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Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

10 MAR 2026

DIVISION MEMORANDUM

No: 195 s. 2025

**ISSUANCE OF CERTIFICATE OF ACCEPTANCE FOR DELIVERED TEXTBOOKS,
TEACHER'S MANUAL AND LEARNING TOOLS AND EQUIPMENT,
AND ALLOCATION LISTS**

To: Asst. Schools Division Superintendent
Chief Education Supervisor-CID
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to Regional Memorandum No. 302, s. 2026, this Office directs all delivery sites/recipient schools to issue Certificate of Acceptance (CA) for delivered textbooks, teacher's manuals, and learning tools and equipment.
2. The Certificate of Acceptance (CA) serves as a mandatory supporting document for the processing of the supplier's payment. Delivery site/recipient schools are instructed to:
 - a. Verify and confirm the completeness, accuracy, and condition of all delivered textbooks, teacher's manuals, and learning tools and equipment based on the Delivery Receipt (DR) and Inspection and Acceptance Report (IAR).
 - b. Prepare and sign the CA only after validation of the delivered items.
 - c. Provide the signed CA directly to the Supplier for inclusion to their billing requirements; and
 - d. Furnish a copy of the CA to the Schools Division Office (SDO) for monitoring and documentation purposes.
3. The CA template and the allocation list of LRs in the delivery sites/recipient schools can be accessed through this link: https://bit.ly/2026_AllocationList_CA.
4. Attached is the Regional Memorandum No. 302, s. 2026 for reference.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
10 MAR 2026
RELEASED
BY: *[Signature]*

[Signature]
VILMA D. EDA, CESO V
Schools Division Superintendent

Enclosure: as stated
References: RM No. 302, s. 2026

CID/rrr/DM_CertifAcceptance
March 10, 2026



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Your Feedback is important to us. Visit this link bit.ly/SDQViganCityCSM





Republic of the Philippines
Department of Education
REGION I



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REGIONAL MEMORANDUM

No. 302, s. 2026

**ISSUANCE OF CERTIFICATE OF ACCEPTANCE FOR DELIVERED TEXTBOOKS,
TEACHER'S MANUALS, AND LEARNING TOOLS AND EQUIPMENT,
AND ALLOCATION LISTS**

To: Schools Division Superintendents
Chiefs, Curriculum Implementation Division

1. In connection with the ongoing implementation and delivery of various procurement projects of this Office on the provision of learning resources (LRs) to teachers and learners, all delivery sites/recipient schools are hereby directed to issue a Certificate of Acceptance (CA) to the Supplier immediately upon completion of the delivery of the required materials for the following projects:

- a. Supply and Delivery of Textbooks and Teacher's Manual Titles and Provision of Electronic TXs and TMs for Grade 4 Music and Arts;
- b. Supply and Delivery of Textbooks and Teacher's Manuals Titles and Provision of Electronic TXs and TMs for Grade 3;
- c. Provision of Textbooks and Teacher's Manuals and Electronic TXs and TMs for Grade 1 Mathematics;
- d. Provision of Textbooks and Teacher's Manuals and Electronic TXs and TMs for Grades 6, 9, and 10;
- e. Printing and Delivery of Kinder Workbook for FY 2026;
- f. Mass Production, Supply, Delivery, Installation, Training and Maintenance of Science and Mathematics Equipment Packages for Public Elementary, Junior and Senior High Schools - FY 2026;
- g. Supply, Distribution, Configuration, Testing, Commissioning, Training, and Maintenance of TVL (TechPro) Tools and Equipment Packages to Public Senior High Schools (Various Tools and Equipment) FY 2026; and
- h. Mass Production, Supply, Distribution, Configuration, Testing, Commissioning, Training, and Maintenance of TVL Tools and Equipment Packages to Public Senior High Schools (Various Tools and Equipment) - FY 2025 Funds.

2. The Certificate of Acceptance (CA) shall serve as a mandatory supporting document for the processing of the supplier's payment. Delivery sites/recipient schools are therefore instructed to:

- a. Verify and confirm the completeness, accuracy, and condition of all delivered textbooks, teacher's manuals, and learning tools and equipment based on the Delivery Receipt (DR) and Inspection and Acceptance Report (IAR);
- b. Prepare and sign the CA only after validation of the delivered items;
- c. Provide the signed CA directly to the Supplier for inclusion in their billing requirements; and

- d. Furnish a copy of the CA to the Schools Division Office (SDO) for monitoring and documentation purposes.
3. For your reference regarding the allotted LRs in the delivery site/recipient school and CA template, you may access the allocation list through this link: [https://bit.ly/2026\)AllocationList_CA](https://bit.ly/2026)AllocationList_CA).
4. Immediate dissemination of and strict compliance with this Memorandum is desired.

