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

Office of the Schools Division Superintendent

November 05, 2026

DIVISION MEMORANDUM
No. 923, s. 2026

DELIVERY OF ELEMENTARY TEXTBOOKS AND OTHER LEARNING RESOURCES

To: Assistant Schools Division Superintendent
CID Chief
Division Inventory Committee
Public Elementary and Secondary School Heads
All Others Concerned

1. In connection with the distribution of Elementary Textbooks, Learning Materials (LMs), Teacher's Manuals (TMs), ARAL Workbooks, and other learning resources received by this Division from the Department of Education – Central and Regional Offices, all concerned schools are hereby informed that the delivery of said learning resources shall be conducted in accordance with the attached schedule.

2. To ensure proper documentation, accountability, and recording of government property, all Public-School Property Custodians are directed to:

a. Receive and inspect the delivered learning resources to verify completeness and condition.
b. Take clear photographs as Means of Verification (MOVs) during delivery, turnover, and acceptance of the learning resources.
c. Accomplish and sign all required delivery, acknowledgment, inventory, and other related documents necessary for recording and reporting purposes.
d. Ensure that the delivered quantities are properly recorded in the school's property and inventory records.
e. Immediately report any discrepancies, shortages, damages, or delivery concerns to the Division Supply Office.

3. For questions, clarifications, and coordination regarding the delivery schedule and documentary requirements, concerned personnel may contact **Mr. Japhet A. Revereal**, Administrative Officer IV – Division Supply Officer.

4. For information and appropriate action.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/SUPPLY/ATMJr/jar

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Enclosure 1

Learning Resources Hauling and Delivery Schedule

Elementary Textbook - LMs and TMs

Pick-up point: Tagbilaran City Central Elementary School
Delivery courier service provider: Z-Pacific Trucking Services

No.	Type of Learning Resource	Title	Grade Level	Qty (copies)	Pick-up Point	Recipient School	Date of Delivery
1	Textbook	TECHNOLOGY AND LIVELIHOOD EDUCATION 6 STEP RIGHT UP TO PRACTICAL SKILLS TEXTBOOK	6	60	Tagbilaran City Central Elementary School	Bool ES	November 9-23, 2026
				40		Cabawan ES	
				105		City East ES	
				85		Dampas ES	
				125		Dao ES	
				50		Mansasa ES	
				90		San Isidro ES	
2	Textbook	TECHNOLOGY AND LIVELIHOOD EDUCATION 6 STEP RIGHT UP TO PRACTICAL SKILLS TEACHERS MANUAL	6	2	Tagbilaran City Central Elementary School	Bool ES	
				1		Cabawan ES	
				2		City East ES	
				2		Dampas ES	
				2		Dao ES	
				2		Mansasa ES	
				2		San Isidro ES	
3	Textbook	MATHEMATICS MATTERS 6 - TEXTBOOK	6	60	Tagbilaran City Central Elementary School	Bool ES	November 9-23, 2026
				40		Cabawan ES	
				105		City East ES	
				85		Dampas ES	
				125		Dao ES	
				50		Mansasa ES	
				90		San Isidro ES	
4	Textbook	MATHEMATICS MATTERS 6 - TM	6	2	Tagbilaran City Central Elementary School	Bool ES	
				1		Cabawan ES	
				2		City East ES	
				2		Dampas ES	
				2		Dao ES	
				2		Mansasa ES	
				2		San Isidro ES	
5	Textbook	ENGLISH 6 TEXTBOOK	6	60	Tagbilaran City Central Elementary School	Bool ES	November 9-23, 2026
				40		Cabawan ES	
				105		City East ES	
				85		Dampas ES	
				125		Dao ES	
				50		Mansasa ES	
				90		San Isidro ES	
6	Textbook	ENGLISH 6 TEACHERS MANUAL	6	2	Tagbilaran City Central Elementary School	Bool ES	
				1		Cabawan ES	
				2		City East ES	
				2		Dampas ES	
				2		Dao ES	
				2		Mansasa ES	
				2		San Isidro ES	
7	Textbook	ALIGWAS NG ISIP FILIPINO SA WIKA, LITERASI, AT TEKSTO 6 BATAYANG AKLAT	6	60	Tagbilaran City Central Elementary School	Bool ES	November 9-23, 2026
				40		Cabawan ES	
				105		City East ES	
				85		Dampas ES	
				125		Dao ES	
				50		Mansasa ES	
				90		San Isidro ES	
8	Textbook	ALIGWAS NG ISIP FILIPINO SA WIKA, LITERASI, AT TEKSTO 6 MANWAL NG GURO	6	2	Tagbilaran City Central Elementary School	Bool ES	
				1		Cabawan ES	
				2		City East ES	
				2		Dampas ES	
				2		Dao ES	
				2		Mansasa ES	
				2		San Isidro ES	

