



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



June 25, 2025

**REGIONAL MEMORANDUM**

No. 574, s. 2025

**To:** Schools Division Superintendents

**COLLECTION OF CERTIFICATE OF ACCEPTANCE FOR THE DELIVERIES OF  
READING ENRICHMENT PACKAGES FOR READING PROGRAMS**

1. This is in reference to the attached Memorandum BLR-2025-06-1890 dated June 10, 2025 from Atty. Ariz Delson Acay D. Cawilan, Director IV, Bureau of Learning Resources, on the above-stated subject, for information and compliance.
2. Relative to this, concerned SDO personnel are directed to submit said document to the BLR drive using the link [bit.ly/RRAcceptanceSDO](https://bit.ly/RRAcceptanceSDO).
3. Immediate dissemination of this Memorandum is desired.

  
**JOCELYN DR ANDAYA**  
Regional Director, NCR  
Concurrent Officer-in-Charge  
Office of the Asst. Secretary for Operations

CLMD/LRMS



Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNING RESOURCES

Office of the Director

**MEMORANDUM**  
**BLR-2025- 06 - 1890**

**FOR : ALL REGIONAL DIRECTORS**

**ATTENTION : SCHOOLS DIVISIONS SUPERINTENDENTS  
DIVISION LR SUPERVISORS AND LIBRARIANS  
DIVISION SUPPLY OFFICERS  
LIBRARY HUB COORDINATORS  
ALL OTHERS CONCERNED**

**FROM : ARIZ DELSON ACAY D. CAWILAN**  
Director IV *af*

**SUBJECT : COLLECTION OF CERTIFICATE OF ACCEPTANCE FOR THE  
DELIVERIES OF READING ENRICHMENT PACKAGES FOR  
READING PROGRAMS**

**DATE : June 10, 2025**

This is to reiterate the submission of **Certificate of Acceptance (CA)** for the project Procurement of Reading Enrichment Packages for Reading Programs. The said document is crucial for billing purposes and failure to submit such in a timely manner may result in delays in processing payments to suppliers.

To ensure the timely collection of Certificate of Acceptance (CA) from the Schools Division Offices (SDOs), two template options have been attached for your reference. The same template and the submission folders can be accessed through the following link: [bit.ly/RRAcceptanceSDO](http://bit.ly/RRAcceptanceSDO).

Kindly be reminded of the following guidelines in the issuance of the CA:

1. Only SDOs are authorized to issue the CA, which must cover all delivered copies across library hubs under their jurisdiction, based on the delivery receipts submitted by the suppliers to the SDOs.
2. Do not include other projects related to textbooks or supplementary learning resources that were procured by the Central Office, Regional Offices, or the SDOs in the CA for this project.
3. Do not indicate the contract price in the CA.
4. There are 16 suppliers involved in this project. Therefore, each SDO must issue a separate CA for each of the 16 suppliers.

We highly encourage immediate compliance. Thank you for your cooperation.

25 - 06 - 047

DIVISION CODE



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For you information and guidance.

*Attached:*

- *Templates for CAs*
- *BLR Memorandum 02-0409*
- *BLR Memorandum 0747*
- *BLR-2025-04-1152*



Republic of the Philippines  
**Department of Education**  
Region \_\_\_\_  
SCHOOLS DIVISION OF \_\_\_\_\_

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## CERTIFICATE OF ACCEPTANCE

Project Name : Procurement of Reading Enrichment Packages  
for Reading Programs

Supplier : **Name of Supplier**

Number of Title/s : \_\_\_\_\_

Total Quantity : \_\_\_\_\_

Recipient/s : Library Hub (name of hub)  
Library Hub (name of hub)  
Library Hub (name of hub)  
Library Hub (name of hub)

This is to certify that the abovementioned supplier has completed the supply and delivery of Reading Enrichment Packages to all delivery sites as per attached file, in accordance with the approved titles and quantity in the allocation.

Prepared by:

\_\_\_\_\_  
Designation

**NAME MI. SURNAME**  
Schools Division Superintendent

Attachment:

- Inspection and Acceptance Reports
- Delivery Receipts



TEMPLATE # 1  
bit.ly/RRAcceptanceSDO

Republic of the Philippines  
**Department of Education**

Region \_\_\_\_\_  
SCHOOLS DIVISION OF \_\_\_\_\_

**CERTIFICATE OF ACCEPTANCE**

This is to certify that the delivery of **READING ENRICHMENT PACKAGES FOR READING PROGRAMS**, a procurement project spearheaded by the Bureau of Learning Resources (BLR), listed hereunder were received and accepted on (last date of delivery)

Supplier: \_\_\_\_\_  
Number of Titles Delivered: \_\_\_\_\_  
Total Quantity Delivered: \_\_\_\_\_

	Title	DR No.	IAR No.	Quantity
1				
2				
3				
4				
5				

Prepared by:

\_\_\_\_\_  
Designation

**NAME MI. SURNAME**  
Schools Division Superintendent



TEMPLATE # 2  
bit.ly/RRAcceptanceSDO

Republic of the Philippines  
**Department of Education**  
Region \_\_\_\_\_  
SCHOOLS DIVISION OF \_\_\_\_\_

**CERTIFICATE OF ACCEPTANCE**

Project Name : Procurement of Reading Enrichment Packages  
for Reading Programs

Supplier : Name of Supplier

Number of Title/s : \_\_\_\_\_

Total Quantity : \_\_\_\_\_

Recipient/s : Library Hub (name of hub)  
Library Hub (name of hub)  
Library Hub (name of hub)  
Library Hub (name of hub)

This is to certify that the abovementioned supplier has completed the supply and delivery of Reading Enrichment Packages to all delivery sites as per attached file, in accordance with the approved titles and quantity in the allocation.

