



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

13 January 2026

DIVISION MEMORANDUM
No. 028 s. 2026

**CLARIFICATION ON THE PROPER RESPONSIBILITY IN RECEIVING
DELIVERED LEARNING RESOURCES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to **DepEd Order No. 56 s. 2011**, the primary duties and functions of the School Librarian focus on the management organization, utilization, and development of library and learning resources in support of teaching and learning. These include cataloguing and classification of materials, circulation services, reading and information literacy programs, and maintenance of the school library.
2. Further, **Republic Act No. 6966**, as amended by **Republic Act No. 9246**, paved the way for professionalization of librarianship in the Philippines. These laws highlight the need for clearly defined professional functions and standards for librarians and information professionals. The establishment of Philippine standards serves as guide to realize professional ideals, particularly in the increasingly complex, technology-driven environment of modern libraries. Accordingly, **School Librarians shall perform functions aligned with their professional mandate and shall not be assigned duties outside their scope, such as supply or property accountability.**
3. The **receipt, inspection, recording, and accountability of delivered supplies and materials remain official functions of the School Supply Officer or designated Property Custodian, consistent with DepEd property and supply manament policies.**
4. In this regard, the following are hereby clarified:
 - a. All delivered learning resources and supplies shall be officially received by the School Supply Officer or designated Property Custodian;
 - b. School Librarians may assist only in verifying the technical and library specifications of books and learning resources after official receipt;
 - c. Accountability for delivered items rests with the School Supply Officer or designated Property, not with the School Librarian; and
 - d. School Librarians shall not be required to sign receiving documents such as Delivery Receipt (DR), Requisition and Issue Slips (RIS), or Acknowledgement Receipt for deliveries outside their prescribed function.

5. This clarification is issued to ensure proper accountability, compliance with DepEd policies, and protection of personnel from duties beyond their mandated functions, as well as to standardize across all schools in the division.

6. All concerned are enjoined to be guided accordingly.

7. Strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: None

Reference: DepEd Order No. 56, s.2011, "Standard for Philippine Libraries"

To be indicated in the Perpetual Index

under the following subjects:

LEARNING RESOURCES

CID/LRMS- clarification on the proper responsibility in receiving delivered learning resources,
CID98OKH-002551/January 13, 2026