



Republic of the Philippines  
**Department of Education**  
Negros Island Region  
SCHOOLS DIVISION OF SAGAY CITY

APR 24 2026

**DIVISION MEMORANDUM**

No. 287, s. 2026

**ADDENDUM TO THE DIVISION MEMORANDUM NO. 262 s. 2026 RE: POLICY ON THE DISTRIBUTION OF PROCURED ITEMS AND ACCEPTED DONATIONS TO SCHOOLS**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors- CID and SGOD  
Public Schools District Supervisors  
All Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to Division Memorandum No. 262, s. 2026, entitled "Policy on Distribution of Procured Items and Accepted Donations to Schools," this Office issues this Addendum to include the Distribution List as part of the required supporting documents in the implementation of the said policy.
2. Attached to this Memorandum are the templates for Distribution List (Annex A and B).
3. All provisions stipulated in the Division memorandum No. 262, s. 2026 are still in effect.
4. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of such services on account of age, school, gender, civil status, disability, religion, or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
5. Immediate dissemination and compliance of this Memorandum are desired.

**DANNIE CLARK M. UGUIL**

Asst. Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent







Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION  
**SCHOOLS DIVISION OF SAGAY CITY**

April 13, 2026

**DIVISION MEMORANDUM**

No. 262, s. 2026

**POLICY ON THE DISTRIBUTION OF PROCURED ITEMS AND  
ACCEPTED DONATIONS TO SCHOOLS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Unit and Section Heads  
All Others Concerned

1. In the interest of ensuring transparency, accountability, and proper utilization of resources, this Office hereby prescribes the **Policy on the Distribution of Procured Items and Accepted Donations to Schools**, consistent with existing policies of the Department of Education on property management, procurement, and acceptance of donations.
2. The distribution of procured items and materials received through donations shall be aligned with established processes on approval, documentation, and coordination with the appropriate offices to ensure consistency in implementation across all units.
3. As a general policy, all procured items and accepted donations intended for schools shall be subject to prior written approval of the Office of the Schools Division Superintendent or the duly authorized representative before any distribution is undertaken.
4. All concerned personnel shall ensure that any intended distribution is supported by a duly prepared Distribution Plan indicating the description and quantity of items, source, intended recipient schools, basis for allocation, schedule and mode of distribution, and the responsible personnel. The Distribution Plan shall be prepared and submitted for approval immediately upon receipt or delivery of the items and prior to any release.
5. All items, whether procured or received through donations, shall be properly recorded with the Property and Supply Unit upon receipt and prior to distribution, and the issuance and acknowledgment of such items shall be supported by appropriate accountability documents in accordance with existing government accounting and auditing rules and regulations.
6. Distribution of procured items and accepted donations shall be completed within ten (10) calendar days from receipt or delivery of the items, unless otherwise justified and approved by this Office.



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7. After distribution, complete documentation, including acknowledgment receipts and relevant supporting reports, shall be submitted to the Office of the Schools Division Superintendent within five (5) working days after implementation.
8. The allocation and distribution of procured items and accepted donations shall be guided by equity, identified needs of schools, alignment with approved division programs, projects, and priorities, and due consideration of the intended purpose of the procurement or donation. Recipients shall be determined based on the approved proposal or, in the case of donations, in accordance with the recommendations of the partner or donor, subject to review and approval of this Office.
9. All concerned are enjoined to observe proper coordination, adhere to established processes, and ensure that all actions related to the distribution of resources are consistent with existing policies and standards of the Department.
10. It is understood that the Equal Opportunity Principle (EOP) is strictly adhered to in the conduct of this activity. Thus, there shall be no discrimination on account of age, gender identity, sexual orientation, civil status, disability, social status, religion, ethnicity and political affiliations or other personal circumstances.
11. This Memorandum shall take effect immediately upon issuance.
12. Immediate dissemination of and strict compliance with this Memorandum is directed.

**DANNIE CLARK M. UGUIL**  
*Assistant Schools Division Superintendent  
Officer In-charge  
Office of the Schools Division Superintendent*



Enclosure : None  
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