9	Textbook	KABUTIHANG ASAL AT WASTONG PAG-UUGALI 6 BATAYANG AKLAT	6	60	Tagbilaran City Central Elementary School	Bool ES	November 9-23, 2026
				40		Cabawan ES	
				105		City East ES	
				85		Dampas ES	
				125		Dao ES	
				50		Mansasa ES	
				90		San Isidro ES	
10	Textbook	KABUTIHANG ASAL AT WASTONG PAG-UUGALI 6 MANWAL NG GURO	6	2	Tagbilaran City Central Elementary School	Bool ES	
				1		Cabawan ES	
				2		City East ES	
				2		Dampas ES	
				2		Dao ES	
				2		Mansasa ES	
				2		San Isidro ES	
11	Textbook	GMRC (Good Manners and Right Conduct) - Textbook	3	741	Tagbilaran City Central Elementary School	Bool ES	Upon Delivery from Central Office
						Cabawan ES	
						City East ES	
						Dampas ES	
						Dao ES	
						Mansasa ES	
						San Isidro ES	
12	Textbook	GMRC (Good Manners and Right Conduct) - Teachers Manual	3	21	Tagbilaran City Central Elementary School	Bool ES	Upon Delivery from Central Office
						Cabawan ES	
						City East ES	
						Dampas ES	
						Dao ES	
						Mansasa ES	
						San Isidro ES	
13	Textbook	English 4 - LM	4	980	Tagbilaran City Central Elementary School	Bool ES	Upon Delivery from Central Office
						Cabawan ES	
						City East ES	
						Dampas ES	
						Dao ES	
						Mansasa ES	
						San Isidro ES	
14	Textbook	English 4 - TM	4	13	Tagbilaran City Central Elementary School	Bool ES	Upon Delivery from Central Office
						Cabawan ES	
						City East ES	
						Dampas ES	
						Dao ES	
						Mansasa ES	
						San Isidro ES	
15	Textbook	Music and Arts 4 - LM	4	980	Tagbilaran City Central Elementary School	Bool ES	Upon Delivery from Central Office
						Cabawan ES	
						City East ES	
						Dampas ES	
						Dao ES	
						Mansasa ES	
						San Isidro ES	
16	Textbook	Music and Arts 4 - LM	4	13	Tagbilaran City Central Elementary School	Bool ES	Upon Delivery from Central Office
						Cabawan ES	
						City East ES	
						Dampas ES	
						Dao ES	
						Mansasa ES	
						San Isidro ES	

Enclosure 2

Learning Resources Hauling and Delivery Schedule

Elementary Textbook - LMs and TMs

Pick-up point: Cogon Elementary School
Delivery courier service provider: Z-Pacific Trucking Services

