



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA

11 April 2025

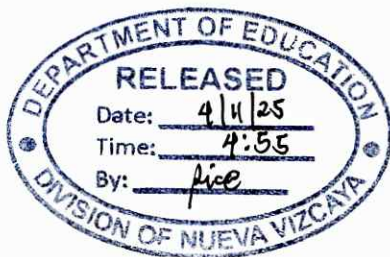
DIVISION MEMORANDUM


No. 181, s. 2025

**PROCESS FLOW ON THE DELIVERY, ACCEPTANCE, ALLOCATION, AND
DISTRIBUTION OF CENTRALLY/REGIONALLY-PROCURED LEARNING
RESOURCES FROM SDO-NV TO DISTRICTS/SCHOOLS**

To: Assistant Schools Division Superintendent
Chiefs ES-(CID and SGOD)
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. Relative to the concern of the field regarding LR delivery, acceptance, allocation, and distribution of centrally/regionally procured learning resources which was raised during the 3rd Division Management Committee Meeting (MANCOM) held at Saint Mary's University, Bayombong, Nueva Vizcaya last March 24, 2025, this Schools Division Office thru the CID-LRMS in coordination with the Division Supply Officer, informs and shares to the field the crafted Process Flow to address the mentioned concerns.
2. The Process Flow which is found in the attached Enclosure shall serve as the work instructions to all concerned.
3. It is requested that all district heads shall strictly monitor the compliance of schools under their area of responsibility.
4. For information, dissemination, guidance and strict compliance.




ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

04-2025-169

CID-EPS-4/11/25-beg



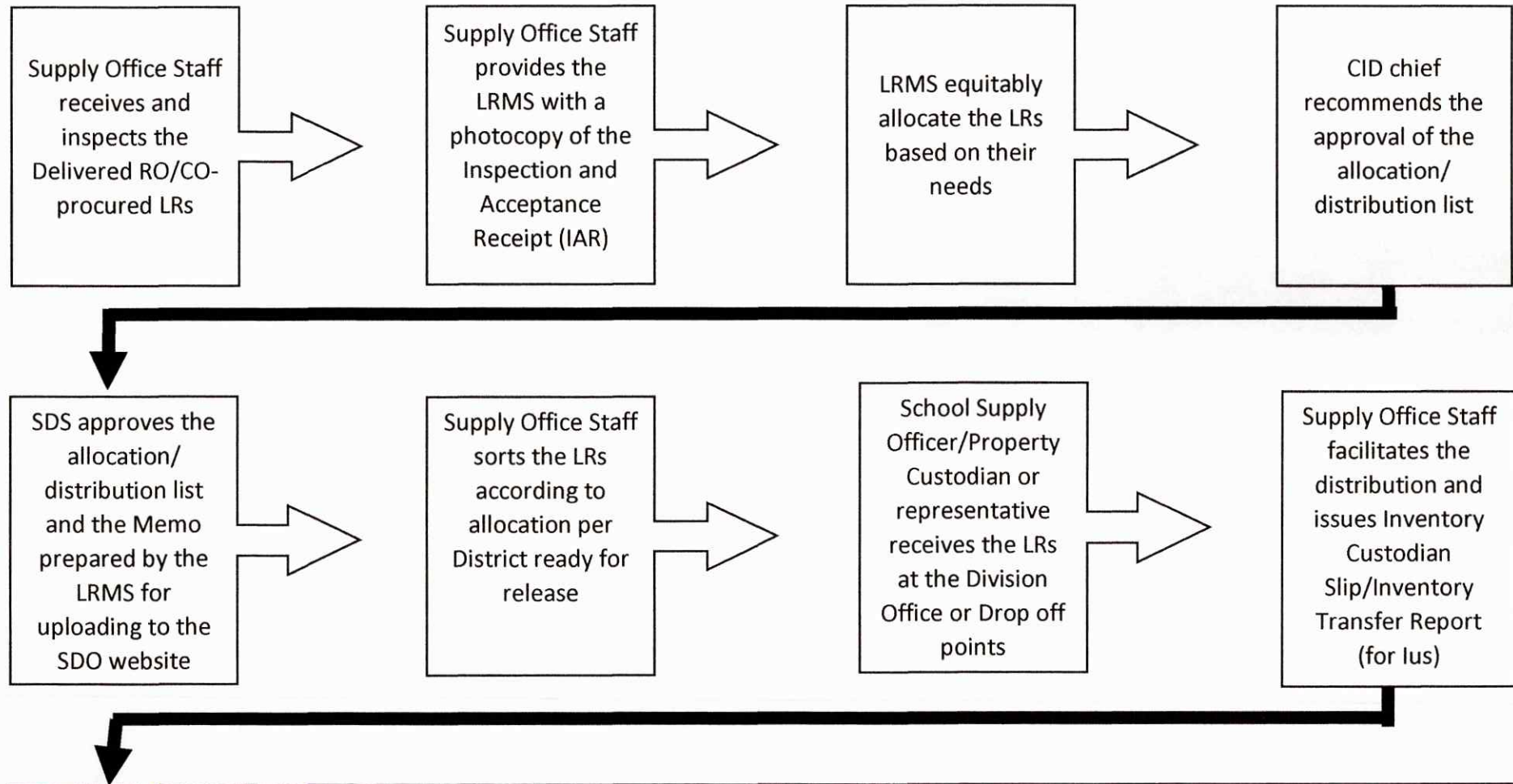
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Enclosure to Division Memorandum No. _____, s. 2025

PROCESS FLOW ON THE DELIVERY, ACCEPTANCE, ALLOCATION AND DISTRIBUTION OF CO/RO-PROCURED
LEARNING RESOURCES FROM SDO-NV/DROP OFF POINTS





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