



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

**DIVISION MEMORANDUM**


No. 077, s. 2025

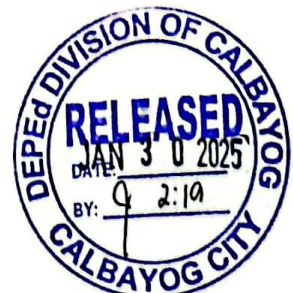
TO: ASDS  
CID and SGOD Chiefs  
Education Program Supervisors  
Public School District Supervisors  
All School Heads  
All Others Concerned

SUBJECT: **TRANSPORT AND DISTRIBUTION OF TEXTBOOKS, SELF-LEARNING MATERIALS (SLMs) and OTHER INSTRUCTIONAL MATERIALS (IMs) of CY 2024 & PRIOR YEARS DELIVERIES**

DATE: January 30, 2025

1. To facilitate the smooth and speedy transport/distribution of textbooks, self-learning materials and other instructional materials of CY 2024 & prior years, Head of Administrative and General Unit Officer V, is hereby requested to identify and assign Job Order personnel as additional manpower to the Property and Supply Section of this Division in the **sorting, compiling, packaging and delivery** of SLMs to the respective district offices as per distribution list prepared by the LRMS.
2. These SLMs shall be delivered and distributed to all district offices/schools using the division motor vehicles on the scheduled dates expressly stated in the attached catch-up plan.
3. All PSDS and School Heads are directed to ensure that personnel in their respective district offices and schools are present during the scheduled delivery date to facilitate the completion and signing of all documents necessary for the account and recording of the same.
4. In consonance with this plan, the Head of Administrative and General Services Unit is also to identify the driver for this activity and ensure that the latter's schedule is set exclusively for this purpose from February 10 – March 28, 2025.
5. All expenses that will be incurred relative to the conduct of this activity shall be charged against local funds/MOOE subject to the usual government accounting and auditing rules and regulation.
6. Please be guided accordingly.

  
**MARGARITO A. CADAYONA JR., PhD CESO VI**  
Asst. Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent





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**CATCH-UP PLAN**  
**SCHEDULE OF THE DELIVERY OF TEXTBOOKS, SELF-LEARNING MATERIALS & OTHER INSTRUCTIONAL MATERIALS**  
**(CY 2024 & Prior Years Deliveries)**

Name of office/unit/section: **PROPERTY and SUPPLY SECTION**

DISTRICT	ACTION/S TO BE TAKEN	PERSONS INVOLVED	TIME FRAME	EXPECTED OUTPUTS
Calbayog 1, 2, 3, 4, 5 & 6	Request of additional Manpower	<b>Supply Officer</b> – formulate request for the additional manpower <b>Administrative Officer V-</b> recommend approval of the request <b>Schools Division Superintendent-</b> approval of the request	<b>January 31, 2025</b>	Duly approved request
Tinambacan 1, 2 & 3	Sorting per School	<b>Property and Supply Section personnel &amp; Job Order employees</b> as being requested	<b>February 3-7, 2025</b>	Packed and sorted IMs per school
Oquendo 1, 2 & 3	Request for the use of Division Office motor vehicle for the transport	<b>Supply Officer</b> – formulate request for the use of Division Office motor vehicles <b>Administrative Officer V-</b> recommend approval of the request <b>Schools Division Superintendent-</b> approval of the request	<b>February 3-7, 2025</b>	Duly approved request
	Information dissemination to all School Heads/School Property Custodians	<b>Supply Officer-</b> formulate Division Memorandum for the dissemination of information <b>Schools Division Superintendent-</b> approval of the Division Memorandum	<b>February 3-7, 2025</b>	Stamped "RELEASED" duly approved


Hauling (loading & Unloading)	Records Officer- releasing of the duly stamped "RELEASED" of approved Division Memorandum		Division Memorandum
	Property and Supply Section personnel & Job Order employees as being requested	February 10 to March 28, 2025	Properly hauled items (with pictures) ready for delivery to identified school sites
	Delivery***	Supply Officer- prepare travel order Designated Driver- preparation of Driver's Trip Ticket and Fuel Consumption request Administrative Officer V- Recommend approval of travel order, Driver's Trip Ticket and Fuel Consumption Request Schools Division Superintendent- approval of travel order, Driver's Trip Ticket and Fuel Consumption Request	February 10 to March 28, 2025***
Site unloading and receipt of all items delivered	School Heads/School Property Custodians- receive and sign the corresponding appropriate needed property and supply forms (RIS, ICS, PTR and the likes)	February 10 to March 28, 2025	Signed corresponding appropriate needed property and supply forms (with pictures of the received/delivered items)

\*\*\* DETAILED SCHEDULE OF DELIVERY (See attached document)

Prepared by:

  
**GENNERSON T. NABUAL**  
 Administrative Officer IV

Recommending Approval:

  
**GRACE S. PAGUNSAN**  
 Administrative Officer V

Approved by:

  
**MARGARITO A. CADAYONA, JR., PhD, CESO VI**  
 OIC – Schools Division Superintendent





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**DETAILED DELIVERY SCHEDULE**

DISTRICT	DATE
CALBAYOG 1	February 10-11, 2025
CALBAYOG 2	February 12-13, 2025
CALBAYOG 3	February 14 & 17, 2025
CALBAYOG 4	February 18-19, 2025
CALBAYOG 5	February 20-21, 2025
CALBAYOG 6	February 24 & 26, 2025
TINAMBACAN 1	February 27-28, 2025
TINAMBACAN 2	March 3-4, 2025
TINAMBACAN 3	March 5-7, 2025
OQUENDO 1	March 10-14, 2025
OQUENDO 2	March 17-21
OQUENDO 3	March 24-28

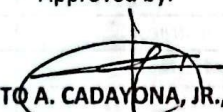
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OIC – Schools Division Superintendent