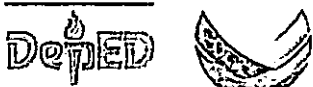
Prepared by:

\_\_\_\_\_  
Designation

**NAME MI. SURNAME**  
Schools Division Superintendent

Attachment:

- Inspection and Acceptance Reports
- Delivery Receipts





Republic of the Philippines  
**Department of Education**  
**BUREAU OF LEARNING RESOURCES**

Office of the Director

**MEMORANDUM**

**BLR-2025-02-0409**

**FOR : ALL REGIONAL DIRECTORS**

**ATTENTION : SCHOOLS DIVISIONS SUPERINTENDENTS  
 DIVISION LR SUPERVISORS AND LIBRARIANS  
 DIVISION SUPPLY OFFICERS  
 ALL OTHERS CONCERNED**

**FROM : ARIZ DELSON ACAY D. CAWILAN**  
 Director IV

**SUBJECT : FORTHCOMING DELIVERY OF READING ENRICHMENT  
 PACKAGES FOR READING PROGRAMS**

**DATE : February 12, 2025**

This has reference to the Procurement of Reading Enrichment Packages for Reading Programs that is being procured by the Department of Education (DepEd) Central Office.

This Office would like to inform the Schools Division Superintendents (SDSs), Division Supply Officers, and Librarians in charge of Library Hubs of the forthcoming deliveries of the said materials. Attached is the list of expected Reading Enrichment Packages for acceptance in the various Library Hubs in the Division.

This Office would like to request the availability of the inspectorate teams in the Schools Division Office (SDOs) as well as in the Library Hubs during the deliveries. Suppliers were instructed to coordinate with delivery recipients before actual delivery of the materials. The tentative delivery schedule for each supplier has been uploaded at this secured link: [tinyurl.com/RR2025DeliverySchedule](https://tinyurl.com/RR2025DeliverySchedule).

Kindly refer to DepEd Order No. 41 s. 2021 and DepEd Order No. 4 s. 2024 for the inspection and acceptance protocols of the Department.

Further, the SDO is mandated to issue a Certificate of Acceptance (CA) within two (2) weeks upon completion of the receipt of all delivery documents from the Library Hubs in the division.

For your information and guidance.

*Encl.: as stated*

BLR-2025-02-0409 DIVISION CODE





Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNING RESOURCES

Office of the Director

**MEMORANDUM**

BLR-2025- 0747 6

FOR : ALL REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISIONS SUPERINTENDENTS  
DIVISION LR SUPERVISORS AND LIBRARIANS  
DIVISION SUPPLY OFFICERS  
ALL OTHERS CONCERNED

FROM : ARIZ DELSON ACAY D. CAWILAN  
Director IV

SUBJECT : CERTIFICATE OF ACCEPTANCE FOR THE DELIVERIES OF  
READING ENRICHMENT PACKAGES FOR READING  
PROGRAMS

DATE : March 5, 2025

This has reference to the project Procurement of Reading Enrichment Packages for Reading Programs, which involves the delivery of 19,027 copies of storybooks for each of the 233 identified library hubs.

As stated in Memorandum BLR-2025-02-0409, the Schools Division Offices (SDOs) are mandated to issue a Certificate of Acceptance (CA) within two weeks upon completion of the receipt of all delivery documents.

In this regard, we request that the respective CAs for each of the 16 suppliers be submitted to this Bureau through the following link: [bit.ly/RRAcceptanceSDO](http://bit.ly/RRAcceptanceSDO).

Kindly follow the following instructions in uploading the CAs:

1. Sign in using your DepEd account. The link can be accessed only via DepEd email.
2. Open the designated folder for the specific supplier.
3. Locate the folder corresponding to your region insider the supplier's folder.
4. Upload your CA and rename it to include your region, schools division, and supplier. (For example: X\_Iligan\_Lampara)

BLRPD-25-03-041



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Additionally, please ensure that the original copies of the CAs are kept for onsite collection or for transmittal to this Bureau after all suppliers have been issued their CAs.

For your information and guidance.

*Encl.: BLR Memo 2025-02-0409 with allocations*





Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNING RESOURCES

Office of the Director

MEMORANDUM  
BLR-2025-04-1152

FOR : ALL REGIONAL DIRECTORS

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS  
DIVISION LR SUPERVISORS AND LIBRARIANS  
DIVISION SUPPLY OFFICERS  
ALL OTHERS CONCERNED

FROM :  ARIZ DELSON ACAY D. CAWILAN  
Director IV  eq

SUBJECT : COLLECTION OF CERTIFICATE OF ACCEPTANCE FOR THE  
DELIVERIES OF READING ENRICHMENT PACKAGES FOR  
READING PROGRAMS

DATE : April 4, 2025

This has reference to Memoranda BLR-2025-02-0409 and BLR-2025-0747 for the project Procurement of Reading Enrichment Packages for Reading Programs.

We reiterate that the submission of the Certificate of Acceptance (CA) is **crucial for billing purposes**. Failure to submit such in a timely manner may result in delays in processing payments to suppliers.

To ensure the timely collection of Certificate of Acceptance (CA) from the Schools Division Offices, two template options have been attached for your reference. Please use the template that best applies to your office, or you may opt to use an existing CA template currently in use.

The same template and the submission folders can be accessed through the link: [bit.ly/RRAcceptanceSDO](https://bit.ly/RRAcceptanceSDO).

For information, guidance, and compliance.

Attached:

- Templates for CAs
- BLR Memorandum 02-0409
- BLR Memorandum 0747



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