



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

March 08, 2024

DIVISION MEMORANDUM

No. 108, s. 2024

**POLICY ON THE RETRIEVAL/RETURN OF TEXTBOOKS, TEACHER'S MANUALS &
OTHER LEARNING & INSTRUCTIONAL MATERIALS ISSUED TO LEARNERS AND
TEACHERS BEFORE JUNE 2024**

**TO: DIVISION SUPPLY OFFICER II
ADMINISTRATIVE OFFICERS II (AOII)
SCHOOL PROPERTY CUSTODIANs
HEADS, PUBLIC ELEMENTARY & SECONDARY SCHOOLS
TEACHERS, PUBLIC ELEMENTARY & SECONDARY TEACHERS
ALL OTHERS CONCERNED**

1. In adherence to the directive of **DepEd Order No. 003, s. 2024** entitled **Amendment to DepEd Order No. 022, s. 2023** (*Implementing Guidelines on the School Calendar & Activities for the School Year 2023 – 2024*), particularly paragraph 7 of the same issuance which thus states, “**No voluntary or mandatory tasks or activities shall be assigned to teachers from June 1 to 30, 2024**”, this division thru the Supply Office Unit, provides the **Policy on the Retrieval/Return of Textbooks, Teacher's Manuals and Other Learning & Instructional Materials Issued to Learners & Teachers Before June 2024**.
2. This policy includes the reiteration of relevant provisions in DepEd Order No. 25, 2003, hence, the principals/school heads (SHs) shall ensure that TXs with the TMs and other IMs, which are government properties are properly recorded, used, cared for, safeguarded for natural & human elements and retrieved or returned completely at the end of every school year.
3. Assigned AOs should also help remind teacher-advisers to encourage their students to return the TXs preferably prior to the closing of classes so losses can be kept to a minimum, therefore, close monitoring by the SHs of the retrieval procedures is a must, so all TXs, TMs and IMs are intact, properly arranged, labeled and recorded in preparation of the annual inventory and accounting of PPEs.
4. Additionally, SHs may assign non-teaching personnel to assist the AO before, during and after the scheduled Inventory and Accounting of PPEs.
5. All concerned DepEd officials are enjoined to strictly implement and adhere to the enclosed guidelines and procedures. Hence, any infraction of these guidelines shall be dealt with administratively.
6. Immediate dissemination of and strict compliance with this Division Memo is directed.


SHERLITA A. PALMA, EdD, CESO VI
OIC-Schools Division Superintendent 