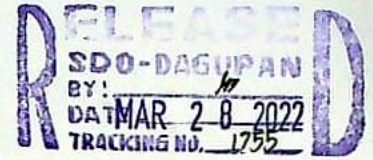




Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OFFICE OF DAGUPAN CITY



**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

1. 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.
2. Relative to this, the schools must ensure compliance with pertinent rules in receiving, inspecting, keeping, and safeguarding learning resources to guarantee that LR are duly accounted for and maintained for booking up and inventory.
3. 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





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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.
6. 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.

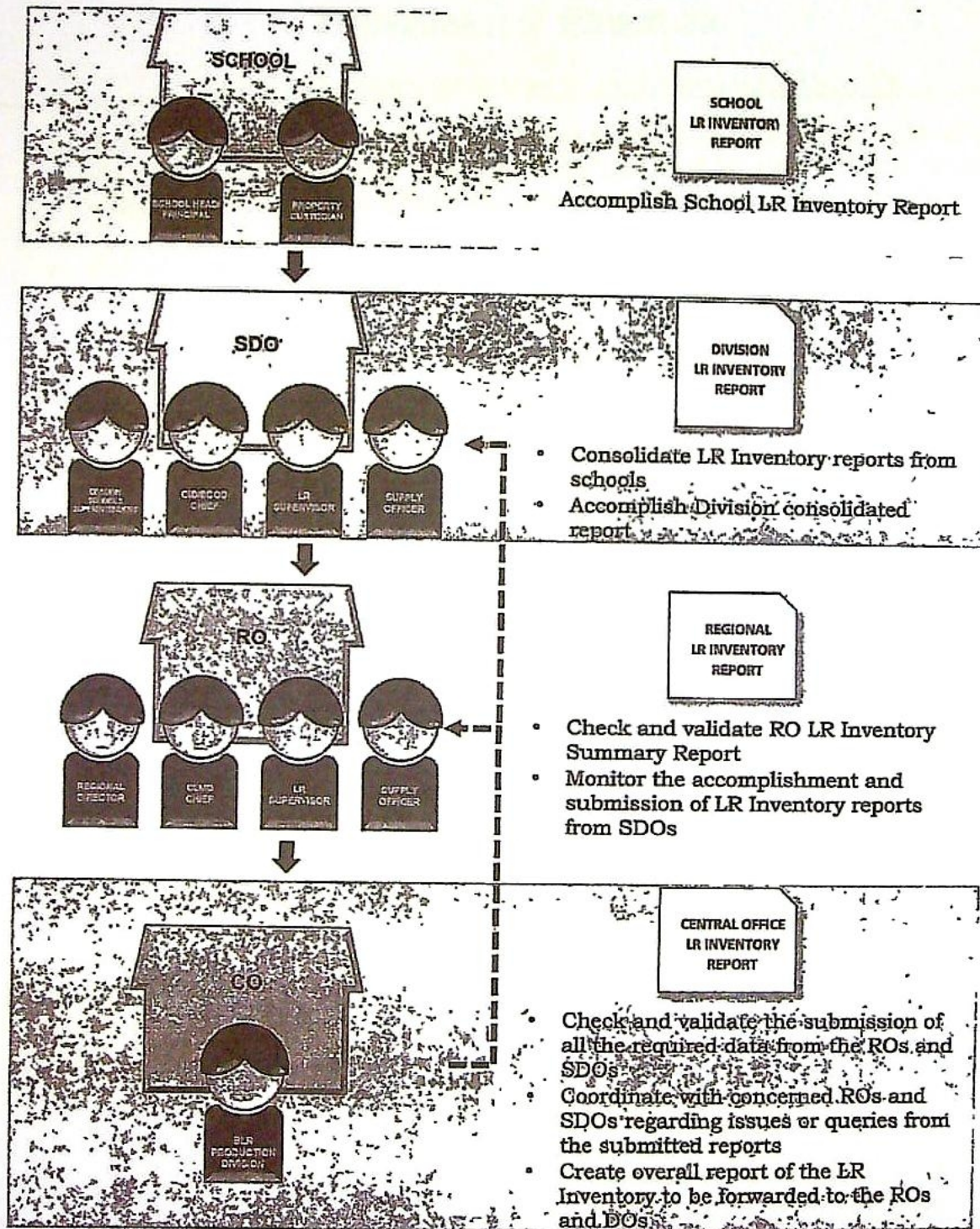
  
**AGUEDO C. FERNANDEZ, CESO V**  
Schools Division Superintendent



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Telephone No: (075) 615-26-45  
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LR Inventory Process Flow









<b>LEVEL OF GOVERNANCE</b>	<b>PERSON IN CHARGE</b>	<b>ROLES AND RESPONSIBILITIES</b>
Regional Level	<p>Regional Supply Officers</p> <p>Regional Education Program Supervisors in charge of LRMS</p> <p>Curriculum Learning and Management Division (CLMD) Chiefs and/ or Administrative Office Chiefs</p> <p>Regional Director</p>	<ul style="list-style-type: none"> <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> <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> <li>• Ensure timeliness on the accomplishment and submission of the Regional LR Inventory Summary Reports</li> <li>• Approve the validated Regional LR Inventory Summary Reports</li> </ul>
Central Office Level	Bureau of Learning Resources-Production Division	<ul style="list-style-type: none"> <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>





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*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



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