



DepEd – DIVISION OF QUEZON


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UNNUMBERED MEMORANDUM

TO: Public Schools District Supervisors, Elementary and Secondary School Heads, District and School Property Custodians

FROM:  **MERTHEL M. EVARDOME, CESO VI**
Schools Division Superintendent

SUBJECT: SUBMISSION OF UPDATED INVENTORY OF K to 12 LEARNING RESOURCES

DATE : May 11, 2018

In reference to the attached Memorandum DM-CI-2-18-00127 from Dr. Lorna Dig Dino, Undersecretary for Curriculum and Instruction on the Submission of Updated Inventory of Learning Resources (Enclosure 1), this Office requests all concerned to expedite the consolidation and submission of the needed data/ information.

The requested inventory must include only learning materials/textbooks which are still in good condition and can still be issued to students this coming SY 2018-2019 from **GRADE 1 TO 12 IN ALL LEARNING AREAS.**


To facilitate smooth and proper submission of reports, the District Property Custodian shall observe the following guidelines/ procedures and suggested timelines:

- a. The District Property Custodian shall convene all School Property Custodians to work on this inventory. All **School Property Custodians** shall accomplish the attached form (see Enclosure 2) to be submitted to the District Property Custodian for district consolidation (May 15-18, 2018). The submitted school inventory shall be kept by District Property Custodian for future reference.
- b. The **District Property Custodian** shall consolidate the submitted school inventories (May 21-24, 2018). The district consolidated inventory shall be submitted to this office using

DEPEDQUEZON-TM-SDS-04-010-000

Email address: quezon@deped.gov.ph
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)
Cell No: 09175824629

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Date/Time:	MAY 11 2018
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Google Sheets following this link, tinyurl.com/2018LRinventory. Please check the link to get idea on how reports/inventories will be done;

- c. Only the **DISTRICT CONSOLIDATED INVENTORY** shall be encoded in this link;
- d. District Consolidated Inventory shall contain LR inventories of **ALL SCHOOLS** in the district;
- e. The link contains two (2) folders namely, Grade 1-10 and Grade 11-12.
- f. Grade 1-10 folder contains all subjects, Arts, Araling Panlipunan, English, EPP/TLE, EsP, Filipino, Health, Mathematics, MTB-MLE, Music, PE and Science;
- g. Each subject contains sheets from Grade 1 to Grade 10 except for MTB-MLE (G1-3), Science (G4-10) and EPP/TLE (G4-10). **ALL SHEETS** must be properly accomplished.;
- h. EPP/TLE has two (2) separate files. One contains LR inventories from Grade 4-8, and the other one contains LR Inventory for Grade 9-10. **For Grade 9-10**, the title of the LR is indicated, please **scroll down for more LRs** stated below;
- i. Grade 11-12 contains specializations and subject offered for SHS (*template to follow, still under construction*).
- j. All data encoded by each district shall be considered by this office as **FINAL**.

The inventory shall be encoded on or before **MAY 25, 2018** to give ample time for submission to Central Office. The **Public Schools District Supervisors** must ensure the ontime submission of duly accomplished reports on or before the set deadline.

Immediate dissemination and strict compliance to this Memorandum is desired.

lrmjob05/11/2018

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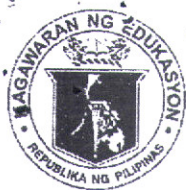
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Republic of the Philippines

Department of Education

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Undersecretary for Curriculum and Instruction

Memorandum

D.M.-C.I.-2018-00127

To: Regional Directors
Schools Division Superintendents
School Heads/Principals (Public Elementary and High Schools)

From: *Lorna A. Dino*
Lorna Dig Dino
Undersecretary for Curriculum and Instruction

Subject: Submission of Updated Inventory of Learning Resources

Date: April 18, 2018

1. All Public School Principals or Heads of Elementary and High Schools (Junior and Senior) are required to submit the inventory of usable K to 12 Learning Resources (LRs) to their respective Division Offices using the attached form "Learners' Resources Situation Report."
2. Division Offices shall consolidate the reports and submit these to the Bureau of Learning Resources (BLR), copy furnish the Regional Office and LR Supervisors, on or before **May 31, 2018** thru the following:

Telefax Nos.	(02) 634-09-01; 631-4985 (applies to division consolidated reports only)
Email address	milagros.rebato@deped.gov.ph (for Regions I, II, III, CAR, XI, and XII) angeline.espiritu@deped.gov.ph (for Regions IV-A/B, V, NCR, XIII, and ARMM) ireen.subebe@deped.gov.ph (for Regions VI, VII, VIII, IX, and X)
Mailing address	Addressed to: Edel B. Carag, Director III, OIC Director IV Bureau of Learning Resources, Department of Education Ground Floor, Bonifacio Building Philsports Complex, Meralco Avenue, Pasig City

3. Regional Directors and Division Superintendents must ensure the dissemination of this urgent message and likewise ensure the submission of the duly accomplished reports on or before the set deadline.
4. For your guidance and strict compliance.

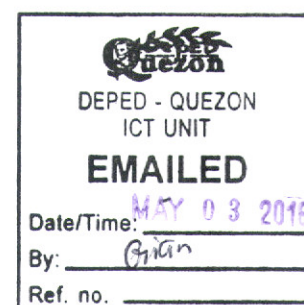
Attach.: as stated

Mila

BLRPD-01-18-008



MAY 03 2018



pw: Lrm 2018