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

July 27, 2026

DIVISION MEMORANDUM
NO. 434, s. 2026

OFFICIAL PICK-UP AND DROP-OFF SITES FOR THE DELIVERY OF BIG-TICKET ITEMS (UPDATED)

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. Pursuant to **DepEd Order No. 041, s. 2021**, entitled *Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education*, this Office reiterates the responsibilities of DepEd Inspectors, Property Custodians, Supply Officers, and all other concerned personnel across all governance levels in the proper inspection, acceptance, recording, safeguarding, and distribution of procured goods. These protocols are intended to ensure that all delivered items are properly received, accounted for, and promptly made available for their intended end-users, particularly the recipient schools, teachers, and learners.

2. In line with the foregoing, attached hereto as **Annexes A to C** are the **Updated Official Pick-up and Drop-off Sites for DepEd Pampanga Deliveries**, which shall serve as the authorized delivery and distribution points for identified projects, particularly those involving large-volume or high-value procurements. All suppliers, school heads, property custodians, inspectors, end-user units, and other concerned personnel are hereby directed to strictly adhere to the designated pick-up and drop-off sites to ensure an orderly, efficient, and well-coordinated delivery and distribution process.

3. Considering the substantial volume of deliveries and the logistical requirements attendant thereto, Property Custodians assigned within the identified districts or cluster pick-up and drop-off sites are hereby enjoined to extend the necessary assistance in the receipt, inspection, segregation, inventory, issuance, documentation, and proper accounting of all delivered goods intended for recipient schools. Such assistance shall be

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undertaken in accordance with existing government accounting, auditing, and property management rules and regulations. Expenses necessarily incurred in the performance of these activities may be charged against the respective School Maintenance and Other Operating Expenses (MOOE), subject to the usual budgeting, accounting, and auditing laws, rules, and regulations.

4. Property Custodians designated at the official pick-up and drop-off sites shall exercise due diligence in ensuring the timely release and dispatch of all deliveries to the recipient schools. They shall likewise maintain complete and accurate records of all items received and released and shall immediately coordinate with the concerned recipient schools to facilitate the prompt claiming of delivered goods.

5. Recipient schools are likewise directed to claim their respective deliveries immediately upon notification to avoid congestion at the designated pick-up and drop-off sites and to minimize the risk of damage, deterioration, loss, or unnecessary delays in distribution. Any issues or concerns involving delayed pick-up, unclaimed deliveries, discrepancies, shortages, damages, or other delivery-related concerns shall be immediately reported to the **Property and Supply Unit, Schools Division Office of Pampanga**, for appropriate action.

6. All concerned officials and personnel are enjoined to strictly comply with the provisions of this Memorandum to ensure transparency, accountability, efficiency, and the uninterrupted distribution of government-procured goods in support of the Department's programs and services.

