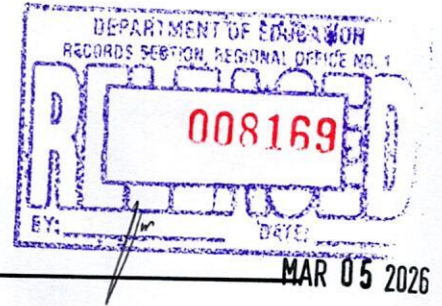




Republic of the Philippines
Department of Education
 REGION I



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



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Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 2



- 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

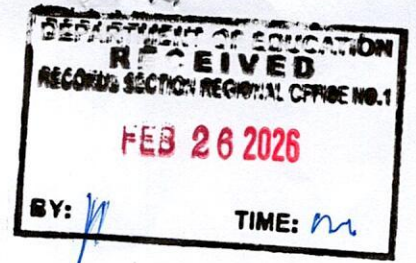
To be indicated in the Perpetual Index
Under the following subjects:

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

CLMD/gaa.nnc/RM-IssuanceCertificateAcceptanceDeliveredTXsTMsLTTEEequipment
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.



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 (BLRC) Ecotech Compound Sudlon, Lahug, Cebu City; (032) 230-7939; (032) 230-7948
 Email Address: blr.od@deped.gov.ph; blr.lrd@deped.gov.ph; blr.lrgad@deped.gov.ph; blr.cebu@deped.gov.ph

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

