



Republic of the Philippines  
Department of Education  
Region VI - Western Visayas  
SCHOOLS DIVISION OF SAGAY CITY

JUL 22, 2025

DIVISION MEMORANDUM  
No. **433**, s. 2025

**DIVISION POLICY GUIDELINES ON THE PROPER DISTRIBUTION, CARE, RETRIEVAL  
AND DISPOSAL OF TEXTBOOKS WITH THE TEACHERS MANUALS AND OTHER  
INSTRUCTIONAL MATERIALS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors – CID & SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Schools Division Office of Sagay City, through the CID-Learning Resource Management Section, is implementing policy guidelines for the proper distribution, maintenance, retrieval, and disposal of textbooks, teacher's manuals, and other instructional materials to all school property custodians and Learning Resource coordinators
2. School Heads must ensure that government properties and supplies are used correctly, cared for, and protected from natural and human damage. It is also essential that these materials are recorded accurately. D.O. No. 14, s. 2012.
3. Textbooks and teacher's manuals, along with other instructional materials provided to students and teachers, are free and are intended to be used for at least five years, unless otherwise specified for consumable resources.
4. Resources provided by the Central Office (CO), Regional Office (RO), or Schools Division Office (SDO) should be collected from learners after use and stored properly for safekeeping and future use. Old and unused resources can be compiled into folders and distributed to learners as "emergency learning folders" to keep at home. These folders are to be used during class suspensions to ensure that learning continues.
5. In cases of resource loss due to unforeseen events such as typhoons, floods, earthquakes, fires, theft, or accidents, parents or guardians must submit a letter to the teacher or adviser within 15 days of the loss. This letter must be duly signed by the learner's parent or guardian.
6. The school supply officer or designated property custodian is responsible for identifying obsolete, damaged, or worn-out resources and submitting an inventory to the Division Office through the Division Supply Officer, as stated in D.O. No. 26, s. 2007.
7. The School Head should ensure that all textbooks, teacher's manuals, and other learning resources marked for condemnation or disposal are no longer included in the inventory.
8. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
9. Immediate dissemination of and compliance with this Memorandum are desired

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

Number of pages including this document: 1  
Enclosure : None  
Reference : DO 14, s. 2012  
Allotment :

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

POLICY      GUIDELINES      DISPOSAL      CARE      LEARNING RESOURCE MATERIALS



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
Telephone Nos. 488-02-15; 722-0597/ [sagaycity001@deped.gov.ph](mailto:sagaycity001@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
Region VI - Western Visayas  
**SCHOOLS DIVISION OF SAGAY CITY**

---

Enclosure No. 1

**MANAGEMENT POLICY FOR LEARNING RESOURCES**

**A. Distribution**

1. All learners shall have equitable access to quality learning resources regardless of their geographical location, learning modality (face-to-face, online, modular), socioeconomic background, or learning needs. DepEd Order No. 18, s. 2020 – Policy Guidelines for the Provision of Learning Resources in the Implementation of the Basic Education Learning Continuity Plan (BE-LCP).
2. Resources must be distributed before or at the start of each learning period or academic quarter. A clear schedule must be developed and communicated in advance to all parents/guardian and stakeholders.
3. An updated inventory of learning resources must be maintained at all times. Distribution must be logged and monitored to ensure that all intended recipients have received their materials.
4. Distribution of physical learning materials must strictly observe health protocols (e.g., social distancing, mask-wearing, sanitation) in accordance with national and local health guidelines.
5. For schools implementing blended or online learning, digital learning resources (e.g., e-books, modules, videos) must be made accessible through official learning platforms (e.g., LMS, DepEd Commons) and made compatible with low-bandwidth devices.
6. School heads, teachers, parents, and community stakeholders shall be involved in the distribution process to ensure efficient delivery and promote community support.
7. A system for feedback and issue-reporting must be in place. Learners and parents should be able to report missing or damaged materials for immediate resolution.
8. Learning resources must be designed, selected, and used with sustainability in mind. Schools shall promote the reuse and recycling of physical learning materials wherever applicable.
9. Teachers, school supply officers, and distribution teams shall be accountable for the proper documentation and delivery of learning resources. Any loss or mismanagement must be reported and investigated promptly.
10. Special consideration must be given to learners with disabilities (LWDs), indigenous learners, and those in conflict-affected or geographically isolated areas by providing customized or translated learning resource

**B. Care and Retrieval**

1. All users shall be oriented on proper care and retrieval processes at the beginning of each school year.
  2. All users must handle learning resources with care and respect.
  3. Users must avoid marking, tearing, or damaging any learning material.
  4. Any food or drinks must be kept away from learning resources.
  5. All materials borrowed must be recorded in the Learning Resource Inventory System
  6. Borrowed materials must be returned after use.
  7. Lost or damaged resources must be reported immediately for replacements and or include in the following reproductions.
  8. Teachers and librarians shall ensure learning materials are properly stored after use.
  9. Regular inspections shall be conducted to check the condition of the resources.
  10. Damaged LRs shall be repaired or replaced following proper procedures.
  11. Used/unused Learning resources must be stored in designated areas with proper temperature and humidity control.
  12. Teachers shall serve as role models and mentors for learners in resource care.
  13. The Learning Resource Management Section (LRMS) shall conduct periodic audits and submit reports on the condition and inventory status of all learning resources.
- 

Department of Education (DepEd). (2020).

UNESCO. (2016). *Guidelines for the Management of Learning Resources*.

---



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
Telephone Nos. 488-02-15; 722-0597/ [sagaycity001@deped.gov.ph](mailto:sagaycity001@deped.gov.ph)