



Republic of the Philippines
Department of Education

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

07 April 2025

DIVISION MEMORANDUM
No. 232 s. 2025

**SAFETY AND PROPER STORAGE MEASURES OF SUPPLEMENTARY LEARNING
RESOURCES DURING THE NATIONAL AND LOCAL ELECTIONS AND LONG
VACATION PERIODS**

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

1. Relative to **Regional Memorandum No. 203 s. 2025**, dated **March 18, 2025** titled **"Ensuring the Safety and Proper Storage of Supplementary Learning Resources During the National and Local Elections and Long Vacation Periods"**, all public elementary and secondary schools are hereby reminded to implement the prescribed safety and security measures.
2. This aims to protect supplementary learning resources during the upcoming national and local elections and the long vacation periods.
3. Attached is a copy of the Regional Memorandum No. 203 s. 2025 for your reference.
4. For clarification and further inquiries, please coordinate with Curriculum Implementation Division- Learning Resource Management Section.
5. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

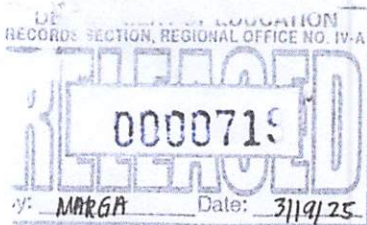
By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl.: As stated
Reference: RM No. 203, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

LEARNING RESOURCES

CID/LRMS- safety and proper storage measures of supplementary learning resources during the national and local elections and long vacation periods
CIDECCAN-001673/April 07, 2025



CLMD-RM-2025-203

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

18 March 2025

Regional Memorandum
No.203 s. 2025

**ENSURING THE SAFETY AND PROPER STORAGE
OF SUPPLEMENTARY LEARNING RESOURCES
DURING THE NATIONAL AND LOCAL ELECTIONS
AND LONG VACATION PERIOD**

To **Schools Division Superintendents**

1. To ensure the protection and preservation of supplementary learning resources during elections and long vacation periods, all Schools Division Offices and Schools are directed to implement the following safety measures:
 - a. Conduct an Inventory
 - List all supplementary learning resources, including books, printed materials, digital files, and manipulatives.
 - Record and update the school property log to track available materials.
 - b. Securely Store Resources
 - Keep learning resources in a locked storage area, such as the school library or a designated secure room.
 - Use waterproof and fireproof containers for important documents and materials.
 - c. Restrict Access
 - Assign responsible personnel or team to oversee the security of stored resources.
 - Limit access to authorized staff to prevent loss or damage.
 - d. Implement Precautionary Measures During Elections
 - If the school is used as a polling station, move valuable materials to a secure location.
 - Coordinate with election officers to ensure that learning resources are not accessed or displaced.
 - e. Inspect Before and After the Elections/Long Vacation Period
 - Conduct a thorough inspection of storage areas before and after the election or vacation.
 - Report any missing or damaged resources to the Schools Division Office.

2. For clarification and further inquiries, you may contact the Curriculum and Learning Management Division- Learning Resource Management Section at (02) 8681-2114 local 420.
3. Immediate and widest dissemination of this Memorandum is desired.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

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