



DepEd – DIVISION OF QUEZON

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DIVISION MEMORANDUM

DM No. 151, s. 2020

ANNUAL INVENTORY OF K TO 12 LEARNING RESOURCE

To: Public Schools District Supervisors, Elementary and Secondary School Heads, District and School Property Custodians, All Concerned

- In relation to the conduct of the Annual Learning Resource Inventory, this Office requests the available number of learner's material as of May 31, 2020. The requested inventory shall only include actual number of learner's material in the school, in good condition and still can be issued to learners this coming SY 2020-2021 from Kindergarten to Grade 12 in all learning areas.
- Unreturned learner's materials last SY **shall not be included** in this inventory, however, School Head shall include in the Learning Continuity Plan (LCP) how to retrieve these learner's materials.
- To facilitate smooth and proper submission of reports, all **school property custodians** shall **fill-in** the inventory thru the link provided below while **Public Schools District Supervisors** and **School Heads** shall **monitor** the accurate online encoding and on-time submission. Please see attached template on what to accomplish.
tinyurl.com/2020LRinventory
- The link contains two separate folders, elementary and secondary. Elementary folder has sub-folders for each congressional districts while secondary folder contains only two files – (a) JHS Inventory and (b) SHS Inventory.
- All are advised to be cautious in completely filling-up the needed data in the Google Sheet. Please only fill-in the information parallel to your school. All data encoded by each school shall be considered FINAL. Complete inventory is expected by this Office on or before **June 26, 2020**.
- Immediate and wide dissemination of this Memorandum is desired.

CATHERINE P. TALAVERA, CESO V
Schools Division Superintendent

IrmJob06/10/2020

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