



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

September 15, 2025

DIVISION MEMORANDUM
NO. 551, s. 2025

**DELIVERY OF THE MATATAG CURRICULUM TRANSITION LEARNING
RESOURCES FOR GRADE 2, 3, 5 AND 8 AT THE ALTERNATE FOUR (4)
SECTORIAL DROP-OFF (REGIONAL OFFICE PROCUREMENT)**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Public Secondary/Elementary School Heads
District / School Property Custodians
All Others Concerned

1. For the information and guidance of all concerned, this is to notify all public elementary and secondary schools of the delivery of the MATATAG Curriculum Transition Learning Resource (LRs) for Grades 2,3,5, and 8. Designated sectorial drop-off points of the said learning resources are identified below.

SECTOR	DISTRICT	SCHOOL	ADDRESS	
1.North Sector	Magalang South District	Magalang Elementary School	San Nicolas, Magalang, Pampanga	
2.East Sector	Mexico South District	Mexico Elementary School	Parian, Mexico, Pampanga	
3.South Sector	Sto. Tomas District	San Matias Elementary School	San Matias, Sto. Tomas, Pampanga	
4.West Sector	Guagua East District	Betis Elementary School	Betis, Guagua, Pampanga	



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3. Relatively, kindly advise the district and secondary school custodians that said materials will be available for pick up at the said Sectorial Drop-Off. **Distribution is per district for elementary and per municipality for secondary.** Sectorial Drop-Off shall issue required Inventory Transfer Report (ITR) for issuance.

4. Due to the voluminous number of deliveries Administrative Officers II (Elementary) shall assist the Sectorial Drop-Off in the segregation, issuance, and proper accounting of the materials. The said materials are estimated to be delivered on September 17, 2025, onwards. No deliveries shall be made during weekends and holidays.

5. To alleviate congestion of materials in the SDO caused by the volume of deliveries from regional and central, Office of the Schools Division Superintendent is tasked to design mechanism to distribute the said materials directly to the Sectorial drop-off at the soonest possible time.

6. The SDO through the Curriculum Implementation Division (CID) – LRMSD Section determined the allocation for each material per school, considering the most equitable distribution.

7. Expenses incurred to the above activity may be charged against the School MOOE subject to the usual accounting and auditing rules and regulations. This Memorandum will serve as the Travel Order of in charge. Also, it is requested to bring “HELPERS” to load and unload the items.

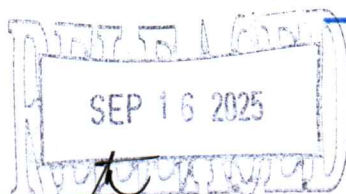
8. Learning Resources (LMs) received should be immediately issued and received by recipient schools pursuant to DepEd Order Number 041 s. 2022 re: Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education.

9. Expected number of materials to be delivered in each drop off point within SDO can be accessed through this link:

<https://tinyurl.com/R3-TRANS-2358-ALLOCATION>

10. Immediate and wide dissemination of this Memorandum is desired

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