



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

04 Sep 2026

DIVISION MEMORANDUM

No. **089** , s. 2026

SUBMISSION OF COST ESTIMATE FOR THE HAULING
AND DELIVERY OF TEXTBOOKS AND TEACHER
MANUALS FROM THE DROPPING POINT
TO SCHOOLS

To: Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary Schoolheads

1. This Office, through the Learning Resource Management Section (LRMS) of the Curriculum Implementation Division (CID), will facilitate the downloading of the Program Support Fund (PSF) intended to cover the hauling and delivery of textbooks and teachers' manuals from the designated dropping point (District Office) to schools.
2. To ensure the accurate, equitable, and timely release of the said fund, all school heads are enjoined to determine and submit an estimate of the expenses to be incurred in hauling and delivering these instructional materials from the district office dropping point to their respective schools.
3. All public elementary and secondary school heads are required to accomplish the Cost Estimate Form through the following link: <https://tinyurl.com/SarCostEstimate>, indicating the estimated cost breakdown for hauling and delivery expenses such as hauling/labor fees, fuel or transportation costs, vehicle rental, and other incidental expenses. The estimates shall be based on the distance and accessibility of their respective schools from the designated drop-off point and must be submitted on or before September 18, 2026.
4. The estimated cost shall be limited to actual and reasonable expenses only, as it will serve as the basis for downloading the Program Support Fund (PSF) to each school. Schools situated within the town proper or near the designated dropping point with minimal or no hauling expenses shall clearly indicate such in their submission.
5. For inquiries, contact Judith B. Alba, Education Program Supervisor, Learning Resource Management Section, CID, at judith.alba@deped.gov.ph.
6. Immediate dissemination of and strict compliance with this Memorandum is desired.

ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
Telephone No.: (083) 508-2039
Website: www.depedsarangani.com
Email Address: sarangani@deped.gov.ph





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Encl.: None

Reference: As stated

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

**LEARNING RESOURCES
PROGRAM SUPPORT FUND**

JBA/CID-LRMS/DM – submission of cost estimate for the hauling and delivery of textbooks and teachers' manuals
from the dropping point to schools.
0675/September 04, 2026



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