Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

23 Nov 2026

DIVISION MEMORANDUM
No. 589, s. 2026

STANDARDIZATION OF THE SCHEDULE FOR THE INSPECTION AND ACCEPTANCE OF DELIVERIES IN ALL PUBLIC SCHOOL DISTRICTS AND SCHOOLS UNDER THE SCHOOLS DIVISION OF BATANGAS PROVINCE

To: Assistant Schools Division Superintendents
Chief - Curriculum Implementation Division (CID)
Chief - School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Districts and Schools Inspectorate Team
District and School Property Custodians
All Others Concerned

1. In alignment with **Republic Act No. 11032**, otherwise known as the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, and the service standards set forth in the Department of Education (DepEd) Citizen's Charter, the standard schedule for the inspection and acceptance of deliveries observed at the Schools Division Office is hereby adopted for uniform implementation in all public school districts and public elementary and secondary schools under the Schools Division of Batangas Province.

2. To ensure orderly, predictable, and timely processing of deliveries, all districts and schools shall strictly observe the following schedule for the inspection and acceptance of deliveries:

   a. **Delivery Days:** Monday to Friday, excluding holidays; and
   b. **Delivery Time:** 9:00 a.m. to 3:00 p.m.

3. All Public Schools District Supervisors, School Heads, District and School Property Custodians, District and School Inspectorate Teams, as well as suppliers, contractors, and other concerned personnel, are hereby directed to ensure strict observance of and compliance with the prescribed schedule. District offices and schools are likewise advised to post this schedule conspicuously in their respective receiving areas for the guidance of suppliers and other external stakeholders.

Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone:(043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website:www.depedbatangas.com

4. Immediate dissemination of this Memorandum and strict compliance with its provisions are hereby enjoined.

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

Encl. None
Reference: Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018); DepEd Citizen's Charter

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