



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE CARAGA
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REGIONAL MEMORANDUM

No. **1076**, s. 2026

To: Schools Division Superintendents
All Others Concerned

PICK-UP AND DISTRIBUTION OF DONATED BOOKS AT THE REGIONAL OFFICE

1. The Department of Education Caraga Region, through the Asset Management Unit (AMU), announces the availability of donated books by Vicarish Publications & Trading Inc. for all Schools Division Offices (SDOs) at the DepEd Caraga Regional Office, J. Rosales Avenue, Butuan City.
2. To facilitate immediate distribution and maximize the utilization of these reading resources in schools, all Schools Division Superintendents are highly advised to designate authorized personnel to pick up their respective allocations at the soonest possible time starting October 1-8, 2026.
3. Designated Division Property Officers are requested to coordinate directly with the AMU prior to retrieval to ensure a smooth and orderly turn-over process.
4. Travel expenses and other incidental expenses relative to the pick-up of the said learning materials shall be charged against local/division funds or MOOE, subject to the usual accounting and auditing rules and regulations.
5. For inquiries and scheduling, please contact the AMU through the official Regional Office channels or email at amu_caraga@deped.gov.ph.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

BY THE AUTHORITY OF THE
REGIONAL DIRECTOR:

JOEL R. ROSALES
Chief, ASD

ZFB/ASD/ Pick-Up and Distribution of Donated Books at the Regional Office
2026-10-16620/October 5, 2026