



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,

Division Memorandum

No. 716 s. 2019

**ORIENTATION ON THE ROLES, CATALOGUING AND MONITORING PROCESSES ON  
THE UTILIZATION OF BLR DELIVERED SCIENCE,  
MATH AND TVL 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 Resources Management Development System Delivery in the Division, there will be an orientation on roles , cataloguing and monitoring processes and utilization of BLR delivered Science , Math and TVL tools and equipment, building on evaluation processes and utilization guidelines of centrally procured learning tools and equipment on **December 18, 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 during the inter-division inventory and validation on utilization of delivered learning tools and equipment;
  - b. orient School Librarian and School LRMDS of their roles and functions on the evaluation , and monitoring on the utilization of learning tools and equipment
  - c. develop school LTE utilization monitoring plan ;
3. Participants of the said activity are Schools Librarian Designate, Schools, and ALS CLC LRMDS Coordinators.
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 LRMDS 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

MENTA J. INCOG  
OEC - 12/13/19