



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL
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Office of the Schools Division Superintendent

DIVISION MEMORANDUM

2022- 680

SEP 02 2022

**CONDUCT AND SUBMISSION OF LEARNING RESOURCES (LRs) INVENTORY TEMPLATES
BOTH TEXT AND NON-TEXT**

TO: Assistant Schools Division Superintendents
Chief, CID and SGOD
Public Schools District Supervisors/DIC's
School Heads of Elem., JHS, SHS, & IUs
District & School Property Custodians
LR Focal Persons
All Others Concerned

1. The SDO thru the CID-Learning Resources Section informs the field on the Conduct and Submission of Learning Resources Inventory Templates in Both Text and Non-Text Science, Math, EPPTLE/TVL Equipment received from 2012 to 2022.
2. The activity aims:
 - A. to account the current the situation of the learning resources both text and non-text received at the districts and at the school level;
 - B. to get the real picture of the distribution, utilization, safe keeping, recording and care of these learning resources;
 - C. to share/transfer resources from the districts/school with excess or that are not in used.
3. All shall accomplish the Inventory Templates by Grade Level and Subject Area for the Equipment. It can be accessed using the link provided, <https://drive.google.com/drive/folders/1g13GAN0ABCQUQRvDjsv2KrGvyProfR9M> The submission of the said inventory will be by district both in hard and soft copies. And the deadline will be on **September 30, 2022**.
4. All instructions relative to the filling up of data on the template will be incorporated in **Annex 1**.
5. Involve personnel must attach a of letter intent duly signed by the PSDS or School Head when they will conduct inventory on Saturdays in order not to disrupt their classes. It must be approved by the SDS for the grant of **Service Credit/s** as per CSC-DBM JOINT CIRCULAR NO. 02-04. Copy
6. For immediate dissemination and compliance with this Memorandum is desired.


SENEN PRISCILLO P. PAULIN, CESO V
School Division Superintendent
9/2/22

SPP/MKP-JMA-NLR/CID-LRMS/rra
September 1, 2022



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Annex 1

Instructions in the Filling Up of Data on the Template

This inventory will serve as our basis of what possible actions to be done if there are schools or districts with excess, deficiency, shortage, losses and if there is a need for a training/coaching/mentoring in the utilization of an identified non-text equipment. Thus, this inventory needs a special skill in validating and assessing on hand learning resources.

1. All districts and school property custodians shall conduct and do the actual inventory of the learning resources received from Central Office, Division Office, thru Donations and thru purchase using MOOE Funds from **School Year 2012 to 2022** in both text and non-text resources.
2. Template for **Learner's Resources Situation Report**, please include the Teacher's Guide, add a row after all the subjects were accounted, input the TG's. (K to SHS) Take note of the column for Enrolment Data use the data for last school year 2021-2022.
3. For Grade 1 to 3 MTB, if the school received other Language for Mother-Tongue please input it under the subject but make sure the identified language is included.
4. Template for **TVL Tools and Equipment** all must be identified by **Specialization** (AFA, ICT, HE & IA) from Grade 4 to SHS.
5. Template for **Science and Mathematics Equipment** all entries must be in **numbers** not check marks. Just add additional rows if there were other equipment not mentioned in the template. (Grade 1-6), (Grade 7-10) and (SHS).
6. For learning resources received thru donations and procured thru MOOE please indicate in the last column of each template your remarks like; MOOE, SEF, Donated.
7. For the templates you may access it thru the link provided in the memo.
8. This office needs true and correct data. Therefore, please review all the entries in each template. Make sure that no item is left unanswered.

CID-LRMS/RRAbiera



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