



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

March 17, 2026

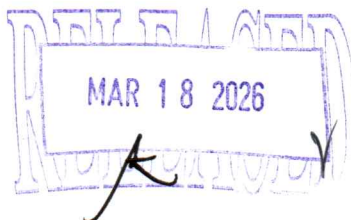
DIVISION MEMORANDUM
NO. 200, s. 2026


**DELIVERY AND DISTRIBUTION OF STORYBOOKS FOR KEY STAGE 1
AND MATERIALS FOR READING NOOKS**

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

1. In reference to the enclosed Regional Memorandum No. 046, s. 2026, re: Inspection and Delivery of Storybooks for Key Stage 1 and Materials for Reading Nooks dated February 18, 2026. All District Property Custodians are hereby requested to pick up their respective allocations at the Division Office, Property and Supply Unit on **March 19, 2026 (Thursday)**.
2. Expenses incurred in relation to this activity may be charged against the School MOOE, subject to the usual accounting and auditing rules and regulations. This Memorandum shall also serve as the Travel Order of the personnel concerned.
3. The list of recipient schools, corresponding items, and distribution details can be accessed through this link: <https://tinyurl.com/R3-SBsKS1-List-DDOPs>
4. Immediate and wide dissemination of this Memorandum is desired.

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ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

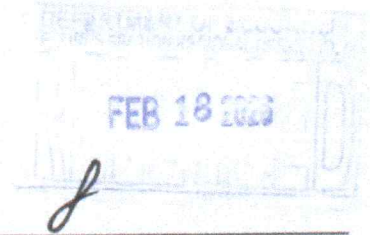
Encl.: As stated.
osds-supply-2026-03-003



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Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 046 s. 2026

**INSPECTION AND DELIVERY OF STORYBOOKS FOR KEY STAGE 1
AND MATERIALS FOR READING NOOKS**

To : Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. For the information and guidance of all concerned, this is to announce the delivery and inspection of the **Storybooks for Key Stage 1 and Materials for Reading Nooks** to the 2,975 Elementary Schools of the Region.
2. As per Annex A of the Joint Memorandum on the Guidelines for the Utilization of Fiscal Year 2025 Current Appropriations Balances to Support Teaching and Learning in KS1, this project directly supports the strengthening of Key Stage 1 (KS1) implementation by ensuring the provision of quality-assured ready-to-print (RTP) Storybooks, as well as to support the creation and maintenance of Reading Nooks, a designated space within classrooms or any appropriate place within schools that encourages independent reading.
3. The **list of recipient schools, the list of Storybooks and Reading Nook materials, designated School District Drop-Off Points (DDOPs), and the distribution list** can be accessed through this link: <https://tinyurl.com/R3-SBsKS1-List-DDOPs> .
4. Each school shall receive 50 copies of Storybooks and materials intended for the establishment of Reading Nooks (shelves, bins, plastic cover, construction paper, and bookends), to be delivered within the month of **February 2026**. The specific delivery dates for the said suppliers will be communicated directly to Schools Division Offices (SDOs).
5. The supplier was strictly instructed to coordinate with **Division Supply Officers (DSOs)** at least **five days before making the actual deliveries** to allow the said personnel to make necessary arrangements. No deliveries shall be made after office hours, on weekends, or on holidays.



Address: Matalino St. D.M. Government Center, Maimpis,
City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
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6. The **School Administrative Officer and/or School Property Custodian** shall receive the materials, in the presence of the **School Head and/or School Library-in-Charge**, following the prescribed procedures for receiving delivery of goods. In cases where any of the aforementioned are not present during delivery, **the SDOs are directed to officially designate a Division, District, and/or School personnel to facilitate the receipt of deliveries.**
7. The **Regional Inspectorate Team (RIT)** is tasked to conduct a **pre-delivery inspection** at the supplier site. Meanwhile, SDOs through their respective **Division Inspectorate Teams (DITs)** are instructed to commence **Division-level inspection** upon receipt of the items at the drop-off points. The RIT, in turn, shall conduct validation of findings.
8. Each SDO through the **Administrative Services - Property and Supply Unit, Office of the Schools Division Superintendent (OSDS)** is tasked to **design mechanisms to distribute the said materials** to intended schools at the soonest possible time to avoid congestion in school DDOPs, **in coordination with the Division LRMS.** Meanwhile, the SDOs through the **Curriculum Implementation Division (CID)** shall **ensure optimal utilization** of the storybooks and materials, following existing guidelines.
9. Immediate dissemination and compliance with this Memorandum is enjoined.

RONNIE S. MALLARI, PhD, CESO III
Regional Director

Encl.: As stated
References: None
To be indicated in the Perpetual Index
under the following subjects:

DELIVERY	INSPECTION	KEY STAGE 1
READING NOOKS	STORYBOOKS	

CLMD1/LRMS1
February 6, 2026

To send feedback
regarding any of
our services,
kindly scan the
QR Code.



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