

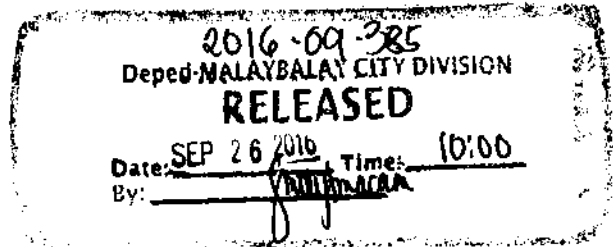


**DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
P-6, Casisang, Malaybalay City**

Telefax # 088-813-2894 or 221-4597, E-mail add: dpdmlybfcity@yahoo.com
Website: www.depedmalaybalay.net



September 23, 2016



DIVISION MEMORANDUM
NO. 497 s. 2016


**TO: Chief, Curriculum Implementation Division
Chief, Schools Governance Operations Division
Public Schools District Supervisors
Elementary and Secondary School Heads
District/Elementary and Secondary School Property Custodians
This Division**

Re: DELIVERY AND DISTRIBUTION OF LEARNING RESOURCE MATERIALS

1. This pertains to the mass delivery and distribution of Learning Resource Materials (Textbooks, LMs, TMs, Science and Math Equipment) to be delivered in your respective Districts by the Department of Education through the Bureau of Learning Resources (BLR).
2. In view thereof, you are hereby directed to retrieve the said learning resource materials from your respective district custodians and facilitate the distribution of the same in your respective schools.
3. Further, expenses to be incurred in transporting the centrally procured elementary learning resource materials from the school district offices to elementary schools shall be charged against downloaded funds from the Central Office to the Division Office subject to the usual accounting and auditing policies, rules and regulations.
4. Relative thereto, the following requirements shall be submitted to the Accounting Section of this Division in claiming reimbursement of transportation expenses:
 - Disbursement Voucher
 - Obligation Request
 - Itinerary of Travel
 - Travel Order (TO)
 - Certificate of Appearance (CA)
 - Reimbursement Expense Receipt (RER)

- Copy of Inventory Custodian Slip/Property Acknowledgement Receipt
- Other support documents

5. For your information, guidance and strict compliance.


EDILBERTO L. OPLENARIA, CESO VI
OIC, Schools Division Superintendent 6

Copy furnished: *Records Unit*
Property and Supply Unit

To be posted in the Division website

ELO/ear