



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



18 August 2025



Regional Memorandum
No. 624 s.2025

**REITERATION ON THE STRICT OBSERVANCE OF INSPECTION
AND ACCEPTANCE PROCEDURES FOR SUPPLEMENTAL
LEARNING RESOURCES (SLRS)**

To **Schools Division Superintendents**

1. To strengthen compliance with the inspection and acceptance procedures of delivered Supplemental Learning Resources (SLRs), this Office reiterates the provisions of DepEd Order No. 41, s. 2021 and Appendix 62 of the Government Accounting Manual (GAM) for National Government Agencies (NGAs), Volume II. All concerned are reminded that deliveries must only be received once confirmed to be complete, accurate, and consistent with the required specifications and quantities, to uphold accountability and avoid discrepancies between the items delivered and those stipulated in the contract.
2. All Learning Resource (LR) personnel, in coordination with the Supply Offices, shall ensure that Inspectorate Teams and concerned schools conduct proper inspection and validation of all items before signing the following documents:
 - a. Inspection and Acceptance Reports (IARs)
 - b. Delivery Receipts (DRs)
 - c. Certificates of Final Acceptance (CFAs)
3. Acceptance shall only be made once it has been confirmed that the delivered items are in order as to quantity and specification. Any discrepancies must be immediately documented and reported to the offices concerned for appropriate action.
4. Immediate dissemination and strict compliance with this Memorandum are directed.


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 Regional Director 

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