



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 1213, s. 2026

OCT 22 2026

**FILLING OUT AND SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR
DELIVERED ARAL READING MATERIALS**

TO: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. This Memorandum serves as the official guideline regarding the filling out and submission of documentary requirements for the delivered ARAL Reading Materials across all Schools Division Offices within the DepEd Negros Island Region.
2. The following documents, which were already provided to your respective offices, must be properly processed and signed upon the completion of deliveries:
 - Inspection and Acceptance Report (IAR)
 - Requisition and Issuance Slip (RIS)
 - Inventory Transfer Report (ITR)
3. Signatures shall only be affixed by the SDO Supply Officers as soon as the delivery of all ARAL Reading Materials is fully completed per document.
4. A total of four (4) original copies of the documents are required to be signed:
 - 1 original copy shall be retained by the SDO Supply Officer for file and reference.
 - 3 original copies shall be returned to the DepEd NIR Regional Office.
5. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

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

BUREAUS AND OFFICES

LEARNING RESOURCES

INVENTORY

ASD/AMS/AGSanchez/REGIONAL MEMO-ARAL Reading Material-Documentary Requirement Submission



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