



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

JUL 07 2025

DIVISION MEMORANDUM

No. 396, s. 2025

**PHYSICAL RETRIEVAL OF ENGLISH READING KITS DISTRIBUTED IN
2017**

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary School Heads
Administrative Officer II
All Others Concerned

1. In preparation for the upcoming distribution of new English Reading Kits to selected schools, the Division Supply Office respectfully requests the schools listed in the enclosure to return their existing **English Reading Kit Level 1** to the Division Supply Office for assessment of condition and usability.
2. School Property Custodians are advised to coordinate closely with the Division Supply Office to ensure accurate documentation and a smooth return process. Any loss or damage to the reading kits should be properly reported using the required forms and supported by appropriate documentation in accordance with existing COA and DepEd guidelines.
3. Immediate compliance with this directive is requested to facilitate timely assessment and distribution planning of reading resources.
4. For inquiries or clarification, schools may contact the Division Supply Office.
5. Wide dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
OIC-Schools Division Superintendent



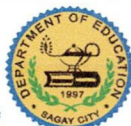
Enclosure : 1
Reference :
Allotment : N/A
No. of Pages : 2

To be indicate in the **Perpetual Index** under the following subjects:

SUPPLY

LEARNING RESOURCES

MONITORING



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597/ sagaycity001@depd.gov.ph



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

Enclosure 1

Reading Kit Distribution (2017)

School	Quantity
Jose B. Puey Sr. ES	2 sets
Maria Lopez ES	2 sets
Bato Central ES	1 set
Vito ES	2 sets
Pedro R. Katalbas II ES	1 set
Lopez Jaena ES	2 sets
Filomeno Pascual ES	1 set
Hautea ES	1 set
Eusebio Lopez Memorial IS	2 sets
TOTAL	14 sets