

#### Republic of the Philippines

### Department of Education

SDO-DAGUPAN BY: DATMAR 2 8 2022 TRACKING NO. 1752

REGION I
SCHOOLS DIVISION OFFICE OF DAGUPAN CITY

#### Office of the Schools Division Superintendent

Division Memorandum No. 96 s, 2022

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads Elementary & Secondary
School Property Custodians
All Others Concerned

From: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Subject: SUBMISSION OF LEARNING RESOURCES INVENTORY FORMS FOR SCHOOL YEAR 2021-2022

Date: March 28, 2022

- In continuing the implementation of the Basic Education Learning Continuity Plan (BE-LCP), the Undersecretary for Curriculum and Instruction and the Undersecretary for Field Operations, Palarong Pambansa Secretariat and DEACO are expecting all governance levels to remain committed in efficiently and effectively monitoring the implementation of the BE-LCP particularly the provision and utilization of the learning resources. The Learning Resources (LRs) Inventory Forms will still be used to gather relevant information that will guide policymakers on policy and operational concerns related to the implementation of BE-LCP.
- Relative to this, the schools must ensure compliance with pertinent rules in receiving, inspecting, keeping, and safeguarding learning resoruces to guarantee that LRs are duly accounted for and maintained for booking up and inventory.
- To account for the current situation of learning resources printed and delivered for SY 2021-2022, assigned personnel shall (See Annex C) shall gather accurate data to accomplish the School LR Inventory Report Forms to identify LR provision gaps and requirements needed for SY 2022-2023.
- 4. The reporting and submission of the LR Inventory Reports shall be spearheaded by the CID Chief and the Division Education Program Supervisor in charge of LRMS. Please see Annex B for the LR Inventory Process Flow and Annex C for the Terms of Responsibilities.



Address: Burgos St. Poblacion Oeste, Dagupan City, Philippines

Telephone No: (075) 615-26-45 Email: dagupan.city@deped.gov.ph



### Republic of the Philippines

# Department of Education

REGION I SCHOOLS DIVISION OFFICE OF DAGUPAN CITY

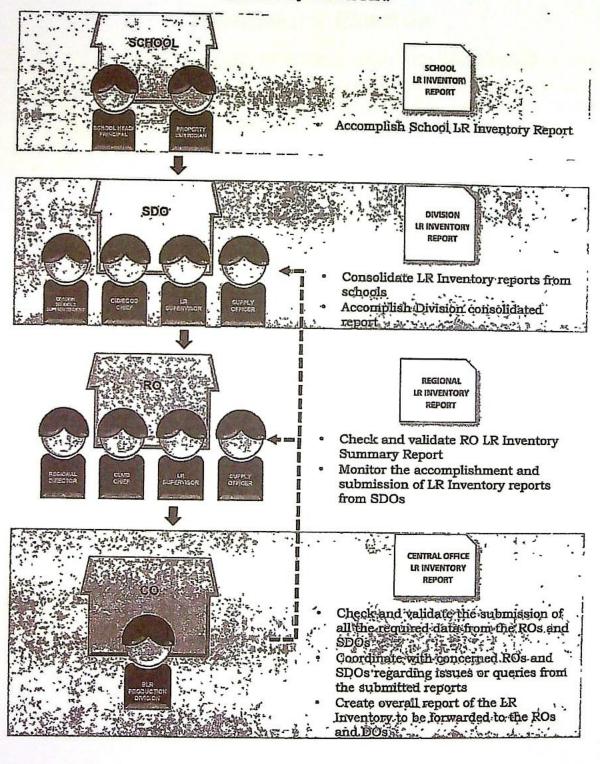
- 5. The official submission of the accomplished School Inventory Reports must be done via online using the google sheet provided and must be signed by the personnel reflected in the said forms. Please refer to the **Annex D** for the Schedule of Submission.
- For any concerns or clarifications, please contact Maria Linda R. Ventenilla, Chief, Curriculum Implementation Division thru email/mobile no: maria.ventenilla@deped.gov.ph/09199115929 or Renata G. Rovillos, Education Program Supervisor: renata.rovillos@deped.gov.ph/09989922551.
- 7. For information and widest dissemination.

AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent

Address: Burgos St. Poblacion Oeste, Dagupan City, Philippines

Telephone No: (075) 615-26-45 Email: dagupan.city@deped.gov.ph

#### LR Inventory Process Flow



#### LR Inventory Terms of Responsibilities

LEVEL OF GOVERNANCE	PERSON IN CHARGE	Responsible for filling out the LR Inventory Report Forms by downloading the forms using the following links:	
School Level	Property Custodian		
		Quarter 1 and Quarter 2	https://tinyurl.com/Q1- Q2-LR-Inventory
		Quarter 3 and Quarter 4	https://tinyurl.com/Q3- Q4-LR-Inventory
	School Principals or School Heads	<ul> <li>the filled-out fo</li> <li>Review the date</li> <li>accomplished S</li> <li>Submit the acc</li> <li>to their respect</li> </ul>	a reflected on the School LR Inventory Form complished and signed forms tive Division Supply Officers, pervisor and/ or Division
Division Level	Division Supply Officers	<ul> <li>Consolidate the submitted reports of their respective schools</li> <li>Accomplish the Division LR Inventory Report Forms together with the consolidated reports from their respective schools</li> <li>Submit the accomplished and signed Division LR Inventory Report Forms to their respective Division LR Supervisors or Division Schools Superintendent</li> </ul>	
	Division LR Supervisors	<ul> <li>Monitor and assist in the accomplishment of the Division LR Inventory Report Forms</li> <li>Review and check the correctness of learning resources data</li> <li>Submit the accomplished and signed Division LR Inventory Report Forms to their respective Regional Supply Officers and Regional LR Supervisors</li> </ul>	
	Curriculum and Instruction Division (CID)Chief and School Governance and Operations Division (SGOD) Chief Division Schools Superintendent	<ul> <li>Ensure timeliness on the accomplishment and submission of the Division LR Inventory Report Forms</li> <li>Approve the accomplished Division Consolidated Report Form</li> </ul>	

LEVEL OF GOVERNANCE	PERSON IN CHARGE	ROLES AND RESPONSIBILITIES	
Regional Level	Regional Supply Officers	<ul> <li>Check and validate Regional LR Inventory Summary Report Forms</li> <li>Monitor the submission of Division LR Consolidated Inventory Report Forms</li> <li>Submit the accomplished and signed forms through online google sheets using the link provided in the memorandum</li> </ul>	
	Regional Education Program Supervisors in charge of LRMS	<ul> <li>Assist in checking and validating the Regional LR Inventory Summary Report Forms</li> <li>Assist in the monitoring of the accomplishment of Division LR Consolidated Inventory Report Forms</li> </ul>	
	Curriculum Learning and Management Division (CLMD) Chiefs and/ or Administrative Office Chiefs	<ul> <li>Ensure timeliness on the accomplishment and submission of the Regional LR Inventory Summary Reports</li> </ul>	
	Regional Director	<ul> <li>Approve the validated Regional LR Inventory Summary Reports</li> </ul>	
Central Office Level	Bureau of Learning Resources-Production Division	<ul> <li>Address concerns and questions related to the LR Inventory Report Forms</li> <li>Coordinate with concerned ROs and SDOs for the accomplishment and timely submission of the LR Inventory Report Forms</li> <li>Monitor the accomplishment of the LR Inventory Reports Forms</li> <li>Check and validate the submission of all the required data from the ROs and SDOs</li> <li>Issue summary of findings regarding the submitted reports of ROs and SDOs</li> <li>Create overall report for all the LR Inventory collected data</li> <li>Provide ROs and SDOs a copy of the final report to be used for planning, development, and procurement of LRs for succeeding quarters or school years</li> </ul>	



## Republic of the Philippines

## Department of Education

### REGION I SCHOOLS DIVISION OFFICE OF DAGUPAN CITY

Annex D

### Schedule of Submission of the LR Inventory Forms for SY 2021-2022

Coverage	Date of Submission		
	Online Encoding (via Google Sheet)	Submission of Signed Online LR Inventory Forms	
Quarter 1	March 29, 2022	April 9, 2022	
Quarter 2	April 11, 2022	May 6, 2022	
Quarter 3	May 9, 2022	May 31, 2022	
Quarter 4	June 1, 2022	June 24, 2022	

Address: Burgos St. Poblacion Oeste, Dagupan City, Philippines

Telephone No: (075) 615-26-45 Email: dagupan.city@deped.gov.ph