7. Immediate and wide dissemination of and strict compliance with this Memorandum are hereby directed.

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

UR: 17650
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JUL 28 2026

Encl.: As stated.
osds-supply-2026-07-016

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ANNEX A

OFFICIAL PICK-UP AND DROP-OFF SITES FOR THE DELIVERY OF BIG-TICKET ITEMS (UPDATED)
ELEMENTARY - BY DISTRICT

	SECTOR	DISTRICT	CENTRAL SCHOOL	ADDRESS
1	EAST	CANDABA EAST	BAHAY PARE ES	SITIO 1 BAHAY PARE, CANDABA, PAMPANGA
2	EAST	CANDABA NORTH	SALAPUNGAN ES	SALAPUNGAN, CANDABA, PAMPANGA
3	EAST	CANDABA WEST	CANDABA ES	BUAS, CANDABA, PAMPANGA
4	EAST	MEXICO NORTH	STO. ROSARIO ES	STO. ROSARIO, MEXICO, PAMPANGA
5	EAST	MEXICO SOUTH	MEXICO ES	STO. CRISTO, MEXICO, PAMPANGA
6	EAST	MEXICO WEST	ANAO ES	ANAO, MEXICO, PAMPANGA
7	EAST	SAN LUIS	SAN LUIS ES	STA. CRUZ POBLACION, SAN LUIS, PAMPANGA
8	EAST	STA. ANA	STA. ANA ES	STA. LUCIA, STA. ANA, PAMPANGA
9	NORTH	ARAYAT EAST	SAN NICOLAS ES	SAN NICOLAS, ARAYAT, PAMPANGA
10	NORTH	ARAYAT WEST	ARAYAT CS	SAN AGUSTIN SUR, ARAYAT, PAMPANGA
11	NORTH	BACOLOR SOUTH	BACOLOR INTEGRATED SCHOOL	CABAMBANGAN, BACOLOR, PAMPANGA
12	NORTH	BACOLOR NORTH	BACOLOR ES MADAPDAP RESETTLEMENT	MADAPDAP RESETTLEMENT, MABALACAT, PAMPANGA
13	NORTH	MAGALANG NORTH	SAN MIGUEL ES	SAN MIGUEL, MAGALANG, PAMPANGA
14	NORTH	MAGALANG SOUTH	MAGALANG CS	SAN NICOLAS, MAGALANG, PAMPANGA
15	NORTH	PORAC EAST	PORAC ES	LUMANLAN ST., POBLACION, PORAC, PAMPANGA
16	NORTH	PORAC WEST	MITLA ES	MODEL COMMUNITY PIO, PORAC, PAMPANGA
17	SOUTH	APALIT	SAN VICENTE ES	SAN VICENTE, APALIT, PAMPANGA
18	SOUTH	MACABEBE EAST	MACABEBE ES	SAPANG PARI, SAN ROQUE, MACABEBE, PAMPANGA
19	SOUTH	MACABEBE WEST	STA. MARIA ES	STA. MARIA, MACABEBE, PAMPANGA
20	SOUTH	MASANTOL SOUTH	BEBE ANAC ES	BEBE ANAC, MASANTOL, PAMPANGA
21	SOUTH	MASANTOL NORTH	MASANTOL ES	SAN NICOLAS, MASANTOL, PAMPANGA
22	SOUTH	MINALIN	MINALIN ES	STO. ROSARIO, MINALIN, PAMPANGA
23	SOUTH	SAN SIMON	SAN SIMON ES	SAN JOSE, SAN SIMON, PAMPANGA
24	SOUTH	STO. TOMAS	SAN MATIAS ES	SAN MATIAS, STO. TOMAS, PAMPANGA
25	WEST	FLORIDABLANCA EAST	FLORIDABLANCA ES	SAN ANTONIO, FLORIDABLANCA, PAMPANGA
26	WEST	FLORIDABLANCA WEST	SAN JOSE ES	SAN JOSE FLORIDA BLANCA
27	WEST	GUAGUA EAST	GUAGUA ES	STA. FILOMENA, GUAGUA, PAMPANGA
28	WEST	GUAGUA WEST	SAN ANTONIO CENTRAL SCHOOL	SAN ANTONIO, GUAGUA, PAMPANGA
29	WEST	LUBAO EAST	LUBAO ES	PLAZA LUBAO, LUBAO, PAMPANGA
30	WEST	LUBAO NORTH	STA. MONICA ES	STA. MONICA, LUBAO, PAMPANGA
31	WEST	LUBAO WEST	STA. CRUZ ES	STA. CRUZ, LUBAO, PAMPANGA
32	WEST	SASMUAN	SASMUAN ES	STA. LUCIA, SASMUAN, PAMPANGA
33	WEST	STA. RITA	STA. RITA ES	SAN VICENTE, STA. RITA, PAMPANGA

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Property and Supply Unit

Approved by:

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Schools Division Superintendent

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ANNEX B

OFFICIAL PICK-UP AND DROP-OFF SITES FOR THE DELIVERY OF BIG-TICKET ITEMS (UPDATED)

