



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



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December 13, 2019, 2019

Division Memorandum  
No. 718 s. 2019

**RETOOLING OF PROPERTY CUSTODIAN AND SCHOOL HEADS ON THE  
EVALUATION, CUSTODIANSHIP AND UTILIZATION OF LEARNING TOOLS  
AND EQUIPMENT**

TO : CID – Chief  
Education Program Supervisors  
ALS Division Coordinator  
Public Elementary and Secondary School Heads

1. Pursuant to the continuous improvement in the implementation of Learning Resource Management Development System Delivery in the Division, there will be capability building on evaluation processes, custodianship and utilization of centrally procured learning tools and equipment on **December 17, 2019**, 8:30 a.m – 5:00 p.m at Casa Rey Francis, Tagbilaran City.
2. The activity aims to :
  - a. Inform participants on the analysis and findings of the inter-division inventory and validation of delivered learning tools and equipment ;
  - b. orient Property Custodians and School Heads of their roles and functions on the evaluation, custodianship and utilization of learning tools and equipment;
  - c. develop school LTE monitoring plan ;
3. Participants of the said activity are the Elementary and Secondary School Heads and the Schools and ALS CLC Property Custodians.
4. Expenses for meals, snacks and materials will be charged against Division HRTD Funds while transportation of the participants will be charged against School MOOE, subject to usual government accounting and auditing rules and regulations
5. Teachers who are participants in this activity shall be given service credits as provided in DepEd Order 53, 2003, entitled *Updated Guidelines on Grant of Service Vacation Service Credits To Teachers*. The LRMSD Supervisor will process the request for the grant of service credits.
6. Immediate dissemination and compliance of this Memorandum is enjoined.

for: **JOSEPH IRWIN A. LAGURA, Ph.D.**  
Schools Division Superintendent

MENITA J. INCOG  
OEC - 12/13/19