



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



August 28, 2018

Division Memorandum
No. 196 s, 2018

Inter- Regional Post Delivery Audit and Inventory of Learning Resources

To : Chief CID and SGOD
Education Program Supervisors and ALS Coordinator
Division Accountant
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 to all elementary , junior and senior high schools in our division on September 2-8, 2018
2. The said visit aims to :
 - 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, all schools must be ready with all necessary data on inventory of text-based and non-text-based learning and teaching resources including Science and Math equipment received from 2013 to present using the tools provided to the school property custodians.
4. Division Supply Officer / Property Custodian is requested to be ready with the inventory report or delivered learning resources from 2013 to present.
5. Likewise, the Division Accountant is requested to prepare and provide the monitors the Statement of Expenditure (SOE) of downloaded funds for reproduction of Grade 5 Activity Sheets and SHS learning resources and distribution funds of the centrally procured learning resources.
6. Moreover, a Focus- Group – Discussion (FGD) will be conducted on September 6, 2018 (Thursday) , 3:00- 5:00 pm at Reyna's Haven. A registration of two hundred pesos (200) shall be collected for the snacks of the participants.

CID- LRMDS

7. Meals and transportation of the school and division participants for FGD and other incidental expenses shall be charged against school and division MOOE.

8. Meanwhile meals and board and lodging of the national monitors shall be charged against the Division MOOE.

9. All expenses relative to this activity shall be subject to the usual accounting and auditing rules.

10. List of FGD Participants, Monitoring Activity Schedule, List of Monitor Assigned to Region VII. Science and Math Equipment and TVL Inventory Tool are herewith attached.

11. Immediate dissemination and compliance of this Memorandum to all concerned is directed.


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent

List of Monitors Assigned to Region 7

	Name	Position	RO	Division	Place to Visit	
					RO	Division
1	Emily F. Sarmiento	LR Supervisor	3	Angeles City	7	Cebu City
2	Estrella D. Neri	LR Supervisor	3	Aurora	7	Mandaue City
3	Ellen Macaraeg	LR Supervisor	3	Balanga City	7	Lapu-lapu City
4	Edgar Garcia	LR Supervisor	3	Bataan	7	Cebu Province
5	Ma. Editha R. Caparas	LR Supervisor	3	Regional Office	7	
6	Ever M. Samson	LR Supervisor	3	Cabanatuan City	7	Naga City, Cebu
7	Rubilita L. San Pedro	LR Supervisor	3	Gapan City	7	Talisay City, Cebu
8	Sonny N. de Guzman	LR Supervisor	3	Mabalacat City	7	Carcar City
9	Arnelia R. Trajano	LR Supervisor	3	Malolos City	7	Toledo City
10	Cesar G. Yadao	LR Supervisor	3	Meycauayan City	7	Danao City
11	Rodolfo Dizon	LR Supervisor	3	Muñoz Science City	7	Bogo City, Cebu
12	Beverly T. Mangulabnan	LR Supervisor	3	Nueva Ecija	7	Negros Oriental
13	Jose C. Tala	LR Supervisor	3	Olongapo City	7	Siquijor
14	Cornelius Ducut	LR Supervisor	3	Pampanga	7	Bayawan City
15	Rodel D. Lintag	LR Supervisor	3	San Fernando City, III	7	Dumaguete City
16	Sheralyn M. Allas	LR Supervisor	3	San Jose City	7	Tanjay City
17	Marlon D. Daclis	LR Supervisor	3	SJD Monte City	7	Bais City
18	Bobby P. Caoagdan	LR Supervisor	3	Tarlac	7	Guihulngan City
19	Lily Beth B. Mallari	LR Supervisor	3	Tarlac City	7	Bohol
20	Garry M. Achacoso	LR Supervisor	3	Zambales	7	
21	Raenalda M. Blanco	LR Supervisor	3	Bulacan	7	Tagbilaran City

Prepared by:

MA. CONCEPCION T. BARRERA
MA. CONCEPCION T. BARRERA
 Project development Officer II

Reviewed by:

BENY C. AGAMATA
BENY C. AGAMATA
 Chief, Production & Design

Noted by:

