



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

July 9, 2026

DIVISION MEMORANDUM
OSDS-2026 122

To: Public Elementary and Secondary School Heads
Public School Property Custodians
Division Inventory Committee
All Others Concerned

**ISSUANCE OF CERTIFICATE OF ACCEPTANCE FOR DELIVERED TEXTBOOKS,
TEACHER'S MANUALS, LEARNING TOOLS AND EQUIPMENT, AND ALLOCATION
LISTS**

1. Pursuant to Regional Memorandum No. 0605, s. 2026 dated July 9, 2026, and DepEd Bureau of Learning Resources (BLR) Memorandum No. BLR-2026-02-0423 dated February 24, 2026 entitled Issuance of Certificate of Acceptance for Delivered Textbooks, Teacher's Manuals, and Learning Tools and Equipment and Allocation Lists, all recipient schools and delivery sites are hereby directed to issue a Certificate of Acceptance (CA) immediately upon verification and confirmation of the complete and satisfactory delivery of textbooks, teacher's manuals, learning tools and equipment, and other learning resources covered by the said memorandum.
2. The Certificate of Acceptance shall serve as one of the mandatory documentary requirements for the processing of the supplier's billing and payment. Accordingly, all recipient schools and delivery sites shall:
 - a. Verify and validate the completeness, accuracy, quantity, and condition of delivered textbooks, teacher's manuals, learning tools and equipment, and other learning resources against the Delivery Receipt (DR), Inspection and Acceptance Report (IAR), and corresponding allocation list;
 - b. Accomplish and sign the prescribed CA only after ensuring that all delivered items conform to the required specifications and quantities; and
 - c. Provide the duly signed CA to the supplier immediately after validation and acceptance of the delivered items.
3. All recipient schools are directed to furnish the Division Supply Office with both hard copies and scanned copies of the duly accomplished CA together with the corresponding IAR, DR, and other relevant delivery documents. The hard copies shall be submitted to the Division Office for monitoring and documentation purposes, while the scanned copies shall



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph
<http://www.depedtagbilaran.org>

be uploaded through the designated OneDrive folder/link provided by the Division Supply Office.

4. School Heads shall ensure the completeness, accuracy, and timely submission of these documentary requirements immediately after the verification and acceptance of delivered items. The prescribed CA template and the corresponding Allocation Lists attached to BLR Memorandum No. BLR-2026-02-0423 shall be used as the basis in the accomplishment of the CA and verification of allocations.
5. Any delay in the issuance and submission of the required CA and supporting documents may adversely affect the timely processing of supplier payments.
6. Immediate and wide dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

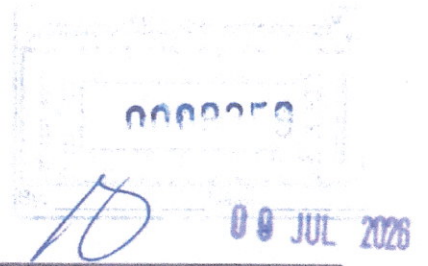
WDB/JAAL/SUPPLY/ATMJr/jar



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph
<http://www.depedtagbilaran.org>



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

REGIONAL MEMORANDUM

09 JUL 2026

No. **0605** s. 2026

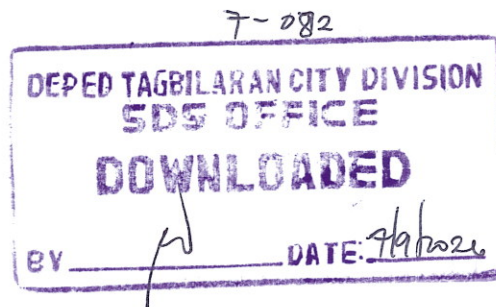
ADDENDUM TO THE MEMORANDUM ON THE ISSUANCE OF CERTIFICATE OF ACCEPTANCE FOR DELIVERED TEXTBOOKS, TEACHER'S MANUALS, AND LEARNING TOOLS AND EQUIPMENT AND ALLOCATION LISTS

