



Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



Office of the Regional Director

March 11, 2026

REGIONAL MEMORANDUM

NO. 126, 2026

**COORDINATION FOR THE DELIVERY AND ACCEPTANCE OF GRADE 1
 LANGUAGE, GMRC, READING AND LITERACY TEXTBOOKS**

TO: All Schools Division Superintendents
 All Division Supply Officers
 All Division LR Supervisors
 All Others Concerned

1. This Office hereby informs the field that a communication was received from the Department of Education Regional Office X regarding the delivery of Grade 1 Language, GMRC, Reading and Literacy Textbooks to the identified drop-off points in the respective districts.
2. In this regard, all concerned Schools Division Offices (SDOs) are directed to coordinate and ensure the proper facilitation of the delivery activities within their respective jurisdictions.
3. Specifically, the following are requested:
 - *Presence of Supply Officers and Inspectorate Team* - The Division Supply Officers, together with the Inspectorate Team, shall be present during the delivery activities to witness the inspection and acceptance of the delivered textbooks.
 - *Inspection and Acceptance* - All delivered items shall undergo proper inspection and verification to ensure that the quantity and condition of the textbooks are in accordance with the approved distribution list and delivery documents.
 - *Issuance of Certificate of Acceptance (CA)* - The concerned offices are requested to facilitate the issuance of the Certificate of Acceptance (CA) and accomplish all necessary delivery documents.
 - *Submission of Documents* - The accomplished delivery documents, with complete signatures and dates, shall be processed within two (2) weeks upon receipt of the complete delivery documents for appropriate recording and monitoring.
4. For reference and guidance, attached herewith are the letter from the Department of Education Regional Office X and the corresponding distribution list indicating the identified drop-off points and allocation of the said textbooks.
5. All concerned offices are enjoined to extend the necessary assistance to ensure the efficient and timely delivery, inspection, and documentation of the said textbooks.
6. For information, guidance, and compliance.

Digitally signed by Legaspi Ruth Fuentes
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 Regional Director

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 001/March 11, 2026