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

August 20, 2026

DIVISION MEMORANDUM
NO. 478, s. 2026

DELIVERY AND DISTRIBUTION OF PRINTERS, BOND PAPER, AND SUPPLEMENTAL LEARNING RESOURCES IN SUPPORT OF THE IMPLEMENTATION OF THE ARAL PROGRAM

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.In support of the implementation of the Academic Recovery and Accessible Learning (ARAL) Program, and pursuant to the procurement of Reproduction Support Materials and Supplementary Learning Resources, the Schools Division Office of Pampanga shall facilitate the delivery and distribution of the procured materials to the designated sectorial drop-off locations for subsequent distribution to the recipient schools.

2.The following items are expected to be delivered:

a. Printers and Bond Paper. The delivery of printers and bond paper shall be made to the designated sectorial pick-and-drop-off locations, as indicated in the approved Distribution List. Upon receipt, the recipient schools shall ensure that the printers are properly labeled with the following marking "FOR THE IMPLEMENTATION OF THE ARAL PROGRAM"

b.Supplementary Learning Resources.The publishing companies/lots covered under the procurement are as follows:

1. Lot 1 – Lampara Publishing House, Inc.
2. Lot 2 – Adarna Publishing House
3. Lot 3 – St. Bernadette Publishing Corporation
4. Lot 4 – St. Mary's
5. Lot 5 – Inspiration Publishing Co.
6. Lot 6 – The Bookmark, Inc.
7. Lot 7 – PLL Publishing Corporation
8. Lot 8 – Jericopim Publishing House, Inc.

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

3.Schedule of Delivery. The delivery of the foregoing items shall commence on August 24, 2026 to September 4, 2026, until the completion of all scheduled deliveries. The deliveries shall be undertaken in accordance with the approved Distribution List, which identifies the designated sectorial drop-off locations and recipient schools. Districts and Clusters shall proceed to their respective sectorial drop off locations for the pick up.

4. In the event that the designated drop-off location becomes inaccessible due to adverse weather conditions, flooding, or other unforeseen circumstances, the concerned drop-off personnel shall immediately inform the Property and Supply Unit through appropriate communication and recommend an alternative drop-off location within the same sector for proper coordination, guidance, and necessary arrangements.

5.Responsibilities of Property Custodians. The Property Custodians assigned at the designated pick-and-drop-off locations are reminded to:

a. receive and facilitate the proper turnover of the delivered items;

b. ensure that deliveries are properly documented and acknowledged by the authorized receiving personnel;

c. coordinate with the recipient schools regarding the prompt collection and dispatch of their respective allocations; and

d. maintain proper accountability and safekeeping of the items while awaiting pick-up by the concerned recipient schools.

6.Prompt Pick-Up by districts and clusters. All are strongly enjoined to coordinate with their respective sectorial drop-off locations and promptly pick up their allocated printers, bond paper, and supplementary learning resources upon notification of availability. School Heads and designated representatives shall ensure that the items are received, properly accounted for, and transported to their respective schools without unnecessary delay.

7.Reporting of Delays and Concerns. Any concern involving late pick-up, failure of recipient schools to collect their allocations, delivery discrepancies, damaged or incomplete items, or other issues that may affect the timely distribution of the procured materials shall be reported immediately to the Property and Supply Unit of the Division Office for appropriate action and coordination with the concerned parties.

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8.For reference and guidance, the Distribution List containing the detailed allocation and designated sectorial drop-off locations may be accessed through the following link: **https://bit.ly/ARALMATERIAL**

9.Expenses that may be incurred relative to the retrieval and transportation of the said learning materials shall be charged against available local funds and/or Maintenance and Other Operating Expenses (MOOE), subject to the usual accounting, auditing, and existing government rules and regulations.

10.All concerned are expected to extend their full cooperation and ensure that the delivery and distribution of the materials are undertaken efficiently, expeditiously, and with due regard to proper accountability and documentation, consistent with applicable DepEd policies, procurement rules, and property and supply management procedures.

11.Immediate and appropriate dissemination of this Memorandum is hereby directed.

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

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Encl.: As stated.
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