SECONDARY-BY CLUSTER

	CLUSTER	SCHOOL NAME	MUNICIPALITY	ADDRESS
1	Cluster I	Tinajero NHS - Sta. Lucia HS Annex	MAGALANG	Sta Lucia Resettlement San Isidro Magalang Pampanga
2	Cluster II	Porac Model Comm. HS (Resettlement School)	PORAC	Model Community Pio Porac Pampanga
3	Cluster III	San Roque Dau NHS	LUBAO	Camaya St. San Roque Dau 1st Lubao, Pampanga
4	Cluster IV	Diosdado Macapagal HS	MEXICO	Sto. Domingo, Mexico, Pampanga
5	Cluster V	Bahay Pare National High School	Candaba	Bahay Pare, Candaba, Pampanga
6	Cluster VI	STO. ROSARIO NHS, MINALIN	Minalin	High School blvd Sta Maria Minalin Pampanga
7	Cluster VII	STA. MARIA NHS, MACABEBE	Macabebe	Purok 2 Sta. Maria Macabebe, Pampanga

SECONDARY-BY MUNICIPALITY

	CLUSTER	SCHOOL NAME	MUNICIPALITY	ADDRESS
1	Cluster I	Justino Sevilla High School	ARAYAT	Purok 1, Mangga Cacutud Arayat, Pampanga
2	Cluster I	Tinajero NHS - Sta. Lucia HS Annex	MAGALANG	Sta Lucia Resettlement San Isidro Magalang Pampanga
3	Cluster II	Betis High School	GUAGUA	San Nicolas 2nd, Betis, Guagua, Pampanga
4	Cluster II	Porac Model Comm. HS (Resettlement School)	PORAC	Model Community Pio Porac Pampanga
5	Cluster II	Becuran High School	SANTA RITA	BECURAN STA RITA PAMPANGA
6	Cluster II	Sto. Tomas NHS (Sasmuan)	SASMUAN (SEXMOAN)	Sto. Tomas, Sasmuan, Pampanga
7	Cluster III	Floridablanca National Agricultural School	FLORIDABLANCA	Pabanlag, Floridablanca, Pampanga
8	Cluster III	San Roque Dau NHS	LUBAO	Camaya St. San Roque Dau 1st Lubao, Pampanga
9	Cluster IV	San Vicente Pilot School for Philippine Craftsmen	BACOLOR	BULAON RESETTLEMENT SITE , CITY OF SAN FERNANDO, PAMPANGA
10	Cluster IV	Diosdado Macapagal HS	MEXICO	Sto. Domingo, Mexico, Pampanga
11	Cluster IV	Sta. Ana NHS	SANTA ANA	San Agustin, Sta.Ana, Pampanga
12	Cluster V	Bahay Pare National High School	Candaba	Bahay Pare, Candaba, Pampanga
13	Cluster V	San Luis HS	SAN LUIS	STO.TOMAS, SAN LUIS, PAMPANGA
14	Cluster VI	San Matias HS	SANTO TOMAS	San Matias, Sto. Tomas, Pampanga
15	Cluster VI	STO. ROSARIO NHS, MINALIN	Minalin	High School blvd Sta Maria Minalin Pampanga
16	Cluster VI	San Simon HS	SAN SIMON	Poblacio, Brgy. San Jose, San Simon, Pampanga
17	Cluster VI	Apalit High School	APALIT	Sulipan, Apalit, Pampanga
18	Cluster VII	STA. MARIA NHS, MACABEBE	Macabebe	Purok 2 Sta. Maria Macabebe, Pampanga
19	Cluster VII	Masantol High School	MASANTOL	Bebe Anac, Masantol, Pampanga

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ANNEX C

OFFICIAL PICK-UP AND DROP-OFF SITES FOR THE DELIVERY OF BIG-TICKET ITEMS (UPDATED)
BY SECTORIAL

	SECTOR	DISTRICT	CENTRAL SCHOOL	ADDRESS
1	WEST SECTOR	Guagua East District	GUAGUA ES	STA. FILOMENA, GUAGUA, PAMPANGA
2	NORTH SECTOR	Magalang South District	MAGALANG CS	SAN NICOLAS, MAGALANG, PAMPANGA
3	EAST SECTOR	Mexico North District	STO. ROSARIO ES	STO. ROSARIO, MEXICO, PAMPANGA
4	SOUTH SECTOR	Sto. Tomas District	SAN MATIAS ES	SAN MATIAS, STO. TOMAS, PAMPANGA

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