No.	Type of Learning Resource	Title	Grade Level	Qty (copies)	Pick-up Point	Recipient School	Date of Delivery
1	Textbook	TECHNOLOGY AND LIVELIHOOD EDUCATION 6 STEP RIGHT UP TO PRACTICAL SKILLS TEXTBOOK	6	70	Cogon Elementary School	Booy ES	November 9-23, 2026
				69		Booy South ES	
				60		Eastern Cogon ES	
				147		Manga ES	
				64		Taloto ES	
				64		Tiptip ES	
				64		Ubujan ES	
2	Textbook	TECHNOLOGY AND LIVELIHOOD EDUCATION 6 STEP RIGHT UP TO PRACTICAL SKILLS TEACHERS MANUAL	6	2	Cogon Elementary School	Booy ES	
				1		Booy South ES	
				1		Eastern Cogon ES	
				2		Manga ES	
				2		Taloto ES	
				2		Tiptip ES	
				2		Ubujan ES	
3	Textbook	MATHEMATICS MATTERS 6 - TEXTBOOK	6	70	Cogon Elementary School	Booy ES	November 9-23, 2026
				69		Booy South ES	
				60		Eastern Cogon ES	
				147		Manga ES	
				64		Taloto ES	
				64		Tiptip ES	
				64		Ubujan ES	
4	Textbook	MATHEMATICS MATTERS 6 - TM	6	2	Cogon Elementary School	Booy ES	
				1		Booy South ES	
				1		Eastern Cogon ES	
				2		Manga ES	
				2		Taloto ES	
				2		Tiptip ES	
				2		Ubujan ES	
5	Textbook	ENGLISH 6 TEXTBOOK	6	70	Cogon Elementary School	Booy ES	November 9-23, 2026
				69		Booy South ES	
				60		Eastern Cogon ES	
				147		Manga ES	
				64		Taloto ES	
				64		Tiptip ES	
				64		Ubujan ES	
6	Textbook	ENGLISH 6 TEACHERS MANUAL	6	2	Cogon Elementary School	Booy ES	
				1		Booy South ES	
				1		Eastern Cogon ES	
				2		Manga ES	
				2		Taloto ES	
				2		Tiptip ES	
				2		Ubujan ES	
7	Textbook	ALIGWAS NG ISIP FILIPINO SA WIKA, LITERASI, AT TEKSTO 6 BATAYANG AKLAT	6	70	Cogon Elementary School	Booy ES	November 9-23, 2026
				69		Booy South ES	
				60		Eastern Cogon ES	
				147		Manga ES	
				64		Taloto ES	
				64		Tiptip ES	
				64		Ubujan ES	
8	Textbook	ALIGWAS NG ISIP FILIPINO SA WIKA, LITERASI, AT TEKSTO 6 MANWAL NG GURO	6	2	Cogon Elementary School	Booy ES	
				1		Booy South ES	
				1		Eastern Cogon ES	
				2		Manga ES	
				2		Taloto ES	
				2		Tiptip ES	
				2		Ubujan ES	

9	Textbook	KABUTIHANG ASAL AT WASTONG PAG-UUGALI 6 BATAYANG AKLAT	6	70	Cogon Elementary School	Booy ES	November 9-23, 2026
				69		Booy South ES	
				60		Eastern Cogon ES	
				147		Manga ES	
				64		Taloto ES	
				64		Tiptip ES	
				64		Ubujan ES	
10	Textbook	KABUTIHANG ASAL AT WASTONG PAG-UUGALI 6 MANWAL NG GURO	6	2	Cogon Elementary School	Booy ES	
				1		Booy South ES	
				1		Eastern Cogon ES	
				2		Manga ES	
				2		Taloto ES	
				2		Tiptip ES	
				2		Ubujan ES	
11	Textbook	GMRC (Good Manners and Right Conduct) - Textbook	3	669	Cogon Elementary School	Booy ES	Upon Delivery from Central Office
						Booy South ES	
						Eastern Cogon ES	
						Manga ES	
						Taloto ES	
						Tiptip ES	
						Ubujan ES	
12	Textbook	GMRC (Good Manners and Right Conduct) - Teachers Manual	3	16	Cogon Elementary School	Booy ES	Upon Delivery from Central Office
						Booy South ES	
						Eastern Cogon ES	
						Manga ES	
						Taloto ES	
						Tiptip ES	
						Ubujan ES	
13	Textbook	English 4 - LM	4	669	Cogon Elementary School	Booy ES	Upon Delivery from Central Office
						Booy South ES	
						Eastern Cogon ES	
						Manga ES	
						Taloto ES	
						Tiptip ES	
						Ubujan ES	
14	Textbook	English 4 - TM	4	16	Cogon Elementary School	Booy ES	Upon Delivery from Central Office
						Booy South ES	
						Eastern Cogon ES	
						Manga ES	
						Taloto ES	
						Tiptip ES	
						Ubujan ES	
15	Textbook	Music and Arts 4 - LM	4	669	Cogon Elementary School	Booy ES	Upon Delivery from Central Office
						Booy South ES	
						Eastern Cogon ES	
						Manga ES	
						Taloto ES	
						Tiptip ES	
						Ubujan ES	
16	Textbook	Music and Arts 4 - LM	4	16	Cogon Elementary School	Booy ES	Upon Delivery from Central Office
						Booy South ES	
						Eastern Cogon ES	
						Manga ES	
						Taloto ES	
						Tiptip ES	
						Ubujan ES	

