DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
RECEIVED
029378
DATE: NOV 03 2026

REGIONAL MEMORANDUM
No. 1451, s. 2026

DELIVERY, INSPECTION AND ACCEPTANCE OF REGION I STORYBOOKS FOR LIBRARY HUBS

To: Schools Division Superintendents
Supply Officers

1. To facilitate the timely delivery, inspection, acceptance, and payment processing of the Region I Storybooks for Library Hubs, all concerned Schools Division Offices (SDOs) are hereby informed that the delivery of the said materials to the SDOs shall **commence on November 3, 2026**.

2. In view of the scheduled deliveries, 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 Storybooks 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 as Annex A is the Distribution List and Annex B: Technical Specifications 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 lrmds.region1@deped.gov.ph.

7. For guidance and compliance.

ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

Encl: Distribution List and Technical Specifications
Reference: None
To be indicated in the Perpetual Index
Under the subject:

LEARNING RESOURCES

CLMD-LRMS.AMU/DCB.gaa.rnb/RM_Delivery.Inspection&AcceptanceofStorybooksforLibraryHubs
October 30, 2026

DepEd RO1 Documan
LRMDS260465

Annex A: Distribution List of Storybooks for Library Hubs

TITLE	Hilario Valdez Memorial ES, Brgy. Nalupta, Batac City SDO Batac City	Candon South Central School, San Nicolas, Candon City SDO Candon City	Marcos CES, Lydia Marcos, Ilocos Norte SDO Ilocos Norte	Narvacan North Central School, Ilocos Sur SDO Ilocos Sur	Cabugao Integrated School, Ilocos Sur SDO Ilocos Sur	Gabaldon SDO Laoag City	San Juan CES, San Juan, La Union SDO La Union	Malasiqui I CS, Poblacion Malasiqui, Pangasinan SDO Pangasinan I	Mangatarem Central School, Calbo, Mangatarem, Pangasinan I, SDO Pangasinan I	Pangasinan II Rosales South Central SDO Pangasinan II	Speaker Eugenio Perez National Agricultural School Roxas Blvd., San Carlos City SDO San Carlos City	San Fernando South Central Integrated School, Brgy. Tanqui, City of San Fernando SDO San Fernando City	SDO Urdaneta City	Ayusan-Paoa ES, Vigan City SDO Vigan City
Si Kuya Obet	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Si Pura Pugita at ang Sandaang Perlas	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Si Mikmik Tahimik	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Si Kiko Kamote at ang Pangarap na Bisikleta	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Si Nenet na Mahilig Mag-internet	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Si Trudis Kamatis	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Broom Broom	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Bawat Isa Naiiba	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Ang Tsinelas ni Kulas	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Ang Trumpetang Kabibe ni Tagak	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Ang Pitong Diwata ng Hugis	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Ang Magsasaka at ang Hardin ng Pag-asa	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Ang Pinakamasayang Araw sa Mundo	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Ang mga Tanim na Gulay ni Tatay	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Kaibigang Ulan	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Si Sabrina at ang mga Yabag	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Parating na ang Halimaw	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Daga.. Daga...Dong!	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Umiiyak na Bubong (The Roof is Crying)	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Handa na ba si Empanada? : Is Empanada Ready?	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Ang Longganisa ni Isa (Isa's longganisa)	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Yaya si Kuya,Yaya ni Manong	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Salamin, Salamin	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Kabinet ni Gian (Gian's Cabinet)	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Nalilito si Lito	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Kawawang Kamote	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Bok Cyborg	250	250	400	400	400	250	400	749	749	550	300	250	300	250

A Gift to a Mother	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Ang Kalakasan ni Pengkoy	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Hannah, a Gift of Love	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Drowing ni Dodong	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Bakit?	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Ang Kambal na Palaka	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Kiro and Kuriro	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Putol Man ang Lapis	250	250	400	400	400	250	400	749	749	550	300	250	300	250
Tears of Joy	250	250	400	400	400	250	400	750	749	550	300	250	300	250
The Silly Cat and the Wise Mouse	250	250	400	400	400	250	400	750	749	550	300	250	300	250
The Three Stray Cats	250	250	400	400	400	250	400	750	750	550	300	250	300	250

Annex B: Technical Specifications

Book size: 8.27" x 11.69" (A4 size equivalent -finished product)
Paper Requirement:
Cover: C2S 180 lbs. or
Foldcote cal. 12, solid white,
with one side UV lamination
Inside Pages: C2S 100 lbs
Colors:
Cover: 4/4 color
Inside Pages: 4/4 color
Binding: Saddle stitched