



April 4, 2018


DIVISION MEMORANDUM

No. 241, s. 2018

To: Assistant Schools Division Superintendents,
SGOD Chief, CID Chief, Administrative Officer V,
Public Schools District Supervisors,
Secondary School Principals, Head Teachers,
All Property Custodians (Both Elementary and Secondary Schools)

**DELIVERY OF GRADES 3 AND 9 LEARNER'S MATERIALS TO
DEPED DIVISION OFFICES**

1. Enclosed is an e-mailed communication from Adonis R. Barraquias the Chief Administrative Officer, Contract Management Division, Procurement Management Service, DepEd Central Office.
2. Other enclosures are the forms to be filled-up: the Delivery Information Sheet (DIF) and the School Directory.
3. Immediate action/completion is earnestly enjoined.


RHEA MARIA ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

DR. RHEA MAR A. ANGTUD, CESO VI
School Division Superintendent
Division of Cebu
Region VII

SUBJECT : DELIVERY OF GRADES 3 AND 9 LEARNERS' MATERIALS TO DEPED DIVISION OFFICES

Dear **Dr. Angtud**:

Cheers to you in the Division!

The DepEd Central Office, thru its Bureau of Learning Resources (BLR), entered into a contract for the project "**Printing (from Ready to Print Materials) of Grades 3 and 9 Learners' Materials, and Delivery to DepEd Central Office and Division Offices Nationwide.**"

Based on the date of receipt of the suppliers' Notice to Proceed, the Grade 3 deliveries will be completed on April 4, 2018; while, the Grade 9 deliveries will be completed on March 7, 2018.

The **DepEd Division of Cebu** was allocated the following copies of Grade 3 and 9 Learners' Materials and Teaching Guides by the BLR:

	GRADE 3	GRADE 9
Learners' Materials	267,855	278,776
Teaching Guides	6,430	724

The quantities of the Learners' Materials and the Teaching Guides stated herein were extracted from the bidding document for this project.

In this connection, this Office would like the DepEd Division, thru its Property Custodian/Supply Officer to confirm the receipt of said Grade 3 and Grade 9 Learners' Materials and Teaching Guides by accomplishing the hereto attached Delivery Information Forms (DIF).

Likewise, this Office requests the DepEd Division to accomplish the hereto attached form of School Directory per Division indicating the name of school, school ID number, name of school head, name of school property custodian and contact information, e.g., email address, school telephone number, and mobile number for allocation and reference purposes.

Kindly submit the accomplished scanned DIF duly signed by the School Division Superintendent or his/her duly authorized representative and the School Directory through CMD's official email address at procms.cmd@deped.gov.ph or via facsimile at (02) 6353762. **Please submit the scanned DIF and school directory on or before the following schedules:**

Document for Submission	Date of Submission
DIF for Grades 9 LM and TG	March 9, 2018
School Directory	March 9, 2018
DIF for Grades 3 LM and TG	April 15, 2018

The DepEd Division Office compliance to this request will help prevent deliveries of learners' materials and teaching guides with sub-standard quality, short delivery, or ghost delivery. Further, your submission and feedback will become part of our records and reports to resolve issues on learning materials distribution.

You may reach us at telephone no. **(02) 6353762** for any query regarding the matter. Thank you very much for your continued support and compliance.

Very truly yours,



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION



CONTRACT MANAGEMENT DIVISION

Rm 1521, 5th Floor Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, Philippines
website: <http://www.deped.gov.ph>; e-mail: procms.cmd@deped.gov.ph Telefax: (02) 635-37-62

March 2, 2018

DR. RHEA MAR A. ANGTUD, CESO VI
School Division Superintendent
Division of Cebu
Region VII

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Very truly yours,


ADONIS R. BARRAQUIAS
Chief Administrative Officer
Contract Management Division
Procurement Management Services

Enclosed:

1. *Delivery Information Form for Printing (from Ready to Print Materials) of Grade 3 and Grade 9 Learners' Materials, and Delivery to DepEd Central Office and Division Offices Nationwide"*
2. *School Directory per Division*

Printing (from Camera-Ready Materials) of Grade 3 Learners' Materials, and Delivery to DepEd Central Office and Division Offices Nationwide
(Please submit to Contract Management Division at email address procms.cmd@deped.gov.ph on or before **April 15, 2018**)

Name of Division: **Cebu**

Division Office Address :

LOT NO.	ITEM NO.	DESCRIPTION	QTY	UNIT of ISSUE	SUPPLIER AND CONTRACT DURATION	DATE OF DELIVERY	DELIVERED QUANTITY	UNDELIVERED QUANTITY	DELIVERY REMARKS/ OBSERVATIONS (Good condition/ Defective/ Short Delivery/ Others)	ISSUES and CONCERNS		
										RECEIVING/ACCEPTANCE	STORAGE at DIVISION OFFICE	DISTRIBUTION to SCHOOLS
1	1	MTB-MLE Learners' Materials (LMs)	53,571	pc	Book Media Press, Inc. Contract Start Date: Dec. 05, 2017 Contract End Date: Apr. 4, 2018							
	2	MTB-MLE Teacher's Guide (TGs)	1,286	pc								
5	1	MAPEH Learners' Materials (LMs)	53,571	pc	Rex Bookstore, Inc. Contract Start Date: Nov. 06, 2017 Contract End Date: Mar. 6, 2018							
	2	MAPEH Teacher's Guide (TGs)	1,286	pc								
2	1	Mathematics Learners' Materials (LMs)	53,571	pc	Rex Bookstore, Inc. Contract Start Date: Nov. 06, 2017 Contract End Date: Mar. 6, 2018							
	2	Mathematics Teacher's Guide (TGs)	1,286	pc								
7	1	English Learner's Materials (LMs)	53,571	pc	Rex Bookstore, Inc. Contract Start Date: Nov. 06, 2017 Contract End Date: Mar. 6, 2018							
	2	English Teacher's Guide (TGs)	1,286	pc								
8	1	Filipino Learner's Materials (LMs)	53,571	pc	Studio Graphics Corporation Contract Start Date: Nov. 06, 2017 Contract End Date: Mar. 6, 2018							
	2	Filipino Teacher's Guide (TGs)	1,286	pc								

Accomplished by: _____ School Property Custodian Telephone number/s, and/or Cellular phone number/s: _____
Submitted to DepEd Central Office/ CMD by: _____ Schools Division Superintendent Telephone number/s, and/or Cellular phone number/s: _____

[Signature over Printed name]
School Property Custodian

[Signature over Printed name]
Schools Division Superintendent

Date Accomplished : _____