



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

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Office of the Schools Division
Superintendent

Division Memorandum
No. 578 s, 2026

October 12, 2026

MEETING OF ADMINISTRATIVE OFFICERS/SCHOOL PROPERTY CUSTODIANS

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

1. This has reference to Regional Memorandum No. 1334, titled "*Conduct of Learning Resources Monitoring and Evaluation: Validation of Inventory and Delivery of Learning Resources*." The Department of Education through the Bureau of Learning Resources (BLR) shall conduct the Inter-Regional Monitoring on October 26-29, 2026 for Region 1, as part of the Bureau's continuing field validation of the LR M&E 2026 Cycle.
2. In view of this, there will be a meeting of all Administrative Officers/School Property Custodians of public elementary and secondary schools on October 13, 2026 at 2:00 PM at the Division Training Center.
3. The meeting aims to ensure the readiness of schools in the management, inventory, utilization, storage, and safekeeping of learning resources in preparation for the monitoring activity.
4. Specifically, the meeting shall cover the following agenda:
 - a. Overview of the Inter-Regional Monitoring of Learning Resources;
 - b. Review and updating of learning resource inventory records and supporting documents for monitoring and validation;
 - c. Verification of delivered, distributed, and available learning resources
 - d. Monitoring Tool
 - e. Issues and Concerns
5. All Administrative Officers are requested to bring the following:
 - a) Updated Learning Resource Inventory (2024 onwards)
 - b) Delivery and Distribution Documents

- c) Inspection and Acceptance Report (IAR)/Delivery Receipt (DR)
(1 copy for submission)
- d) LRMIS-generated data

6. School Heads are requested to ensure the attendance and participation of their respective Administrative Officers/School Property Custodians and provide the necessary support for the preparation and submission of required documents.

7. For further queries and clarifications, please email at lrmds.dagupancity@deped.gov.ph or call mobile number 09989922551.

8. For information, guidance, and compliance.

MARCIANO U. SORIANO JR. PhD, CESO VI
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent