




DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY



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DIVISION ADVISORY

TO: Public Schools District Supervisors
District Property Custodians
This Division

FROM: 
EDILBERTO L. OPLENARIA
Schools Division Superintendent

RE: Distribution of K-12 Learner's Materials, Teacher's Guides and Pre-School
Supplementary Reading Materials

DATE: July 3, 2013

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Deped-MALAYBALAY CITY DIVISION

RELEASED

Date: 7/8/13 Time: 10:49AM
By: [Signature]

1. The Property and Supply Unit of the Division Office will now distribute the K-12 Learner's Materials for Grade 1 and Grade 7 Quarters 3 and 4 and Pre-School Supplementary Reading Materials.
2. Considering the volume of the books, the distribution will be done systematically based on the following schedule only, unless prior adjustments will be made by the District Supervisor with the Division Office:
 - July 15, 2013 (Monday) – Far East District
 - July 16, 2013 (Tuesday) – East District
 - July 17, 2013 (Wednesday) – North District
 - July 18, 2013 (Thursday) – Central District
 - July 19, 2013 (Friday) – West District
 - July 22, 2013 (Monday) – South District
 - July 23, 2013 (Tuesday) – All Secondary Schools
3. In view of this, the District/Secondary School Property Custodians are hereby directed to retrieve the books on the said date. Any conflict in the schedule shall be communicated to the Division Office in advance. The distribution for elementary level will be done by district, hence, only the **District** Property Custodian or in his/her absence the District Supervisor, will be entertained. It is advised that a vehicle will be brought along with them to be used in transporting the books.
4. For compliance and widest dissemination.

ELO/sylm