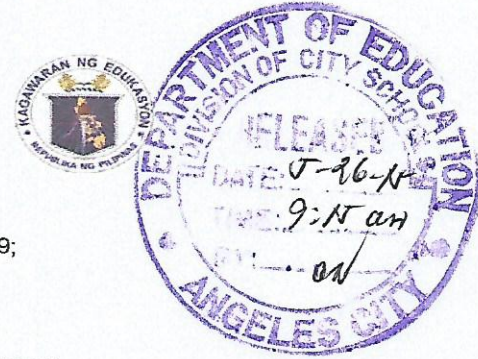




Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

Jesus Street, Pulungbulu, Angeles City
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May 20, 2015

DIVISION MEMORANDUM
No. 87, s. 2015

To: Public Elementary and Secondary School Heads
School Property Custodians
Division Supply Officers

**DepEd Policy and Guidelines on the Proper Distribution, Care, Recording,
Retrieval and Disposal of Textbooks with the Teacher's Manuals and other
Instructional Materials**

1. DepEd Central Office issued policy and guidelines on the proper distribution, care, recording retrieval and disposal of textbooks, with the teacher's manuals and other instructional materials through DepEd Order No. 14, s. 2012 dated February 10, 2012.
2. All school heads and their property custodians are advised to strictly follow this DepEd Order and to disseminate its contents to teachers, parents and students/pupils;
3. Strict compliance to this policy is desired.
4. For information & guidance.

NICOLAS T. CAPULONG, Ph. D., CESO V
Schools Division Superintendent

Ref: D.O. 14, s. 2012
: Unnumber DepEd Letter dated May 15, 2015