

Republic of the Philippines  
Department of Education  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES

24 OCT 2023

**DIVISION MEMORANDUM**

No. 444 s. 2023

**DISTRIBUTION OF EARLY GRADE READING MATERIALS (BATCH DELTA)  
TO ALL ELEMENTARY SCHOOLS**

**TO: Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads**

1. This is to inform the field that there will be Distribution Early Grade Reading Materials Batch Delta from The ABC+ : Advancing Basic Education in the Philippines in coordination with TFOE-PE Catanduanes Eagles Club who shall be assisting in transporting the materials per information to the Division Office in person by Mr. Oscar D. Adiova, Institutional Systems Strengthening Officer for Region 5 RTI-USAID-ABC+ Project last October 13, 2023.
2. The recipients of the said learning resources are all Public Elementary Schools of this Division. The distribution will be by district following the schedule below.

District	Date
Virac North and South	October 26, 2023
San Andres East and West	October 27, 2023
Gigmoto	November 6, 2023
Baras North and South	November 7, 2023
Bato East and West	November 8, 2023
San Miguel North and South	November 8, 2023
Bagamanoc North and South	November 9, 2023
Panganiban	November 10, 2023
Viga East and West	November 13 2023
Caramoran North and South	November 14, 2023
Pandan East and West	November 15, 2023

4. District/School Property Custodians/Supply Officers -Designate are advised to get ready to receive the said reading materials to be included in their /district school inventories of learning resources for district/school use.


5. The following are the SDO- Personnel who are expected to coordinate with the representative of the ABC+, Miss Joy Villanueva for the distribution:

<b>SDO-PERSONNEL</b>	<b>POSITION/ Designation</b>	<b>Duties and Responsibilities</b>
1. Jesslyn T. Taway	EPS(LRMDS)	Monitor the equitable distribution and utilization of the learning materials
2. Cristina T. Barrameda	AO IV (Supply)	Manage the actual distribution according to the procedures recommended by the ABC+, PSDSs and Catanduanes Eagle Club
3. Cristy De Leon, etc.	SO Staff	Assist the Supply Officer in the actual distribution
4. Marife C. Brequillo	SEPS (Social Mobilization and Networking)	Coordinate with the Catanduanes Eagles for transporting the materials and document the actual distribution activity Coordinate with the Supply Officer and PSDSs for distribution to schools
5. PSDSs/ In-Charge of the Districts	District LR Managers	Coordinate with the distribution team and school heads in terms of agreed manner of distribution to all schools

*Note: Documentation of the actual distribution includes picture-taking of the actual distribution by school and by district.*

6. Travel and other incidental expenses of the Distribution Team shall be charged against Local Funds/ MOOE subject to usual accounting and auditing rules and regulations.

7. For information, guidance and strict compliance

  
**SOCORRO V. DELA ROSA, CESO V**  
 Schools Division Superintendent

: as stated

To be indicated in the perpetual Index under the following subjects:  
 DISTRIBUTION OF EARLY GRADE READING MATERIALS (BATCH DELTA) TO ALL ELEMENTARY SCHOOLS  
 DM/October 24, 2023



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