



**DIVISION MEMORANDUM**

No. 325, S. 2018

21 08 2018

**RELEASED**  
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**TO :** Chief Education Supervisor - CID  
Education Program Supervisors  
Public Schools District Supervisors  
School heads (Public Schools)  
School LRMS Coordinators  
All Others Concerned

**FROM :** **FEDERICO P. MARTIN, Ed. D., CE. D., CESO V**  
Schools Division Superintendent

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

**DATE :** **AUGUST 7, 2018**

1. In reference to the Regional Memorandum No. 251, s, 2018, **re: Inter-Regional Post Delivery Audit and Inventory of Learning Resources will be conducted on August 12-18, 2018 in all Schools Division Offices in CAR.** The objective of this activity is to monitor the status of learning resources.
2. Assigned monitor, **Education Program Supervisor-Learning Resource Supervisor coming from Danao City-Region VII**, will be visiting selected Elementary Schools, Junior High Schools and Senior High Schools in our division.
3. The Selected Schools should **prepare the following information** for the visit **a. the learning resources to learner ratio b. the problems in the deliveries and acceptance of LRs c. LR inventory report submitted by the concerned property custodian and/or supply officer and d. feedback on the utilization, disposal, safekeeping, recording and maintenance of delivered LRs.**
4. The selected schools are **requested to extend their usual assistance** to the monitors to facilitate the Inter-Regional Post Delivery Audit and Inventory of LRs.
5. Attached with this memo is the **list of selected schools** to be visited and the **template for the preparation of information**
6. Immediate and wide dissemination of this Memorandum to all concerned is required.





**List of Selected Schools for the Inter-Regional Post Delivery Audit and Inventory of Learning Resources**

<b>ELEMENTARY SCHOOLS</b>	
Name of School	Name of Principal
Baguio SPED Center	Nino Tibangay
Quezon ES	Danilo Gayao
Lucban ES	Joseph Estigoy
Baguio Central School	Esther K. Litilit
Mabini ES	Castro P. Canuto
Dona Aurora ES	Marie D. Sillatoc
Elpidio Quirino ES	Rosie Beel A. Marzo
Loakan ES	Cynthia Vitagan
<b>JUNIOR HIGH SCHOOLS</b>	
Dona Aurora HS	Marilou Gomeyac
Baguio City National HS	Brenda Carino
Pines City National HS	Leticia Sab-it
Irisan National HS	
Mil-an National HS	Whitney Dawayen
<b>SENIOR HIGH SCHOOLS</b>	
BCNHS- Stand Alone	Edward C. Vicente
Baguio City National HS	Brenda M. Cariño
Pines City National HS	Leticia Sab-it
Irisan National HS	
Mil-an National HS	Whitney Dawayen

**Template for Information needed for the Inter-Regional Post Delivery Audit and Inventory of Learning Resources**

**A. ELEMENTARY SCHOOLS**

<b>School Profile</b>							
Name of School							
Name of Principal							
School Population/No of Learner							
Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	<b>Total</b>
No of teachers per grade level							
Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	<b>Total</b>
Name of School Property Custodian							
Name of School Supply Officer							

<b>1. Learner Resources to learner ratio</b>						
Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Remarks						
<b>2. Problems in the deliveries and acceptance of LRs</b>						
Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Remarks						

3. LR inventory report submitted by the concerned property custodian and/or supply officer						
Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Remarks						
4. feedback on the utilization, disposal, safekeeping, recording and maintenance of delivered LRs						
Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Remarks						

### B. JUNIOR HIGH SCHOOLS

School Profile				
Name of School				
Name of Principal				
School Population/No of Learner				
Grade 7	Grade 8	Grade 9	Grade 10	<b>Total</b>
No of teachers per grade level				
Grade 7	Grade 8	Grade 9	Grade 10	<b>Total</b>
Name of School Property Custodian				
Name of School Supply Officer				

1. Learner Resources to learner ratio			
Grade 7	Grade 8	Grade 9	Grade 10
Remarks			
2. Problems in the deliveries and acceptance of LRs			
Grade 7	Grade 8	Grade 9	Grade 10
Remarks			
3. LR inventory report submitted by the concerned property custodian and/or supply officer			
Grade 7	Grade 8	Grade 9	Grade 10
Remarks			



4. feedback on the utilization, disposal, safekeeping, recording and maintenance of delivered LRs			
Grade 7	Grade 8	Grade 9	Grade 10
Remarks			

**C. SENIOR HIGH SCHOOLS**

School Profile		
Name of School		
Name of Principal		
School Population/No of Learner		
Grade 11	Grade 12	<b>Total</b>
No of teachers per grade level		
Grade 11	Grade 12	<b>Total</b>
Name of School Property Custodian		
Name of School Supply Officer		

1. Learner Resources to learner ratio	
Grade 11	Grade 12
Remarks	
2. Problems in the deliveries and acceptance of LRs	
Grade 11	Grade 12
Remarks	
3. LR inventory report submitted by the concerned property custodian and/or supply officer	
Grade 11	Grade 12
Remarks	
4. feedback on the utilization, disposal, safekeeping, recording and maintenance of delivered LRs	
Grade 11	Grade 12
Remarks	