



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

March 3, 2026

REGIONAL MEMORANDUM

No. **270** 2026

**DISSEMINATION OF DEPED-BLR MEMORANDUM NO. 2026-02-0423 ON THE
ISSUANCE OF CERTIFICATE OF ACCEPTANCE FOR DELIVERED
TEXTBOOKS (TXs), TEACHER'S MANUALS (TMs), AND
LEARNING TOOLS AND EQUIPMENT -
(LTE - SME/TVL)**

To: Schools Division Superintendents
All Others Concerned

1. In reference to Memorandum No. DepEd-BLR-2026-02-0423 issued by the Department of Education - Bureau of Learning Resources, this Office hereby disseminates the guidelines on the **Issuance of Certificate of Acceptance (CA)** for the delivered Textbooks (TXs), Teacher's Manuals (TMs), and Learning Tools and Equipment (LTE-SME and TVL).
2. It is emphasized in the attached Memorandum that the recipient Offices / Delivery Sites—particularly those who received and verified the completeness and condition of the delivered items—shall immediately issue the Certificate of Acceptance (CA) upon confirmation of complete and compliant delivery to the supplier.
3. Furthermore, the issued Certificate of Acceptance must be accompanied by photocopied attachments of the duly signed Inspection and Acceptance Reports (IAR) and Delivery Receipts (DR) for proper documentation and validation.
4. In addition, all concerned are reminded that the Certificate of Acceptance, together with the required attachments, is one of the mandatory requirements for the processing of the Supplier's payment. Any delay in its issuance may consequently affect the timely payment of the concerned Supplier.
5. For reference and guidance, the allocation list of Learning Resources (LRs) per School / Delivery Site, including the Certificate of Acceptance Template, may be accessed through the following link: https://bit.ly/2026_AllocationList_CA.
6. All concerned are directed to ensure strict compliance and the prompt issuance of the Certificate of Acceptance with complete supporting documents upon verification of deliveries.



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

Page 1 of 2





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

7. For immediate dissemination and compliance.

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



Enclosures: None
References: As stated
To be indicated in the Perpetual Index under the following subjects:

CERTIFICATE OF ACCEPTANCE

LEARNING RESOURCES

CLMD-LRMS-JBB



Republic of the Philippines
Department of Education
 BUREAU OF LEARNING RESOURCES

Office of the Director

MEMORANDUM
 BLR-2026-02-0423

RECEIVED
 OFFICE OF THE REGIONAL DIRECTOR
 SIGNATURE

FOR : **REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 ALL OTHERS CONCERNED**

DEPARTMENT OF EDUCATION
RECEIVED
 RECORDS SECTION REGIONAL OFFICE NO. VIII
 DATE: 02-24-24
 TRACKING #: 3048 TIME: 5:17 PM
 SIGNATURE: [Signature]

FROM : *[Signature]*
ATTY. SUZETTE T. GANNABAN-MEDINA
 Director IV

SUBJECT : **ISSUANCE OF CERTIFICATE OF ACCEPTANCE FOR
 DELIVERED TEXTBOOKS, TEACHER'S MANUALS, AND
 LEARNING TOOLS AND EQUIPMENT AND ALLOCATION LISTS**

DATE : **February 24, 2026**

In line with the ongoing implementation and delivery of various procurement projects of this Office on the provision of learning resources (LRs) to teachers and learners, all delivery sites/recipient schools are hereby directed to issue a Certificate of Acceptance (CA) to the Supplier immediately upon completion of the delivery of the required materials for the following projects:

1. Supply and Delivery of Textbook and Teacher's Manual Titles and Provision of Electronic TXs and TMs for Grade 4 Music and Arts;
2. Supply and Delivery of Textbook and Teacher's Manuals Titles and Provision of Electronic TXs and TMs for Grade 3;
3. Provision of Textbooks and Teacher's Manuals and Electronic TXs and TMs for Grade 1 Mathematics;
4. Provision of Textbooks and Teacher's Manuals and Electronic TXs and TMs for Grade 6, 9, and 10;
5. Printing and Delivery of Kinder Workbook for FY 2026;
6. Mass Production, Supply, Delivery, Installation, Training and Maintenance of Science and Mathematics Equipment Packages to Public Elementary, Junior and Senior High Schools - FY2026;
7. Supply, Distribution, Configuration, Testing, Commissioning, Training, and Maintenance of TVL (TechPro) Tools and Equipment Packages to Public Senior High Schools (Various Tools and Equipment) – FY 2026, and
8. Mass Production, Supply, Distribution, Configuration, Testing, Commissioning, Training, and Maintenance of TVL Tools and Equipment Packages to Public Senior High Schools (Various Tools and Equipment) – FY 2025 Funds.



(BLRM) Ground, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City; (02) 8634-1072; 8634-0901; 8634-1054;
 (BLRC) Ecotech Compound Sudlon, Lahug, Cebu City; (032) 230-7939; (032) 230-7948
 Email Address: blr_od@deped.gov.ph; blr_lrpd@deped.gov.ph; blr_lrpd@deped.gov.ph; blr_cebu@deped.gov.ph



DepEd Philippines



@depedphilippines



@DepEd_PH



www.deped.gov.ph

The CA shall serve as a mandatory supporting document for the processing of the Supplier's payment. Delivery sites / recipient schools are therefore instructed to:

1. Verify and confirm the completeness, accuracy, and condition of all delivered textbooks, teacher's manuals, and learning tools and equipment based on the Delivery Receipt (DR) and Inspection and Acceptance Report (IAR);
2. Prepare and sign the CA only after full validation of the delivery;
3. Provide the signed CA directly to the Supplier for inclusion in their billing requirements; and
4. Furnish a copy of the CA to the Schools Division Office (SDO) for monitoring and documentation purposes.

For your reference regarding the allotted LRs in the delivery site/recipient school and template for CA, you may access the allocation list through the link below.

https://bit.ly/2026_AllocationList_CA

Immediate dissemination of and strict compliance with this Memorandum is desired.



Republic of the Philippines
Department of Education
Region _____
SCHOOLS DIVISION OF _____

CERTIFICATE OF ACCEPTANCE

Project Name :

Supplier :

Total Quantity :

TXs: _____

TMs: _____

Kinder Workbook: _____

DR No:

IAR No.:

Delivery Site/Recipient School :

This is to certify that the above-mentioned supplier has successfully delivered the complete and required quantities of learning resources in accordance with the approved Contract and the corresponding Delivery Receipt.

The delivered items were inspected, verified, and found to be in order as to quantity and apparent condition by the authorized representative of the delivery site/recipient school. The same were officially received and accepted on (date), as evidenced by the duly signed Delivery Receipt and Inspection and Acceptance Report (IAR).

This Certification is issued for whatever legal and official purpose it may serve.

Issued this ___ day of _____ 20__ at _____.

NAME MI. SURNAME

Designation

Authorized Representative

Delivery Site/Recipient School

Attachment:

- Inspection and Acceptance Reports
- Delivery Receipts