For the Regional Director:

RHODA T. RAZON
Director III

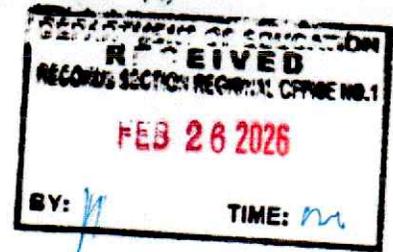
Encl: None
References: None
To be indicated in the Perpetual Index
Under the following subjects:

CERTIFICATE OF ACCEPTANCE
LEARNING TOOLS AND EQUIPMENT
TEACHER'S MANUALS
TEXTBOOKS

CLMD/gaa.nnc/RM-IssuanceCertificateAcceptanceDeliveredTXsTMsLTEEequipment
March 5, 2026



Republic of the Philippines
Department of Education
 BUREAU OF LEARNING RESOURCES



Office of the Director

MEMORANDUM
 BLR-2026-02-0423



FOR : **REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 ALL OTHERS CONCERNED**

FROM : *[Signature]*
ATTY. SUZETTE T. GANNABAN-MEDINA
 Director IV

SUBJECT : **ISSUANCE OF CERTIFICATE OF ACCEPTANCE FOR
 DELIVERED TEXTBOOKS, TEACHER'S MANUALS, AND
 LEARNING TOOLS AND EQUIPMENT AND ALLOCATION LISTS**

DATE : **February 24, 2026**

In line with the ongoing implementation and delivery of various procurement projects of this Office on the provision of learning resources (LRs) to teachers and learners, all delivery sites/recipient schools are hereby directed to issue a Certificate of Acceptance (CA) to the Supplier immediately upon completion of the delivery of the required materials for the following projects:

1. Supply and Delivery of Textbook and Teacher's Manual Titles and Provision of Electronic TXs and TMs for Grade 4 Music and Arts;
2. Supply and Delivery of Textbook and Teacher's Manuals Titles and Provision of Electronic TXs and TMs for Grade 3;
3. Provision of Textbooks and Teacher's Manuals and Electronic TXs and TMs for Grade 1 Mathematics;
4. Provision of Textbooks and Teacher's Manuals and Electronic TXs and TMs for Grade 6, 9, and 10;
5. Printing and Delivery of Kinder Workbook for FY 2026;
6. Mass Production, Supply, Delivery, Installation, Training and Maintenance of Science and Mathematics Equipment Packages to Public Elementary, Junior and Senior High Schools - FY2026;
7. Supply, Distribution, Configuration, Testing, Commissioning, Training, and Maintenance of TVL (TechPro) Tools and Equipment Packages to Public Senior High Schools (Various Tools and Equipment) – FY 2026, and
8. Mass Production, Supply, Distribution, Configuration, Testing, Commissioning, Training, and Maintenance of TVL Tools and Equipment Packages to Public Senior High Schools (Various Tools and Equipment) – FY 2025 Funds.



The CA shall serve as a mandatory supporting document for the processing of the Supplier's payment. Delivery sites / recipient schools are therefore instructed to:

1. Verify and confirm the completeness, accuracy, and condition of all delivered textbooks, teacher's manuals, and learning tools and equipment based on the Delivery Receipt (DR) and Inspection and Acceptance Report (IAR);
2. Prepare and sign the CA only after full validation of the delivery;
3. Provide the signed CA directly to the Supplier for inclusion in their billing requirements; and
4. Furnish a copy of the CA to the Schools Division Office (SDO) for monitoring and documentation purposes.

For your reference regarding the allotted LRs in the delivery site/recipient school and template for CA, you may access the allocation list through the link below.

https://bit.ly/2026_AllocationList_CA

Immediate dissemination of and strict compliance with this Memorandum is desired.



Republic of the Philippines
Department of Education
 Region _____
 SCHOOLS DIVISION OF _____

CERTIFICATE OF ACCEPTANCE

Project Name :

Supplier :

Total Quantity :

TXs: _____

TMs: _____

Kinder Workbook: _____

DR No:

IAR No.:

Delivery Site/Recipient School :

This is to certify that the above-mentioned supplier has successfully delivered the complete and required quantities of learning resources in accordance with the approved Contract and the corresponding Delivery Receipt.

The delivered items were inspected, verified, and found to be in order as to quantity and apparent condition by the authorized representative of the delivery site/recipient school. The same were officially received and accepted on (date), as evidenced by the duly signed Delivery Receipt and Inspection and Acceptance Report (IAR).

This Certification is issued for whatever legal and official purpose it may serve.

Issued this ___ day of _____ 20__ at _____.

NAME MI. SURNAME
 Designation
 Authorized Representative
 Delivery Site/Recipient School

- Attachment:
- Inspection and Acceptance Reports
 - Delivery Receipts

