



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



Admin-RM-2024-856

**Office of the Regional Director**

November 21, 2024

**Regional Memorandum**

**INFORMATION ON THE DELIVERY OF REGIONAL OFFICE  
PROCURED SUPPLEMENTARY LEARNING RESOURCES (SLRs)  
FOR LIBRARY HUBS**

**To: Schools Division Superintendents  
Division Supply Officers  
All others concerned**

1. Please be informed that the awarded suppliers of the Regional Office on the Procurement of Supply and Door-to-Door Delivery of Supplemental Learning Resources (SLRs) for Library Hubs, will commence their delivery to the Schools Division Offices and School Library Hubs starting November 26, 2024.
2. In this light, the Division Supply Officers/Administrative Officer II, and Inspection and Acceptance Committee, shall be present during the delivery, inspection, and acceptance of learning resources. In any case, if the Supply Officer will not be available, only the authorized personnel will be allowed to receive the learning resources. Suppliers were instructed to coordinate this delivery to the recipients before actual delivery of SLRs.
3. Upon completion of delivery, the Schools Division Offices and recipient schools shall submit a scan copy of Delivery Receipt (DR), Inspection and Acceptance Report (IAR), Inventory Transfer Report (ITR), and Certificate of Final Acceptance (CFA) to the Regional Asset Management Section. Please send the scan copy to [asset.calabarzon@deped.gov.ph](mailto:asset.calabarzon@deped.gov.ph).
4. Please refer to the link below for the allocation list, Technical Specification, Inspection and Acceptance Report, Inventory Transfer Report, and Certificate of Final Acceptance:
  - <https://tinyurl.com/SLRs4LibraryHubs2024>
5. For clarification and queries, please coordinate with **Mr. Michael P. Glorial**, Administrative Officer V, Asset Management Section at (02) 8682-2114 local 481 or email us at [asset.calabarzon@deped.gov.ph](mailto:asset.calabarzon@deped.gov.ph).



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone No.:** 02-8682-2114  
**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph



Certificate No. PHP QMS  
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6. Immediate dissemination of and compliance with this Memorandum are desired.



**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

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