



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

September 12, 2025

**REGIONAL MEMORANDUM**

No. **1153** s. 2025

**DOWNLOADING OF FISCAL YEAR (FY) 2025 FUNDS TO THE SCHOOLS  
DIVISION OFFICES (SDO) FOR THE PROCUREMENT OF LEARNING  
TOOLS AND EQUIPMENT (LTE) FOR SCIENCE AND  
MATHEMATICS**

To: Schools Division Superintendents  
All Others Concerned

1. In line with the Joint Memorandum, dated February 3, 2025, with the subject "Guidelines on the Utilization of Directly Released FY 2025 LTE Funds for the Provision of Learning Tools and Equipment for Public Elementary and Senior High Schools," this Office, through the Curriculum and Learning Management Division (CLMD) and Finance Division (FD), shall download the FY 2025 balance SME Fund to the Schools Division Offices for the Procurement of LTE for Science and Mathematics Equipment (LTE-SME), with the amount stipulated below.

<b>Schools Division Office</b>	<b>Amount</b>	<b>Schools Division Office</b>	<b>Amount</b>
Baybay City	258,960.00	Maasin City	258,960.00
Biliran	269,748.00	Northern Samar	269,748.00
Borongan City	258,960.00	Ormoc City	258,960.00
Calbayog City	258,960.00	Samar	269,748.00
Catbalogan City	258,960.00	Southern Leyte	269,748.00
Eastern Samar	269,748.00	Tacloban City	258,960.00
Leyte	304,400.00	<b>TOTAL</b>	<b>3,465,860.00</b>

2. As stipulated in the said Joint Memorandum, any excess amount or balance remaining from the fund may be used for other activities and projects related to the Learning Tools and Equipment program. On this note, the Division can utilize the downloaded LTE-SME Fund for activities such as Division-based capacity building on the Proper Use, Maintenance, and Repair of the SME, on the provision that they are to submit first supporting documents such as Report of Receipt or any documentation showing that all school recipients listed in Annex C of the said Joint Memorandum have been fully provided.

3. In the case of procurement of SME, the same set LTE-SME and corresponding Technical Specifications must be followed by the Divisions while new Allocation List – School Recipients must be identified by the Divisions.

4. The following documents could be accessed at <https://bit.ly/R8SME>: copy of the Joint Memorandum with the Annexes including List of Eligible LTE-SME to be procured, Technical Specifications, Allocation List (List of Recipient Schools), Inspection and Test Protocol per tools and equipment, and Accomplishment Report.

5. Immediate dissemination of and compliance with this Memorandum are desired.



**RONEL AL K. FIRMO CESO IV**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

Enclosures: As stated

References: As stated

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

LEARNING TOOLS AND EQUIPMENT

MATHEMATICS

SCIENCE

CLMD-RRT