



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



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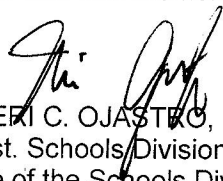
March 22, 2019

Division Memorandum
No. 142 s, 2019

**ORIENTATION ON LEARNING RESOURCES AND
PROPERTY MANAGEMENT SYSTEM**

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

1. The Curriculum Implementation Division – Learning Resource Management and Development Section and the Division Supply Unit will conduct a One (1) -Day Orientation on Learning Resources and Property Management System on March 28, 2019 at Reynas Haven and Garden, New Calceta ,Tagbilaran City.
2. The activity aims to :
 - a. orient School Heads and School Property Custodian on the accomplishment of Standardized Accomplishment Report for Resource and Property Inventory including duties and responsibilities .
 - b. to provide standards procedure on the management and disposal of school learning resources and other properties
 - c. address issues and concerns related to schools resources and property management .
3. Participants are the Elementary and Secondary School Heads, School Property Custodians, Division Supply Officer, Division Information Technology Officer, Division Supply Unit – Administrative Staff and EPS- LRMS.
4. School Property Custodians are required to bring sample of delivery and acceptance receipt, copy of stock card, laptop and extension wire.
5. A registration of four hundred pesos (400.00) shall be collected for the meals and snacks of the participants chargeable against school MOOE and Division MOOE for the Division personnel involved.
6. Meals, transportation and other incidental expenses shall be charged against School and Division MOOE subject to usual accounting rules and regulations.
7. Immediate dissemination and compliance with this Memorandum to all concerned is directed.


NERI C. OJASTICO, Ed.D., CESE
Asst. Schools Division Superintendent
OIC , Office of the Schools Division Superintendent