



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – Tagbilaran City

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**Office of the Schools Division  
Superintendent**

MEMORANDUM

MLA-2020- cid-026

TO : ALL PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS

FROM : *John Arul A. Lagura o/s/c 2/27/2020*  
**JOSEPH IRWIN A. LAGURA, Ph.D.**  
Schools Division Superintendent

SUBJECT : INVENTORY & UPGRADING OF EPP/TLE/TVL TOOLS, FURNITURE  
& EQUIPMENT

DATE : February 27, 2020

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1. Pursuant to Division Education Development Plan (DEDP) targets on inventory, acquisition and upgrading of EPP/TLE/TVL tools, furniture and equipment, this Office is requiring all School Heads to comply this report and be submitted to this Office on or before March 16, 2020 using the attached template.
2. The result of this inventory will be your guide in the future procurement activity.
3. For your guidance and compliance.

SDS/ASDS/OFFICE/E.G.D/jcb

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**Address:** Dampas District, Tagbilaran City, Bohol  
**Telephone Nos.:** (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147  
**Email Address:** tagbilarancity.division@deped.gov.ph

ELEM SCHOOL: \_\_\_\_\_ NAME OF SCHOOL HEAD: \_\_\_\_\_

CURRENT ENROLMENT \_\_\_\_\_ PROJECTED YEARLY INCREASE (2%) (Yr.1) \_\_\_\_\_, (Yr. 2) \_\_\_\_\_ (Yr.3) \_\_\_\_\_ (Yr.4) \_\_\_\_\_ (Yr. 5) \_\_\_\_\_

COMPONENT	ITEMS	NUMBER IN YEAR 2020			PROJECTED 5 YRS INCREASE	TOTAL NEEDS	UPGRADING SCHEDULE (QUANTITY TO BE ACQUIRED)					
		REQUIRED	EXISTING	NEEDED			Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	
AGRI-FISHERY ARTS												
HOME ECONOMICS												
INDUSTRIAL ARTS												
ICT												

Note: Instruction on How to Fill the Form

- COLUMNS:
- 2 – Name of items
  - 3 – Number of required items
  - 4 – Number of existing items
  - 5 – Number of units needed. It is the difference between Columns 3 & 4
  - 6 – Number of needed units based on the projected enrolment/ teachers increase for five (5) years
  - 7 – The sum of Column 5 & 6
  - 8 – The quantity to be acquired will be allocated within five (5) years. Allocation will be based on the projected needs per year

SEC SCHOOL: \_\_\_\_\_ (JUNIOR & SENIOR) NAME OF SCHOOL HEAD: \_\_\_\_\_

CURRENT ENROLMENT \_\_\_\_\_ PROJECTED YEARLY INCREASE (2%) (Yr.1) \_\_\_\_\_, (Yr. 2) \_\_\_\_\_ (Yr.3) \_\_\_\_\_ (Yr.4) \_\_\_\_\_ (Yr. 5) \_\_\_\_\_

COMPONENT	ITEMS	NUMBER IN YEAR 2020			PROJECTED 5 YRS INCREASE	TOTAL NEEDS	UPGRADING SCHEDULE (QUANTITY TO BE ACQUIRED)						
		REQUIRED	EXISTING	NEEDED			Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5		
AGRI-FISHERY ARTS STRAND:													
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