2011 - 2464

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

**Office of the Schools Division Superintendent**

19 NOV 2026

**DIVISION MEMORANDUM**
**No. 1030 s. 2026**

**ONGOING DELIVERY, INSPECTION AND ACCEPTANCE OF THE ARAL MATHEMATICS TEACHING AND LEARNING MATERIALS FOR REGION I**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads
Administrative Officer IV-Supply
Division Inspectorate Team
All Others Concerned

1. In reference to the Regional Memorandum No. 1544 s. 2026, dated November 18, 2026, titled *Ongoing Delivery, Inspection and Acceptance of the ARAL Mathematics and Learning Materials for Region I,* for information, guidance and strict compliance of all concerned.

2. Relative to the distribution of the said materials to recipient schools in the Schools Division Office of Vigan City, the items shall be claimed via direct pick-up at the Division Supply Office by the respective School's Administrative Officer II (AO II). Accordingly, all concerned personnel are directed to strictly observe the following procedures:

a. Prior to pick-up and release, the designated Division Inspectorate Team, in coordination with the recipient school's representative, shall inspect the materials at the Division Supply Office to verify compliance with approved specifications, quantities, and other contract requirements.

b. Immediately after satisfactory inspection, the designated inspectorate Team ad the appropriate accepting/ receiving official (School Head / Property Custodian) shall accomplish and sign the Inspection Acceptance Report (IAR). The receiving personnel **shall ensure that the actual date the items were received is clearly indicated** on the documents.

c. Any deficiency or non-conformity must be properly documented and immediately reported to the Division Supply Office for endorsement to Regional Office I. No acceptance documents shall be signed for incomplete or non-conforming deliveries.

d. All accomplished and signed IARs must be submitted immediately to the Division Supply Office upon pick-up so that the Division can transmit the Original to the Regional Office Asset Management Section

and email scanned copies to ams.region1@deped.gov.ph not later than one (1) week after the date of receipt, in order to avoid the issuance of a Demand Letter to this Office.

3. Attached is the Regional Memorandum for reference.

4. Immediate dissemination and strict compliance with this Memorandum are directed.

**VILMA D. EDA, CESO V**
Schools Division Superintendent

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
19 NOV 2026
RELEASED
BY

Encl.: As Stated
Reference: Regional Memo No. 1544 s. 2026
To be indicated in the perpetual Index under the following subjects:

LEARNING RESOURCES MATHEMATICS PROCUREMENT

OSDS/DAA/sbr

Republic of the Philippines
**Department of Education**
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
RECEIVED
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BY:
DATE: NOV 10 2026

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**REGIONAL MEMORANDUM**
No. 1544, s. 2026

**ONGOING DELIVERY, INSPECTION AND ACCEPTANCE OF THE ARAL MATHEMATICS TEACHING AND LEARNING MATERIALS FOR REGION 1**

To: Schools Division Superintendents

1. This has reference to the project titled, *"Printing and Door-to-Door Delivery of ARAL Mathematics Teaching and Learning Materials for Region 1"* of the Regional Office through the Curriculum and Learning Management Division-Learning Resource Management Section.

2. Anent this, all concerned are directed to ensure the prompt and proper completion of the inspection, acceptance, and delivery report upon receipt of the materials.

3. Inspection and Acceptance of Deliveries

A. The designated Inspectorate Team of each SDO shall conduct the inspection of the materials and verify their compliance with the approved specifications, quantities, and other applicable requirements under the contract.

B. The Inspection and Acceptance Report (IAR) shall be accomplished and signed by the duly authorized Inspectorate Team and the appropriate accepting/receiving official, as applicable.

C. The signing of the IAR is an essential part of the government's inspection and acceptance process. The COA Government Accounting Manual identifies the IAR as the document used to report the result of the inspection made by the authorized inspector and the status of the accepted items.

D. The requirement for inspection and acceptance is likewise consistent with the government's procurement and contract implementation procedures, under which delivered goods are subject to inspection and acceptance prior to payment. DepEd procurement documents similarly require duly signed IARs as supporting documents for payment.

E. Accordingly, the designated Inspectorate Team is directed to perform its inspection function and accomplish/sign the IAR immediately upon completion of the required inspection, provided that the delivered materials conform to the approved specifications and contract requirements. The signed IAR shall be submitted to the Regional Office Asset Management Section **not later than a week after the date of the delivery.** Demand Letter will be issued to the concerned SDOs who will not comply to this provision. Scanned copies are also requested to be sent to ams.region1@deped.gov.ph. Any deficiency or non-conformity shall be properly documented and reported immediately to the Regional Office for appropriate action in accordance with the applicable contract provisions.

4. Ensure that the date the items received are indicated.

5. Attached is the Distribution List for reference.

6. For any queries or clarification, please contact the Curriculum and Learning Management Division-Learning Resource Management Section at telephone number (072) 682-2324 local 121 or email at irmds.region1@deped.gov.ph.

