



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
DIVISION OF GENERAL TRIAS CITY

03-01976
MAR 31 2023

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29 March 2023

DIVISION MEMORANDUM
NO. **185** s. 2023

**POLICY AND GUIDELINES ON THE PROPER DISTRIBUTION, CARE, RECORDING,
RETRIEVAL AND DISPOSAL OF TEXTBOOKS WITH THE TEACHER'S MANUALS
AND OTHER INSTRUCTIONAL MATERIALS**

To : OIC – Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Heads, Public Elementary, Junior, and Senior High Schools
All Others Concerned

1. This Office through the Curriculum Implementation Division Learning Resource Management Section reiterates that we must abide by the policy and guidelines on the appropriate distribution, storage, safeguarding, retrieval and disposal of textbooks and other learning materials as stipulated in **DepEd Order No. 14, s. 2012.** for its effective implementation.
2. Among that we observe in relation to this matter are the following.
 - a. Learning materials must be marked with stamp of ownership or name of school at the front and back cover, title page and in a secret page before the issuance and distribution to be done by the School Supply Officer or designated Property Custodian.
 - b. Teacher – advisers facilitate the inventory of learning materials in each classroom and submits a report to the School Supply Officer / Property Custodian for the bi-annual inventory.
 - c. Teacher - advisers should encourage the students to return learning materials preferably prior to the closing of classes so losses will be minimized.
 - d. The School Supply Officer/ Property Custodian should identify obsolete, damaged, or worn-out learning materials and submit the inventory for condemnation to the Division Supply Officer to remove them from the inventory list.
 - e. The Division Supply Officer in coordination of disposal committee recommends and notify the schools on disposal.



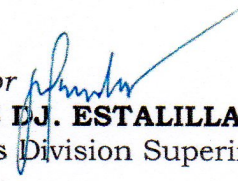
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3. A copy of DepEd Order No. 14, s. 2012 is hereby enclosed for your reference.
4. Immediate and widest dissemination of this memorandum is earnestly desired.

for 
DORIS D.J. ESTALILLACESO V
Schools Division Superintendent



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