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



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SCHEDULE OF SCHOOL VISIT AND MONITORING ACTIVITIES
September 3-7, 2018

DATE/ TIME	PLACE/ SCHOOL TO BE VISITED	PRINCIPAL	SCHOOL PROPERTY CUSTODIAN
September 3			
MONDAY			
7:30 A.M	Arrival of monitors from Manila		
8:30- 9:00	Courtesy call to D.O		
9:00 -10:00	Dampas E/S	Mr. Marcelino Pelin	Mr. Antonio Bantol
10:00 – 11:00	City Science H/S	Ms. Maurine Castaño	Ms. Elaine Sobrepeña
11:00 – 12:00	City East E/S	Ma. Antonette Dugang	Mr. Dougeford Castaño
LUNCH BREAK			
1:30 -2:30	Mansasa E/S	Ms. Lorelei Añore	Ms. Alice Puyos
2:30 – 3:30	Mansasa NHS	Ms. Corazon Samuya	Ms. Maxima Salisid
3:30- 4:30	Boo E/S	Ms. Rachel Omasas	Ms. Virginia Sarigumba
4:30 – 5:30	D.O	Debriefing	
September 4			
TUESDAY			
8:30 – 9:30	Eastern Cogon ES	Ms. Marilyn Goti-ay	Ms. Roselle Sunit
9:30-10:30	Cogon HS	Ms. Ma. Dolores Dahab	Ms. Ma. Leni Dacullo
10:30- 11:30	Cogon E/S	Ms. Elisa Geagonia	Mr. Oliver Toh
LUNCH BREAK			
1:00 – 2:30	DCPNHS	Ms. Virgilia Omictin	Ms. Grace Rios
	TCHS -HI	Ms. Rizalina Peligro	Ms. Zita Barrera
2:30 – 3:30	Booy Main ES	Ms. Eufe Rhoda Galon	Ms. Marcel Tisoy
3:30- 4:30	Booy South ES	Ms. Chona Roxas	Ms. Tertuliana Aparece
4:30 – 5:30	D.O	Debriefing	
September 5			
Wednesday			
8:30 -9:30	Taloto ES	Ms. Estrella Calalin	Ms. Loida Galang
9:30- 10:30	Ubujan ES	Ms. Evangeline Canda	Ms. Liza Indoyon
10:30- 11:30	Manga ES	Mr. Basilides Sempron	Ms. Zenaida Labesores
LUNCH BREAK			
1:30 – 2:30	Manga NHS	Ms. Grace Campos	Ms. Kim Regalado
2:30 – 3:30	Tip-Tip ES	Ms. Clementina Gamil	Ms. Jenia Sumaylo
3:30 – 4:30	Cabawan ES	Ms. Proserpina Doroy	Ms. Ursula Balani
4:30 – 5:30		Debriefing	



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September 6		THURSDAY	
8:30- 9:30	San Isidro E/S	Ms. Ma. Flor Getigan	Ms. Paulina Garan
9:30 -10:30	San Isidro NHS	Ms. Dioscora Ramos	Ms. Marina Sendrijas
10:30 – 11:30	Dao ES	Ms. Concepcion Gallentes	Ms. Bartolomea Montero
LUNCH BREAK			
1:00 – 2:30	City Central	Ms. Juanita Lafuente	Ms. Aileen Lopernes
	SPED	Ms. Concepcion Tubal	Ms. Judith Guadalquiver
	SSES	Ms. Alma Lopus	
3:00 – 5:00	FOCUS GROUP DISCUSSION (FGD)		
September 7		FRIDAY	
10:00 – 12:00	Post Conference / Feedback on findings		
	Ms. Reinalda M. Blanco	- BLR Monitor	
	SDS- Dr. Virginia C. Zapanta	- Schools Division Superintendent	
	Dr.Elisea G. Dela Torre	- Chief Curriculum and Instruction Div	
	Ms. Neolita S. Sarabia	- EPS- LRMDS	
	Ms. Marife Rallos	- Division Supply Officer	
	Ms. Julie Ann Kristies Redilla	- OIC Division Accountant	
12:00 – 1:00	LUNCH BREAK		
2:00	Monitor Departure from Tagbilaran to Manila		



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