

# Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA



June 11, 2024

DIVISION MEMORANDUM No. 253s. 2024

DISTRIBUTION PROCESS FLOW OF DEPED-DEVELOPED AND NON-DEPED PROCURED LEARNING MATERIALSW (LASS, SLMS, TEXTBOOKS) INCLUDING SUPPLEMENTAY LEARNING RESOURCES (SLRs)

TO: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads/Officers-In-Charge
All Others Concerned

- The Department of Education Schools Division of Abra through the Curriculum Implementation Division (CID) - Learning Resource Management Section (LRMS) outlines the Distribution Process Flow of DepEd-Developed and Non-DepEd procured Learning Materials (LASs, SLMs, Textbooks) including Supplementary Learning Resources (SLRs) for the information and guidance of all concerned.
- 2. The Three-Day Process Flow is conceptualized to ensure the smooth distribution process and increase access to learning resource materials and to serve as a guide in the distribution and release of DepEd-Developed and Non-DepEd procured learning materials including Supplementary Learning Resources (SLRs) received by the division office.
- Attached for your reference are the following:

Enclosure1-Distribution Process Flow of DepEd-developed and Non-DepEd procured Learning materials including Supplementary Learning Resources (SLRs) Enclosure 2 – Acknowledgement Receipt Enclosure 3 – Inventory Custodian Slip

- 4. It is expected that School Heads are enjoined to
- 4. It is expected that School Heads are enjoined to implement and adhere to the distribution process flow to ensure that the above-stated learning materials are properly transmitted to teachers and learners while observing proper health and safety protocols.
- 5. Wide and prompt dissemination of this memorandum is desired.

Schools Division Superintendent

LRMS/distributionprocessflow/06/11/24









Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra

Telephone No.: (074)614-6918 Email Address: abra@deped gov ph Website: http://www.depedabra.com

"Sustain Integrity, Lead, and Nurture Abrenius for Greater accomplishment."



# Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA

Enclosure No. 1 to Division Memorandum No. s. 2024

# DISTRIBUTION PROCESS FLOW OF DEPED-DEVELOPED AND NON-DEPED PROCURED LEARNING MATERIALS (LASs, SLMs, TEXTBOOKS) INLCUDING SUPPLEMENTARY LEARNING REOUSRCES (SLRs)

DAY 1

NOTICE OF DISTRIBUTION AND
VISION OF SCHEDULE TO RECIPIENT

DAY 2

DAY 3

#### RELEASING

School Head/School Property Custodian/Any authorized representative of the school will submit the AR and ITR to the Division Librarian for verification and recording. Once signed and verified, a copy of the AR and ICS will remain with the Librarian, another copy for the Distribution and Releasing Coordinator and the last copy will be for the School Property Custodian









Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra

Telephone No.: (074)614-6918 Email Address: abra@deped.gov.ph Website: http://www.depedabra.com

"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."





# Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Enclosure No. 2 to Division Memorandum No. \_\_\_ s. 2024

#### ACKNOWLEDGMENT RECEIPT - LEARNING MATERIALS

Quantity	Unit	Description	Date			
			Acquired			
		****** Nothing Follows *******				
condition;	that we personal	have received the above listed learni ly assume full responsibility and be held the above items that may arise in the fut	d liable/accountabl			
Received	by:	Issued by:				
		BERNARDO	P. BERONILLA			
(Signat	ture over Printed		Education Program Supervisor			
			Date:			
Verified b	y:					
· crimed b						
, c.m.ca s		RIZA E. PERALTA				









Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra

Telephone No.: (074)614-6918
Email Address: abra@deped.gov.ph
Website: http://www.depedabra.com

"Sustain Integrity, Lead, and Nurture Abrenios for Greater accomplishment."





# Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Enclosure No. 3 to Division Memorandum No. \_\_\_\_ s. 2024

#### INVENTORY TRANSFER REPORT (ITR)

		EPED SDO-A		Fund C	luster:	PERSONAL PROPERTY AND RESIDENCE AND RESIDENC	
rom Account	table Offi	ce/Agency/Fund C	huster: DepEd SDO-Abra !	Library Hub		Date:	
Accountab	le Officer	/Agency/Fund Clu	ster: (Your School her			L/McCi	
ransfer Tu	me ( c)	neck only one )					
	per Loi	icen only one j					
Do Do	nation	Reas	ssignment	Relocate [	Others	(specify)	
Date	Item	ics	Description		Unit Price	Total	Condition of
cquired	No.	No./Date				Amount	Inventory
	-						
	_						
				×0424400			
	-						
-							
eason/s	for Tra	insfer:					
		To transfer a	ccountability from	DepEd Divis	ion of Al	bra-Library	Hub to
		( your school					
		1 Jour School	11111				
*************	Ar	proved:	Released/Iss	nied by:	P.	eceived by:	
	Ap	proved.	Neicuscu/1st	ruca sy.	153	coursed by	
gnature							
	c BER	NARDO P. BERG	ONILLA RIZA E	. PERALTA			
sition:		- LRMS	Librar				









Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra

Telephone No.: (074)614-6918 Email Address: abra@deped gov ph Website: http://www.depedabra.com

"Sustain Integrity, Load, and Nurture Abrenius for Greater accomplishment."