7. For guidance and compliance.

For the Regional Director:

**RHODA T. RAZON**
Director III

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

LEARNING RESOURCES

CLMD.AMU/dcb.gaa.nnc.rmb/RM_OngoingDeliveryARALMathematics
November 18, 2026

DepEd RO1
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Republic of the Philippines
Department of Education
REGION I

## Distribution List of ARAL Mathematics Teaching and Learning Materials for Region 1

| TITLE | Alaminos City | Batac City | Candon City | Dagupan City | Ilocos Norte | Ilocos Sur | Laoag City | La Union | Pangasinan I | Pangasinan II | San Carlos City | San Fernando City | Urdaneta City | Vigan City | *Total* |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ***ARAL-MATH KS 1*** | | | | | | | | | | | | | | | |
| Grade 1 Learner's Worksheets | 410 | 170 | 191 | 789 | 1,755 | 2,044 | 321 | 2,736 | 6,673 | 5,576 | 860 | 349 | 648 | 221 | ***22,743*** |
| Grade 1 Tutor's Guide | 22 | 21 | 25 | 39 | 102 | 102 | 26 | 137 | 390 | 355 | 53 | 27 | 32 | 21 | ***1,352*** |
| Grade 2 Learner's Worksheets | 270 | 176 | 225 | 525 | 1,426 | 1,375 | 281 | 2,033 | 4,703 | 3,975 | 447 | 279 | 414 | 170 | ***16,299*** |
| Grade 2 Tutor's Guide | 24 | 15 | 16 | 41 | 81 | 79 | 19 | 112 | 298 | 250 | 204 | 20 | 26 | 15 | ***1,200*** |
| Grade 3 Learner's Worksheets | 342 | 203 | 203 | 648 | 1,508 | 1,542 | 219 | 2,354 | 4,225 | 3,802 | 672 | 305 | 396 | 151 | ***16,570*** |
| Grade 3 Tutor's Guide | 27 | 15 | 15 | 42 | 90 | 82 | 15 | 132 | 418 | 366 | 38 | 15 | 30 | 15 | ***1,300*** |
| ***ARAL MATH KS 2*** | | | | | | | | | | | | | | | |
| Grade 4 Learner's Worksheets | 298 | 181 | 166 | 541 | 1,265 | 1,384 | 339 | 1,732 | 4,612 | 3,792 | 428 | 343 | 341 | 125 | ***15,547*** |
| Grade 4 Tutor's Guide | 20 | 15 | 16 | 40 | 78 | 84 | 17 | 107 | 391 | 296 | 31 | 17 | 27 | 11 | ***1,150*** |
| Grade 5 Learner's Worksheets | 664 | 648 | 278 | 870 | 2,110 | 2,572 | 473 | 2,840 | 6,963 | 4,514 | 723 | 318 | 401 | 209 | ***23,583*** |
| Grade 5 Tutor's Guide | 33 | 32 | 14 | 44 | 100 | 105 | 24 | 135 | 505 | 402 | 46 | 20 | 30 | 10 | ***1,500*** |
| Grade 6 Learner's Worksheets | 773 | 676 | 356 | 990 | 1,900 | 2,850 | 624 | 3,754 | 7,268 | 6,126 | 1,092 | 582 | 692 | 317 | ***28,000*** |
| Grade 6 Tutor's Guide | 39 | 33 | 20 | 49 | 140 | 170 | 31 | 207 | 790 | 586 | 54 | 29 | 34 | 18 | ***2,200*** |
| ***ARAL MATH KS 3*** | | | | | | | | | | | | | | | |
| Grades 7 & 8 Learner's Worksheets | 805 | 261 | 829 | 1,892 | 4,945 | 6,736 | 1,766 | 9,537 | 15,925 | 13,655 | 3,010 | 1,088 | 2,097 | 961 | ***63,507*** |
| Grades 7 & 8 Tutor's Guide | 40 | 15 | 41 | 94 | 247 | 336 | 88 | 476 | 1,391 | 1,214 | 152 | 54 | 104 | 48 | ***4,500*** |
| Grades 9 & 10 Learner's Worksheets | 1,523 | 487 | 1,672 | 3,678 | 7,431 | 9,666 | 3,419 | 15,358 | 37,246 | 29,400 | 5,932 | 2,174 | 3,838 | 2,113 | ***123,937*** |
| Grades 9 & 10 Tutor's Guide | 76 | 24 | 83 | 183 | 471 | 633 | 170 | 917 | 3,218 | 2,525 | 296 | 108 | 191 | 105 | ***9,000*** |
| | | | | | | | | | | | | | | | ***332,388*** |

Prepared by

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Learning Resource Management Section

Checked and Reviewed by:

**DINAH C. BONAO**
Chief Education Spupervisor
Curriculum and Learning Management Division