



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City

Office of the Schools Division Superintendent

June 29, 2026

DIVISION MEMORANDUM

No. 283 s. 2026

**DOWNLOADING OF FUNDS TO SCHOOLS FOR THE HAULING
OF READING MATERIALS FOR KEY STAGE 1**

To: Chief Education Supervisor-CID
Public Schools District Supervisors
Public Elementary School Heads
All Others Concerned

1. This office through the Curriculum Implementation Division- Learning Resources Management Section (CID-LRMS) informs the downloading of funds to schools for the hauling of reading materials for Kidergarten, Grades 1, 2 and 3 from the Schools Division Office to recipient schools.
2. The downloaded funds aims to facilitate the distribution and utilization of the procured learning resources for Key Stage 1 which will be delivered to the office on or before July 31, 2026.
3. Please refer to the attached payroll for the amount to be downloaded as enclosure for your reference.
4. Fund utilization and liquidation must strictly adhere to existing budgeting, accounting, auditing and disbursement rules and regulations.
5. For inquiries, please contact Helen B. Orap, Education Program Supervisor-LRMS through CP No. 09155276212.
6. Immediate dissemination and compliance to this memorandum is desired.

for

CHRISTOPHER C. BENIGNO PhD,EdD,CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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