Enclosure 3

Learning Resources Hauling and Delivery Schedule

ARAL Workbooks - Elementary

Pick-up point: Division Office
Delivery courier service provider: Z-Pacific Trucking Services

No.	KS 1 LEARNERS ENGLISH	KS 1 LEARNERS FILIPINO	TUTOR'S GUIDE KS 1 ENGLISH	TUTOR'S GUIDE KS 1 FILIPINO	LEARNER'S WORKBOOK KS 2	TUTOR'S GUIDE KS 2	LEARNER'S WORKBOOK KS 2 PLUS	TUTOR'S GUIDE KS 2 PLUS	Recipient School	Date of Delivery
1	80	80	8	8	49	6	49	6	BOOL ELEMENTARY SCHOOL	November 9-23, 2026
2	95	95	8	8	38	2	38	2	BOOY ELEMENTARY SCHOOL	
3	80	80	8	8	40	8	40	8	BOOY SOUTH ELEMENTARY SCHOOL	
4	90	90	4	4	45	6	45	6	CABAWAN ELEMENTARY SCHOOL	
5	80	80	5	5	90	8	90	8	CITY EAST EELEMENTARY SCHOOL	
6	90	90	15	15	50	8	50	8	COGON ELEMENTARY SCHOOL	
7	85	85	10	10	60	6	60	6	DAMPAS ELEMENTARY SCHOOL	
8	85	85	10	10	40	7	40	7	DAO ELEMENTARY SCHOOL	
9	85	85	6	6	40	6	40	6	EASTERN COGON ELEMENTARY SCHOOL	
10	90	90	10	10	55	8	55	8	MANGA ELEMENTARY SCHOOL	
11	60	60	10	10	55	6	55	6	MANSASA ELEMENTARY SCHOOL	
12	90	90	9	9	70	5	70	5	SAN ISIDRO ELEMENTARY SCHOOL	
13	80	80	12	12	80	6	80	6	TALOTO ELEMENTARY SCHOOL	
14	70	70	8	8	120	6	120	6	TIPTIP ELEMENTARY SCHOOL	
15	325	325	25	25	140	15	140	15	TAGB. CITY CENTRAL ELEMENTARY SCHOOL	
16	80	80	9	9	115	6	115	6	UBUJAN ELEMENTARY SCHOOL	
	1565	**1565**	**157**	**157**	**1087**	**109**	**1087**	**109**		

No.	LEARNER'S WORKBOOK KS 3	TUTOR'S GUIDE KS 3	LEARNER'S WORKBOOK KS 3 PLUS	TUTOR'S GUIDE KS 3 PLUS	Recipient School	Date of Delivery
1	772	50	772	50	DR. CECILIO PUTONG NATIONAL HIGH SCHOOL - JHS	November 9-23, 2026
2	51	18	51	18	COGON NATIONAL HIGH SCHOOL	
3	378	28	378	28	MANGA NATIONAL HIGH SCHOOL	
4	55	22	55	22	MANSASA NATIONAL HIGH SCHOOL	
5	169	20	169	20	SAN ISIDRO NATIONAL HIGH SCHOOL	
6	0	0	0	0	TAGBILARAN CITY SCIENCE HIGH SCHOOL	
7	52	9	52	9	TALOTO NATIONAL HIGH SCHOOL	
8	91	10	91	10	CITY OF TAGB. NATIONAL HIGH SCHOOL	
	1568	**157**	**1568**	**157**		