DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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BY:
DATE:
NOV 25 2026

REGIONAL MEMORANDUM
No. 1574, s. 2026

DELIVERY AND ASSEMBLY, INSPECTION AND ACCEPTANCE OF THE SUPPLIES AND FIXTURES FOR THE LIBRARY HUBS IN REGION 1

To: Schools Division Superintendents

1. This has reference to the project titled, *"Supply and Door-to-Door Delivery of Supplies and Fixtures for the Library Hubs in Region 1"* of the Regional Office through the Curriculum and Learning Management Division-Learning Resource Management Section.

2. Anent this, the delivery and assembly schedule of the winning supplier will start from November 25, 2026 to December 04, 2026. 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 lrmds.region1@deped.gov.ph.

7. For guidance and compliance.

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

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

LIBRARY HUBS

CLMD.AMU/dcb.gaa.nnc.rnb/RM_DeliverySuppliesFixturesforLibraryHubs
November 25, 2026

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LRMDS260506

ANDSONS
Block 22 Lot 2 Sicily Street
Pallas Athena Executive Village
Anabu II-C, Imus City, Cavite 4103
046-4367106/09479984085
Andsons Educational

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24 November 2026

DR. ESTELA P. LEON-CARIÑO, EdD, CESO III
Regional Director IV
Head of Procuring Entity
Department of Education
Regional Office No. 1 – Ilocos
Flores Street, Catbangen, City of San Fernando, La Union

Through: **DINAH C. BONAO**
Procuring Entity Representative and End-User

Subject: **Delivery and Assembly Plan for the Library Hubs of Region I**

Dear Madam:

Greetings!

In reference to Annex A, the List of Library Hubs and Its Addresses, we respectfully submit our delivery plan for the 14 Library Hub recipients across the Schools Division Offices (SDOs) of Region I.

DELIVERY AND ASSEMBLY SCHEDULE
All items will be delivered to the 14 Library Hub drop-off sites from **November 25 to December 4, 2026.**

DROP-OFF SITES

NO.	SDO	LIBRARY HUB RECIPIENT	EXACT ADDRESS
1	Batac City	Hilario Valdez Memorial ES	Brgy. Nalupta, City of Batac
2	Candon City	Candon South Central School	San Isidro, Candon City, Ilocos Sur
3	Ilocos Norte	Marcos CES, Lydia Marcos, Ilocos Norte	Marcos CES, Marcos, Ilocos Norte

NO.	SDO	LIBRARY HUB RECIPIENT	EXACT ADDRESS
4	Ilocos Sur	Narvacan North Central School	Sitio Limmansangan, Margaay, Narvacan, Ilocos Sur
5	Ilocos Sur	Cabugao Integrated School	Cabugao, Ilocos Sur
6	Laoag City	Gabaldon ES	Brgy. 23 P. Paterno St., San Matias, Laoag City
7	La Union	San Juan ES	Ili Sur Poblacion, San Juan, La Union
8	Pangasinan I	Malasiqui I CS	Montemayor St., Malasiqui, Pangasinan
9	Pangasinan I	Mangatarem Central School	Calvo Street, Mangatarem, Pangasinan
10	Pangasinan II	Rosales South Central School	Poblacion Zone I, Rosales, Pangasinan
11	San Carlos City	Speaker Eugenio Perez National Agricultural School	Roxas Blvd., San Carlos City, Pangasinan
12	San Fernando City	San Fernando South Central Integrated	Tanqui, City of San Fernando, La Union
13	Urdaneta City	SDO Urdaneta City	High School Drive, San Vicente, Urdaneta City
14	Vigan City	Ayusan-Paoa ES	Paoa, Vigan City, Ilocos Sur

We will coordinate with the SDO Supply Officer and the LR EPS listed in Annex A before each delivery to confirm the arrival time and the receiving person. We respectfully request that the concerned SDOs and school heads be informed of this schedule so that the area is ready and accessible on the day of delivery.

Should the schedule need adjustment because of weather, road conditions or site readiness, we will notify your office and the concerned SDO immediately.

Thank you very much for your support and guidance.

Respectfully yours,

ANDSONS EDUCATIONAL RESOURCES, INC.

EARL JOSEPH C. ANDRADE
President

Republic of the Philippines
Department of Education
REGION I

DISTRIBUTION LIST OF SUPPLIES AND FIXTURES FOR THE LIBRARY HUBS IN REGION 1

No.	ITEM	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 ES- 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	Total Qty
Lot 1																
	a. Storage and Organizer Box	50	50	50	50	50	50	50	50	50	50	50	50	50	50	***700***
	b. PVC Transparent Plastic Book Cover	5	5	5	5	5	5	5	5	5	5	5	5	5	5	***70***
															Total:	***770***
Lot 2:																
	a. Steel Shelf Rack	10	10	10	10	10	10	10	10	10	10	10	10	10	10	***140***
	b. Office Table	2	2	2	2	2	2	2	2	2	2	2	2	2	2	***28***
	c. Divider	3	3	3	3	3	3	3	3	3	3	3	3	3	3	***42***
	d. Swivel chair	2	2	2	2	2	2	2	2	2	2	2	2	2	2	***28***
															Total:	***238***

Prepared by:

GINA A. AMOYEN
Education Program Supervisor
LRMS

Noted by:

DINAH C. BONAO
Chief Education Program Supervisor
CLMD

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