



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Cebu Province

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Office of the Schools Division Superintendent

May 15, 2023

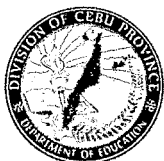
**DIVISION MEMORANDUM**

No. 152, s. 2023

**DISTRIBUTION, USE, SAFEKEEPING, MANAGEMENT, AND  
RECORDING OF LEARNING RESOURCES MATERIALS**

**To:** Assistant Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Section Heads/Supply Officer (AO IV)  
Public Schools District Supervisors/District-in-Charge  
Elementary/Secondary School Heads  
All Other Concerned

1. This has reference to the findings of the Learning Resources Management and Development Systems unit in the recent visits to the different sub-offices and some randomly visited districts which yielded the discovery of unclaimed/undelivered Learning Materials to include but not limited to Self-Learning Modules (SLM), Work-Text Books, Encyclopedia, Non-Print Materials, and others.
2. These materials are essential to the teaching-learning activities of the schools regardless of whether full face-to-face is already in full swing. Modules for instance can be used during weather inclement and other forms of disruptions that may deprive students to be in school.
3. It is the responsibility of the instructional leaders like the Public Schools District Supervisors and School Heads to ensure that these materials will be in the schools and learning centers pursuant to the provisions of Batas Pambansa Blg. 232 and Republic Act No. 9155.



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4. In view of the foregoing, all PSDSs are directed to get their unclaimed allocations in the different sub-offices and ensure immediate distribution to the different schools within the period from May 15 – 26, 2023. A report of compliance with this directive shall be submitted to this Office through the Learning Resources Management and Development Systems unit on May 29, 2023.

5. Henceforth, **NO** Learning Resource Materials shall be stocked in any sub-offices or drop-off point of the division. The Administrative Officer IV (Supply Officer) is likewise directed to ensure compliance with this Memorandum and other existing policies of the department.

6. All received LMs shall be stored and kept strictly in accordance with the standards and policies of the Property Management Office of the Department of Education. Please note that any mismanagement in handling, storing, and distribution of these materials may rise into an administrative offense.

7. The following districts have unclaimed LMs, either print or non-prints in their respective sub-offices, to wit:

Dalaguete Sub-Office	<ol style="list-style-type: none"> <li>1. Oslob District</li> <li>2. Argao 1 District</li> <li>3. Boljoon District</li> <li>4. Dalaguete District 1 (for Dalaguete NHS &amp; Dalaguete CES)</li> </ol>
Badian Sub-Office	<ol style="list-style-type: none"> <li>1. Dumanjug District 1</li> <li>2. Dumanjug District 2</li> <li>3. Malabuyoc District</li> <li>4. Ginatilan District</li> <li>5. Moalboal District</li> <li>6. Alcantara District</li> <li>7. Alegria District</li> <li>8. Badian District</li> </ol>
Balamban Sub-Office	<ol style="list-style-type: none"> <li>1. Barili District 1</li> <li>2. Barili District 2</li> <li>3. Tuburan District 1</li> <li>4. Tuburan District 2</li> <li>5. Pinamungahan District 1</li> <li>6. Pinamungahan District 2</li> </ol>
Medellin Sub-Office	<ol style="list-style-type: none"> <li>1. Sta. Fe District</li> <li>2. Bantayan District 1</li> <li>3. Bantayan District 2</li> <li>4. Madrideojos District</li> </ol>




Liloan Sub-Office	<ol style="list-style-type: none"> <li>1. Pilar District</li> <li>2. Poro District</li> <li>3. Tudela District</li> <li>4. San Francisco District</li> <li>5. Compostela District</li> </ol>
	<ul style="list-style-type: none"> <li>• Medellin Sub-Office has an unclaimed allocation in Lilo-an Sub-Office</li> </ul>

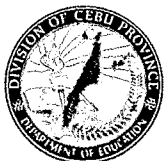
Concerned PSDSs of these districts are instructed to coordinate with the Sub-Office in charge of the distribution/releases to ascertain the volume/quantity of the LMs. The Sub-Office in charge shall make sure that all releases are properly documented and filed.

**8.** All LMs received by the district shall be immediately distributed to the schools for their utilization. District and school property in charge shall primarily be responsible for the acceptance, distribution, and documentation of the LMs received under the direct supervision of the PSDS and School Head respectively.

**9.** Immediate dissemination of and strict compliance with the content of this Memorandum is directed.

  
**SENEN PRISCILO P. PAULIN, CESO V**  
 Schools Division Superintendent

sds/cid/lrmds/wit/2023



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Region VII, Central Visayas

**Schools Division of CEBU PROVINCE**

IPHO Bldg. Sudlon, Lahug, Cebu City

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**CERTIFICATE OF UNDERTAKING**

This is to certify that I, \_\_\_\_\_, Public Schools District Supervisor of \_\_\_\_\_ do certify that I have fully complied with the directives issued by the School Division Superintendent through Division Memorandum No. \_\_\_\_\_ s. 2023 entitled **DISTRIBUTION, USE, SAFEKEEPING, MANAGEMENT, AND RECORDING OF LEARNING RESOURCES MATERIALS** dated May 15, 2023.

This certifies further that the District through the District Property In-charge has distributed the Learning Materials to the recipient schools under my jurisdiction as indicated in the attached machine copy of the duly accomplished and signed ICS.

This certifies furthermore that **NO** Learning Materials due for distribution are stored/stocked in the district or in any bodega within the district.

That I am issuing this certification to attest the truthfulness of the following declaration under pain of penalty should there be misdeclaration or material concealment of information.

Issued this \_\_\_\_\_ day of May 2023 in the city/municipality of \_\_\_\_\_, Cebu, Philippines.

\_\_\_\_\_  
Public Schools District Supervisor

Subscribed and sworn to before me this \_\_\_\_\_ day of May 2023 in the city/municipality of \_\_\_\_\_, Cebu, Philippines, known to me to be same person who executed the above cited certification on the date and place above written.



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