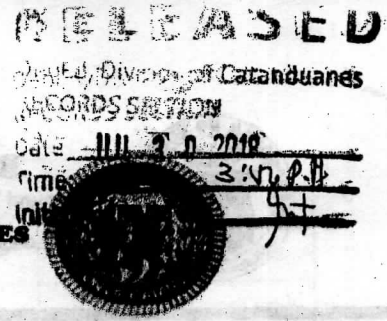




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region V(Bicol)  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**  
Virac, Catanduanes

Email Add: catanduanes@deped.gov.ph/catanduanesdiv15@gmail.com  
Website: www.depedrocatanduanes.com Tel No.: (052)811-40-63



**Division Memorandum**

No. 186 s. 2018

**To: Chiefs, CID and SGOD  
Education Program Supervisors  
Public School District Supervisors  
Elementary and Secondary School Heads**

**From: SOCORRO V. DELA ROSA, CESO VI**  
Schools Division Superintendent  
PD

**Subject: INTER-REGIONAL POST DELIVERY AUDIT AND INVENTORY OF LEARNING RESOURCES**

**Date: July 30, 2018**

1. Attached is a letter of Dr. Edel B. Carag, Director III/OIC-Director IV of the Bureau of Learning Resources to Director Gilbert T. Sadsad, OIC- Assistant Regional Director, Department of Education Regional Office V on **Inter-Regional Post Audit Delivery and Inventory of Learning Resources** in selected elementary, secondary and senior high schools in all the divisions in Region V on August 2018.
2. Since schools to be monitored in the Division of Catanduanes on August 13-18, 2018 are expected to be identified on the spot, all school heads, property custodians and school in-charge of learning resources are advised to be ready with the data needed by the monitoring team as stated in paragraph 2 of the letter,
3. For counter- checking of school property custodians/supply officers on all the learning resources received by the respective schools against the lists of all learning resources released by the central office, a soft copy of templates with lists of LRs for Grade 1 to Senior HS, is available at LRMDC, Division of Catanduanes.
4. It is also expected that learning resources already received by the schools are immediately distributed to the learners for their references.
5. Along with this, each school is also encouraged to put up/organize and maintain conducive to learning school library, library room or a library/reading corner (whichever is applicable according to the needs and availability of resources).
6. For information, guidance and compliance.



Republic of the Philippines  
Department of Education

## BUREAU OF LEARNING RESOURCES

Ground Floor, Bonifacio Bldg., DepEd Complex, Meralco Ave, Pasig City

\*blr.od@deped.gov.ph \*blr.lrp@deped.gov.ph \*blr.lrqad@deped.gov.ph  
634-1054 \* 634-1072 \* 634-0901



### Office of the Director

July 20, 2018

**Director Gilbert T. Sadsad**  
OIC- Assistant Regional Director  
Department of Education  
Regional Office V  
Rawis, Legazpi City

Attention: All Schools Division Superintendent

Dear Dir. Sadsad:

The Bureau of Learning Resources (BLR) will conduct a five-day Inter-Regional Post Delivery Audit and Inventory of LRs in selected elementary, secondary, and senior high schools in all the division offices (Region V on August 12-18 and September 2-8, 2018.

The objectives of the activity are (1) account the LR to learner ratio; (2) identify the problems in the deliveries and acceptance of LRs; (3) check the LR inventory report submitted by the concerned party custodians and/or supply officers; and (4) gather feedback on the utilization, disposal, safekeeping, recording, and maintenance of delivered LRs.

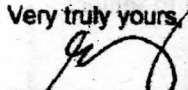
The participants to this activity are the Regional and Division LR Supervisors from Regions CAR, 7, 10, 11, 12 and CARAGA assigned to monitor the specified area in Annex 1.