To: Schools Division Superintendents
All Others Concerned

1. For the information and guidance of all concerned, attached is the Memorandum BLR-2026-06-1527 signed by Atty. Suzette T. Gannaban-Medina, Director IV, Bureau of Learning Resources, titled *Addendum to the Memorandum on the Issuance of Certificate of Acceptance for Delivered Textbooks, Teacher's Manuals, and Learning Tools and Equipment and Allocation Lists*.
2. Wide dissemination of and compliance with this Memorandum are enjoined.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ABB/FYA/CLMD/BCA/mfp



Dofia M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: (032) 256-9466/639773295904 local 700



DepEd Tayo Region VII



region7.deped.gov.ph

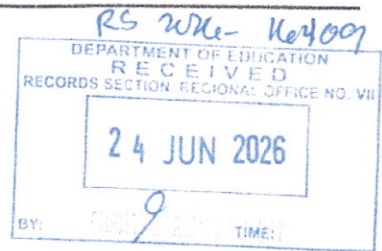




Republic of the Philippines
Department of Education
BUREAU OF LEARNING RESOURCES

Office of the Director

MEMORANDUM
BLR-2026-06-1527



FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : *Suzette T. Gannaban-Medina*
ATTY. SUZETTE T. GANNABAN-MEDINA
Director IV

SUBJECT : **ADDENDUM TO THE MEMORANDUM ON THE**
ISSUANCE OF CERTIFICATE OF ACCEPTANCE FOR
DELIVERED TEXTBOOKS, TEACHER'S MANUALS,
AND LEARNING TOOLS AND EQUIPMENT AND
ALLOCATION LISTS

DATE : **June 17, 2026**

1. This Memorandum serves as an addendum to DepEd Memorandum No. BLR-2026-02-0423, titled "Issuance of Certificate of Acceptance for Delivered Textbooks, Teacher's Manuals, and Learning Tools and Equipment and Allocation Lists."
2. For clarification and guidance, the requirement to issue a Certificate of Acceptance (CA) shall also apply to the following procurement projects:
 - Supply and Delivery of Textbooks and Teacher's Manual Titles and Provision of Electronic TXs and TMs for Grades 2, 5, and 8;
 - Provision of Textbooks and Teacher's Manuals and Electronic and TXs and TMs for Senior High School (SHS) Core Subjects; and
 - Other Learning Resource Procurement Projects implemented by this Office requiring the submission of a Certificate of Acceptance as part of the supplier's billing requirements.
3. All delivery sites/recipient schools are reminded to strictly comply with the provisions of the aforementioned Memorandum and ensure the timely issuance of the CA upon verification and validation of the delivered items.
4. All concerned are directed to refer to the prescribed CA template previously provided. Only duly accomplished CAs shall be accepted for monitoring, documentation, and payment processing purposes.



(BLRM) Ground, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City; (02) 8634-1072; 8634-0901; 8634-1054;
(BLRC) Ecotech Compound Sudlon, Lahug, Cebu City; (032) 230-7939; (032) 230-7948

Email Address: blr@deped.gov.ph; blr_cebu@deped.gov.ph



DepEd Philippines



@depedphilippines



@DepEd_PH



www.deped.gov.ph

5. For reference, the allocation list of learning resources may be accessed through the link below:

https://bit.ly/2026_AllocationList_CA

6. For guidance and strict compliance.

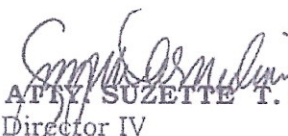


Republic of the Philippines
Department of Education
BUREAU OF LEARNING RESOURCES

Office of the Director

MEMORANDUM
BLR-2026-02-0423

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : 
ATTY. SUZETTE T. GANNABAN-MEDINA
Director IV

SUBJECT : ISSUANCE OF CERTIFICATE OF ACCEPTANCE FOR
DELIVERED TEXTBOOKS, TEACHER'S MANUALS, AND
LEARNING TOOLS AND EQUIPMENT AND ALLOCATION LISTS

