



Republic of the Philippines
Department of Education
Region VII, Central Visayas
TAGBILARAN CITY SCHOOLS DIVISION
City of Tagbilaran



Email Add: citydivision@yahoo.com

Telefax # (038)-501-9449 Tel # (038)-235-6239; (038) 411-3297

Memorandum

To : Chief CID and SGOD
Education Program Supervisors
Elementary School Heads
Secondary School Heads
School ICT Coordinators

From : **VIRGINIA C. ZAPANTA , Ed.D.,CESO V**

Subject : **MEETING OF ALL SCHOOL PROPERTY CUSTODIANS**

Date : July 31, 2018

1. In keeping with the mandate and programs of the Learning Resource Management and Development System (LRMDS) and compliance with the Division Monitoring and Evaluation requirements, the field is hereby informed that there will be a School Property Custodians Meeting for **Quarter 1 on August 4 , 2018 at 1:30 p.m** at Deped Division Office Conference Room.
2. The following agenda will be discussed :
 - Update on Learning Resources delivery to school for C.Y 2018
 - Identify issues and concerns on the delivered resources
 - Preparation of Reports for the Inter-Regional Post Delivery Audit and Inventory of Learning Resources
 - Next Step
3. School Property Custodians are advised to bring list of identified issues, concerns and gaps related to learning resources delivery and utilization.
4. School Heads are advised to make necessary 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 of all concerned are directed.


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