



Department of Education
Region VII, Central Visayas
Province of Bohol
City Schools Division
Tagbilaran City



August 22, 2018

Division Memorandum
No. 473 s, 2018

Inter- Regional Post Delivery Audit and Inventory of Learning Resources

To : Chief CID and SGOD
Education Program Supervisors
Division Supply Officer / Property Custodian
Elementary School Heads
Secondary School Heads
School Property Custodian

1. The Bureau of Learning Resources will conduct a 5- day Inter- Regional Post Delivery Audit and Inventory of Learning Resources in selected elementary , junior and senior high schools in our division on September 2-8, 2018
2. The objectives of the said activity areas follows :
 - a. account the learning resources to learners ratio;
 - b. identify the problems in the deliveries and acceptance of learning resources;
 - c. check the inventory report submitted by the concerned property custodian and/ or supply officers; and
 - d. gather feedback on the utilization, disposal, safekeeping, recording and maintenance of delivered property custodian.
3. Relative to this, there will be a meeting of all property custodians on **August 24, 2018 – Friday , 2:00 p.m.** at Tagbilaran City Central Computer Laboratory.
4. School Heads are advised to make arrangement to ensure that classes handled by the participants are not disrupted.
5. This office requires letter of explanation for those who fail to attend the meeting.
6. Immediate dissemination and compliance with this Memorandum to all concerned is directed.


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Schools Division Superintendent