



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
City of Mandaluyong

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August 17, 2015

DIVISION MEMORANDUM

TO : Chief Education Supervisor (SGOD)
Chief Education Supervisor (CID)
Education Program Supervisors
Principals, Public Elementary and Secondary Schools

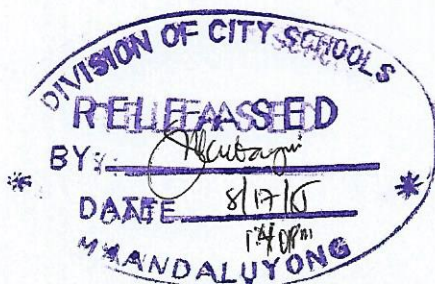
SUBJECT : Reiteration of DepEd Order No. 14, s. 2012, Particularly on the Policy and Guidelines on the Proper Disposal of Textbooks (TXs) with the Teachers Manual (TMs) and other Instructional Materials (IMs)

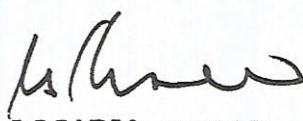
In order to improve access to proper recording and disposal of damaged and condemned TXs with TMs and other IMs, the following measures shall be dealt accordingly:

- The supply officer/designated property custodian should identify obsolete, damaged, or worn out TXs/TMs and submit the inventory to the Division Office (c/o Mr. Arturo Morales), copy furnished the Instructional Materials Council Secretariat (IMCS).
- The principal should ensure that all TXs/TMs for condemnation/disposal are no longer in the inventory list.
- The Division Office in coordination with the Disposal Committee shall notify the schools on the disposal dates.

All concerned personnel are enjoined to strictly implement and adhere to the aforesaid guidelines and procedures to avoid any infraction.

Immediate and wide dissemination of this **Memorandum** is desired.




NERISSA L. LOSARIA, CESO VI
Officer In-charge
Office of the Schools Division Superintendent