DATE : February 24, 2026

In line with the ongoing implementation and delivery of various procurement projects of this Office on the provision of learning resources (LRs) to teachers and learners, all delivery sites/recipient schools are hereby directed to issue a Certificate of Acceptance (CA) to the Supplier immediately upon completion of the delivery of the required materials for the following projects:

1. Supply and Delivery of Textbook and Teacher's Manual Titles and Provision of Electronic TXs and TMs for Grade 4 Music and Arts;
2. Supply and Delivery of Textbook and Teacher's Manuals Titles and Provision of Electronic TXs and TMs for Grade 3;
3. Provision of Textbooks and Teacher's Manuals and Electronic TXs and TMs for Grade 1 Mathematics;
4. Provision of Textbooks and Teacher's Manuals and Electronic TXs and TMs for Grade 6, 9, and 10;
5. Printing and Delivery of Kinder Workbook for FY 2026;
6. Mass Production, Supply, Delivery, Installation, Training and Maintenance of Science and Mathematics Equipment Packages to Public Elementary, Junior and Senior High Schools - FY2026;
7. Supply, Distribution, Configuration, Testing, Commissioning, Training, and Maintenance of TVL (TechPro) Tools and Equipment Packages to Public Senior High Schools (Various Tools and Equipment) - FY 2026, and
8. Mass Production, Supply, Distribution, Configuration, Testing, Commissioning, Training, and Maintenance of TVL Tools and Equipment Packages to Public Senior High Schools (Various Tools and Equipment) - FY 2025 Funds.



[BLRM] Ground, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City; (02) 8634-1072; 8634-0901; 8634-1054;
[BLRC] Ecotech Compound Sudlon, Lahug, Cebu City; (032) 230-7939; (032) 230-7948

Email Address: blr_oi@deped.gov.ph, blr_trnd@deped.gov.ph, blr_lrgad@deped.gov.ph, blr_cebu@deped.gov.ph



DepEd Philippines



@depedphilippines



@DepEd_PH



www.deped.gov.ph

The CA shall serve as a mandatory supporting document for the processing of the Supplier's payment. Delivery sites / recipient schools are therefore instructed to:

1. Verify and confirm the completeness, accuracy, and condition of all delivered textbooks, teacher's manuals, and learning tools and equipment based on the Delivery Receipt (DR) and Inspection and Acceptance Report (IAR);
2. Prepare and sign the CA only after full validation of the delivery;
3. Provide the signed CA directly to the Supplier for inclusion in their billing requirements; and
4. Furnish a copy of the CA to the Schools Division Office (SDO) for monitoring and documentation purposes.

For your reference regarding the allotted LRs in the delivery site/recipient school and template for CA, you may access the allocation list through the link below.

https://bit.ly/2026_AllocationList_CA

Immediate dissemination of and strict compliance with this Memorandum is desired.



Republic of the Philippines
Department of Education
Region _____
SCHOOLS DIVISION OF _____

CERTIFICATE OF ACCEPTANCE

Project Name : _____
Supplier : _____
Total Quantity : _____
TXs: _____
TMs: _____
Kinder Workbook: _____
DR No: _____
IAR No.: _____

Delivery Site/Recipient School :

This is to certify that the above-mentioned supplier has successfully delivered the complete and required quantities of learning resources in accordance with the approved Contract and the corresponding Delivery Receipt.

The delivered items were inspected, verified, and found to be in order as to quantity and apparent condition by the authorized representative of the delivery site/recipient school. The same were officially received and accepted on (date), as evidenced by the duly signed Delivery Receipt and Inspection and Acceptance Report (IAR).

This Certification is issued for whatever legal and official purpose it may serve.

Issued this ___ day of _____ 20__ at _____.

NAME MI. SURNAME
Designation
Authorized Representative
Delivery Site/Recipient School

- Attachment:
- Inspection and Acceptance Reports
 - Delivery Receipts

