



Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES



10 July 2023

DIVISION MEMORANDUM

No. 264 s. 2023

**DISTRIBUTION OF EARLY GRADE READING MATERIALS TO ALL
ELEMENTARY SCHOOLS**

**TO: Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads**

1. This is to inform the field that there will be distribution of Batch 2 Early Grade Reading Materials from The ABC+ : Advancing Basic Education in the Philippines which include Wordless Books for Grade 1 and 2, Leveled Readers for Grade 1 to 3 Volume 3 and Editing Guides.
2. The recipients of the said learning resources are all Public Elementary Schools of this Division. The distribution will be on July 18-19., 2023 at Virac Pilot Elementary School, San Roque, Virac Ctanduanes.
3. For orderliness, the following schedule for distribution shall be strictly followed:

Zone	Date and Time
1	July 18,2023 – 8:00 a.m. to 12:00nn
2	July 18, 2023 -1:00-5:00 p.m.
3	July 19, 2023 -8:00 a.m. to 12:00nn
4	July 19, 2023 -1:00-5:00 p.m.

4. School Property Custodians/Supply Officers -Designate are advised to claim the said reading materials to be included in their school inventory of learning resources for school use. In the absence of the said school personnel, any school representative may be authorized to claim the learning materials.


5. The following are the SDO- Personnel who are expected to coordinate with the representative of the ABC+, Miss Joy Villanueva for the distribution:

NAME OF SDO-PERSONNEL	POSITION	Duties and Responsibilities
1. Jesslyn T. Taway	EPS(LRMDS)	Monitor the equitable distribution of the learning materials
2. Cristina T. Barrameda	AO IV (Supply)	Manage the actual distribution according to the procedures recommended by the ABC+
3. Cristy De Leon	SO Staff	Assist the Supply Officer in the actual distribution
4. Marife C. Brequillo	SEPS (Social Mobilization and Networking)	Document the actual distribution activity
5. Peachie Roshele T. Chavez	Librarian II	Assist in the documentation of the actual distribution

Note: Documentation of the actual distribution includes picture-taking of the actual distribution by school and by district.

6. Travel and other incidental expenses in claiming the materials shall be charged against Local Funds/School MOOE subject to usual accounting and auditing rules and regulations.

7. For information, guidance and strict compliance


SOCORRO V. DELA ROSA, CESO V
 Schools Division Superintendent

: as stated

To be indicated in the perpetual Index under the following subjects:
 DISTRIBUTION OF EARLY GRADE READING MATERIALS TO ALL ELEMENTARY SCHOOLS
 DM/0034 June 10, 2023

