



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

RELEASED
13 JUN 2024
DEPED-ABRA TIME 4:50

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

1. 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.
3. Attached for your reference are the following:

Enclosure 1-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 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.


AMADOR D. GARCIA SR., Ph.D., CESO VI
Schools Division Superintendent

LRMS/distributionprocessflow/06/11/24



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

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

**DAY
1**

NOTICE OF DISTRIBUTION AND PROVISION OF SCHEDULE TO RECIPIENT SCHOOLS

CID-LRMS informs the School Heads/Property Custodians on the available learning materials and provides schedule of allocated Learning Materials for pick-up at the Division Office through a Memorandum.

**DAY
2**

ACCEPTANCE

School Heads/School Property Custodians will prepare the Acknowledgement Receipt (AR) and Inventory Transfer Report (ITR) in three copies based on the posted allocation of Learning Materials for pick-up.

**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



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