 1) regarding the delivery, inspection, and acceptance of the learning resources.
6. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

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**Inclosure No. 1**

**ACTIVITY MATRIX**

| <b>ACTIVITY</b>   | <b>FOCAL PERSON</b>   | <b>ROLES AND FUNCTIONS</b>   | <b>TIMELINE</b>            | <b>REMARKS</b> |
|---|---|--|----------------------------|----------------|
| 1. Delivery<br><ul style="list-style-type: none"><li>• Drop-Off Point 1</li><li>• Drop-Off Point 2</li><li>• Drop-Off Point 3</li></ul> | <ul style="list-style-type: none"><li>• Administrative Officer II</li></ul> Mrs. Donna M. Retardo<br>Mrs. Ave Lyn Par<br>Ms. Christel Diane Del Mundo | The focal AOs of designated drop-off points shall: <ul style="list-style-type: none"><li>• Receive deliveries from the supplier.</li><li>• Perform the actual counting of the learning resources (LRs) based on the Delivery Receipts (DRs).</li><li>• Sign the Delivery Receipts.</li><li>• Inform the District Inspectorate Team about the delivery.</li></ul> | Immediately after delivery |                |

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

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| <b>ACTIVITY</b>                                  | <b>FOCAL PERSON</b>   | <b>ROLES AND FUNCTIONS</b>  | <b>TIMELINE</b>                                | <b>REMARKS</b> |
|--|---|---|--|----------------|
| 3. Acceptance<br>(Drop-Off Points)               | <ul style="list-style-type: none"> <li>District Property Custodian</li> </ul>   | <ul style="list-style-type: none"> <li>Receive Delivery Receipts and District Inspection Report.</li> <li>Prepare and sign District Acceptance Report.</li> </ul>   | Immediately after delivery                     |                |
| 4. Hauling and Distribution to Recipient Schools | <ul style="list-style-type: none"> <li>Public Schools District Supervisor</li> <li>School/District Administrative Officers</li> <li>School Head</li> <li>School Property Custodian</li> </ul> | <ul style="list-style-type: none"> <li>Facilitate/Supervise the hauling of LRs from the identified drop-off points to recipient schools.</li> <li>Pick-up LRs from the drop-off points.</li> </ul>  | Within 24 hours after delivery                 |                |
| 5. Inspection and Acceptance (Recipient Schools) | <ul style="list-style-type: none"> <li>School Inspectorate Team</li> <li>School Property Custodian</li> </ul>   | <ul style="list-style-type: none"> <li>Conduct inspection of goods allotted for the school.</li> <li>Prepare and sign School Inspection Report.</li> <li>Submit Inspection Report to the School Property Custodian.</li> <li>Receive School Inspection Report.</li> <li>Prepare and sign School Acceptance Report.</li> <li>Submit Inspection and Acceptance Reports to their respective District Property Custodian</li> </ul> | Immediately after hauling from drop-off points |                |

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| ACTIVITY   | FOCAL PERSON  | ROLES AND FUNCTIONS   | TIMELINE   | REMARKS |
|--|---|---|--|---------|
| 6. For learning resource materials (SLMs, textbooks) that are allotted for the whole district and need to be sorted/packed in the respective district sorting facility | <ul style="list-style-type: none"> <li>• Public Schools District Supervisor</li> <li>• School Property Custodian</li> <li>• School/District Administrative Officers</li> <li>• Administrative Assistants and Aides</li> <li>• School Property Custodian</li> <li>• School Head</li> </ul> | <ul style="list-style-type: none"> <li>• Oversee the speedy sorting, packing and distribution of LRs to recipient schools.</li> <li>• Take the lead in the sorting, packing and distribution of LRs to recipient schools.</li> <li>• Inform the School Property Custodians on the schedule of pick-up of LRs from the district storage area.</li> <li>• Assist in the sorting, packing and distribution of LRs to schools.</li> <li>• Help in the sorting, packing and distribution of LRs to schools.</li> <li>• Pick-up LRs from the drop-off points</li> </ul> | <p>Immediately after hauling from drop-off points</p> <p>1 day after sorting and packing</p> |         |
| 7. Documentation, Monitoring and Reporting   | <ul style="list-style-type: none"> <li>• Division Monitoring Committee and SDO Property and Supply Section</li> </ul>   | <ul style="list-style-type: none"> <li>• Coordinate with the District/School AOs on the supplier's schedule of delivery.</li> </ul>   |  |         |

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| ACTIVITY | FOCAL PERSON   | ROLES AND FUNCTIONS   | TIMELINE  | REMARKS |
|----------|--|---|---|---------|
|          | <ul style="list-style-type: none"> <li>• District/Schools Administrative Officers II</li> <li>• District Property Custodians</li> <li>• School Property Custodian</li> </ul> | <ul style="list-style-type: none"> <li>• Receive documents and reports from the districts.</li> <li>• Prepare/Consolidate/Main tain reports based on the data provided by the districts.</li> <li>• Monitor the status of delivery and distribution of LR's.</li> <li>• Prepare and submits reports relative to the monitoring and distribution of LR's.</li> <li>• Prepare, submit and maintain various district property forms, records and reports.</li> <li>• Prepare, submit and maintain various school property forms, records and reports.</li> </ul> | 3 days after completion of receipt, inspection and acceptance |         |

**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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