



November 13, 2019

Division Memorandum

No. 667 s. 2019

**DATA GATHERING FOR ESTABLISHMENT OF DIVISION
 LEARNING RESOURCES AND ASSET MANAGEMENT SYSTEM**

TO : CID Chief
 Education Program Supervisor
 Public Elementary and Secondary School Heads
 Administrative Officer V
 Supply Officer
 Division ITO
 All Other Concerned

1. In relation to the establishment of Learning Resources and Asset Management System of the Division, the CID – LRMD Unit and Division Supply Unit will conduct a series activity on the following schedules and venue

Date	Participants
November 19, 2019 (Tuesday) Venue : Casa Rey Francis Burgos St. Tagbilaran	<ul style="list-style-type: none"> • Elementary and Secondary School Heads • 2 Supply Unit Personnel • Division ITO • Division Supply Officer • Administrative Officer V • EPSvr – LRMDs • 2 HRDD Personnel
November 22-23, 2019 (Friday – Saturday) To Be Announced	<ul style="list-style-type: none"> • Elementary and Secondary Schools Property Custodian • Division Supply Officer • EPSvr – LRMDs • 2 HRDD Personnel

2. The activity aims to :
- a. assess current state of asset management and inventory of resources in different level of governance
 - b. conduct data-gathering activity in preparation for the asset management manual development
 - c. produce a concept design in the establishment of asset management system in the Division.
3. Meals, snacks and materials for this workshop are chargeable against HRTD Funds, while transportation and other incidental expenses shall be charged against School MOOE subject to usual accounting rules and regulations.
4. Immediate dissemination and compliance with this Memorandum to all concerned is directed.

JOSEPH IRWIN A. LAGURA , Ph.D.
 Schools Division Superintendent