



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



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DepEd-Division
of Batangas

ICT SECTION

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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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