Relative there to, the Regional and Division LR Supervisors and Division Supply Officers of your region are expected to assist during the monitoring. All Division Supply Officers are requested to be ready with the accomplished inventory report of learning resources from 2013 to 2017 (Annex 2). We also request the Regional/Division Accountant to provide the LR monitors the Statement of Expenditures (SOE) of downloaded funds to the RO for reproduction and delivery of Grade 5 Activity Sheets and SHS learning Resources and Distribution Funds of centrally procured LRs.

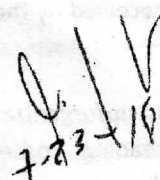
Attached is the indicative program of activity (Annex 3) for reference. For any concern, please contact Ms. Ma. Concepcion T. Barrera, Project Development Officer II- Production Division at telephone numbers (02) 634-0901, (02) 631-3690, and telefax number (02) 631-4985 or email p.barrera\_sionne@yahoo.com or blr.lrp@deped.gov.ph.

For your appropriate action.

Very truly yours,

  
**EDEL B. CARAG**  
Director III  
OIC, Director IV

Attached.: as stated



## LIST OF MONITORS FOR THE INTER-REGIONAL MONITORING

	Name	Position	Region	Division	Place to Visit		Date of Visit
					Region	Division	
1	Arthur Cotimo	EPS-LR Supervisor	VI	Guimaras	V	Ajbay	9/2-8/18
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Prepared by:

*Ma. Concepcion T. Barrera*  
 Ma. Concepcion T. Barrera  
 Project Development Officer II

Reviewed by:

*EESY D. AGAMATA*  
 EESY D. AGAMATA  
 Chief, Production Division

Noted by:

*BOEL B. CARAG*  
 BOEL B. CARAG  
 Director III  
 OIC-Director IV



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July 20, 2018

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OIC- Assistant Regional Director  
Department of Education  
Regional Office V  
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Attention: **All Schools Division Superintendent**

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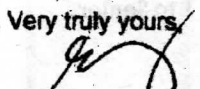
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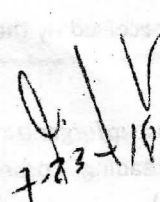
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Prepared by:

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Reviewed by:

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Chief, Production Division

Noted by:

*EDIC B. CARAG*  
EDIC B. CARAG  
Director III  
OIC-Director IV

**Inter-Regional Post Delivery Audit and Inventory of Learning Resources**  
**Indicative Program of Activities**

<b>Aug. 12</b>	
	<b>AM</b>
	<ul style="list-style-type: none"> <li>● Arrival of Participants</li> </ul>
	<ul style="list-style-type: none"> <li>● Registration/Billeting</li> </ul>
	<ul style="list-style-type: none"> <li>● AM Snacks</li> </ul>
	<b>PM</b>
<b>Day 0</b>	1:00 - 2:00 PM      Opening Program
	2:00 - 4:00 PM      Orientation Proper
	<ul style="list-style-type: none"> <li>● Activity Overview</li> </ul>
	<ul style="list-style-type: none"> <li>● Objectives</li> </ul>
	<ul style="list-style-type: none"> <li>● Terms of Reference</li> </ul>
	<ul style="list-style-type: none"> <li>● Simulation on Accomplishing Forms</li> </ul>
	<ul style="list-style-type: none"> <li>● Process of Monitoring</li> </ul>
<b>Days 1-4</b>	
<b>Aug. 13-16</b>	Monday to Thursday - Monitoring Activities
<b>Day 5</b>	Travel Back to Manila (Friday)
	6:00 - 8:00 PM      Dinner
<b>Aug. 17</b>	8:00:00 PM onwards      Billeting
<b>Day 6</b>	7:00 - 8:00 AM      Breakfast
	8:15 - 12:00 NN      Post Evaluation
	<ul style="list-style-type: none"> <li>● Sharing of Experiences</li> </ul>
	<ul style="list-style-type: none"> <li>● Submission of Monitoring Reports</li> </ul>
<b>Aug. 18</b>	12:00 NN - 1:00 PM      Lunch Break
	1:00 PM onwards      Departure from Manila of LR Monitors to their respective stations