



August 20, 2015

DIVISION MEMORANDUM
No. 526, s. 2015

DISTRIBUTION OF TEXTBOOKS IN THE DIVISION OFFICE

To: **District Supervisors/OICs**
Secondary Lead School Principals

1. To ensure effective and fast distribution of textbooks to the recipient school districts and secondary schools of this division, the *District Supervisors/OICs* and *Secondary Lead Principals* are hereby directed to retrieve the same in the Division Office in the following schedule attached hereto.
2. Be informed that a distribution allowance of Two Pesos (PhP 2.00) per book is allocated to defray the necessary and incidental expenses thereof, which may be availed of by the recipients *after* completion of the retrieval.
3. It is understood that the recipients bring/hire their own laborers to help in the loading of the books.
4. This Office requires that proof of expenses shall be properly presented before payment of refund (2 pesos/book) shall be made.
5. In no case shall this Office pay more than the number of books actually retrieved multiplied by PhP 2.00.
6. For further inquiry, please call Mr. Jeremy C. Denampo, Administrative Officer V, at Tel. No. 236- 4625 or 09292102371.
7. For your compliance.


ARDEN D. MONISIT, ED. D.
Schools Division Superintendent

Schedule of Retrieval of Books

Municipality	Date
Minglanilla	7-Sep-15
San Fernando	7-Sep-15
Sibonga	8-Sep-15
Argao	8-Sep-15
Dalaguete	9-Sep-15
Alcoy	9-Sep-15
Boljoon	9-Sep-15
Oslob	9-Sep-15
Santander	10-Sep-15
Samboan	10-Sep-15
Ginatilan	10-Sep-15
Malabuyoc	10-Sep-15
Alegria	10-Sep-15
Badian	11-Sep-15
Moalboal	11-Sep-15
Alcantara	11-Sep-15
Ronda	11-Sep-15
Dumanjug	11-Sep-15
Barili	14-Sep-15
Pinamungajan	14-Sep-15
Balamban	14-Sep-15

Municipality	Date
Asturias	14-Sep-15
Tuburan	14-Sep-15
Tabuelan	14-Sep-15
San Remegio	15-Sep-15
Sta. Fe	15-Sep-15
Bantayan	15-Sep-15
Madridejos	15-Sep-15
Medellin	15-Sep-15
Daanbantayan	15-Sep-15
Tabogon	16-Sep-15
Borbon	16-Sep-15
Sogod	16-Sep-15
Catmon	16-Sep-15
Carmen	16-Sep-15
San Francisco	17-Sep-15
Poro	17-Sep-15
Tudela	17-Sep-15
Piilar	17-Sep-15
Compostela	17-Sep-15
Consolacion	17-Sep-15
Cordova	17-Sep-15