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

18 March 2025

Regional Memorandum
No.203 s. 2025

ENSURING THE SAFETY AND PROPER STORAGE OF SUPPLEMENTARY LEARNING RESOURCES DURING THE NATIONAL AND LOCAL ELECTIONS AND LONG VACATION PERIOD

To   **Schools Division Superintendents**

1. To ensure the protection and preservation of supplementary learning resources during elections and long vacation periods, all Schools Division Offices and Schools are directed to implement the following safety measures:

    a. Conduct an Inventory
    - List all supplementary learning resources, including books, printed materials, digital files, and manipulatives.
    - Record and update the school property log to track available materials.

    b. Securely Store Resources
    - Keep learning resources in a locked storage area, such as the school library or a designated secure room.
    - Use waterproof and fireproof containers for important documents and materials.

    c. Restrict Access
    - Assign responsible personnel or team to oversee the security of stored resources.
    - Limit access to authorized staff to prevent loss or damage.

    d. Implement Precautionary Measures During Elections
    - If the school is used as a polling station, move valuable materials to a secure location.
    - Coordinate with election officers to ensure that learning resources are not accessed or displaced.

    e. Inspect Before and After the Elections/Long Vacation Period
    - Conduct a thorough inspection of storage areas before and after the election or vacation.
    - Report any missing or damaged resources to the Schools Division Office.

2. For clarification and further inquiries, you may contact the Curriculum and Learning Management Division- Learning Resource Management Section at (02) 8681-2114 local 420.

3. Immediate and widest dissemination of this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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