



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools  
Division Superintendent**

DIVISION MEMORANDUM

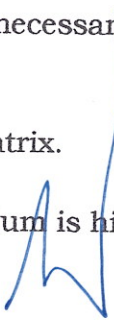
No. 484, s.2021

November 18, 2021

**HANDS- ON WORKSHOP ON INVENTORY MANAGEMENT AND  
REPORTING OF LEARNING RESOURCES USING PRESCRIBED TEMPLATE**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Elementary and Secondary School Principals  
All Others Concerned

1. This office through the Curriculum Implementation Division – Learning Resource Management Section (CID-LRMS) and Division Supply Section, will conduct a Hands-on Workshop on Inventory Management and Reporting of Learning Resources on **December 6 and 7, 2021** from 8:00 a.m. -5:00 p.m. The venue is still to be determined.
2. This activity aims to:
  - a. capacitate/ retool schools Learning Resource Management Coordinators and schools Supply Officer/ Property Custodians inventory management and reporting;
  - b. orient on the quality assurance processes of Learning Resource;
  - c. apply knowledge and skill on Inventory Management and Reporting of Learning Resources; and
  - d. reconcile existing inventory reports
3. The participants of this activity are schools supply officers and LRMS coordinators.
4. Participants are requested to bring laptop, extension wire and their existing learning resource inventory reports.
5. Expenses for meals and snacks of participants shall be charged against Division HRTD Funds subject to the usual accounting and auditing rules and regulations.
6. School Heads and teachers concern shall make necessary arrangement for continuous delivery of duties and functions.
7. Enclosed are the List of Participants and Training Matrix.
8. Immediate and wide dissemination of this Memorandum is highly directed.

  
**JOSEPH IRWIN A. LAGURA, PhD**  
Schools Division Superintendent  
Office of the Schools Division  
Superintendent

JIAL/MKP/CID/JAAL / nss2021



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



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**Enclosure**

**Title : HANDS- ON WORKSHOP ON INVENTORY MANAGEMENT AND  
REPORTING OF LEARNING RESOURCES USING PRESCRIBED TEMPLATE**

**Date : December 6 and 7 , 2021**

**Venue : To be identified**

**Participants**

- **School Property Custodians**
- **School Learning Resource Management Coordinators**
- **Division Personnel**
  - **CID - LRMS**
    - ✓ Dr. Neolita S. Sarabia.
    - ✓ Mr . Simon T. Rios
    - ✓ Ms. Emily L. Acabo
  - **Supply and Accounting Section**
    - ✓ Ms. Fe Rallos
    - ✓ Mr. Ananias J. Sumaylo
    - ✓ Mr. Japhet A. Revereal
    - ✓ Mr. Christian John L. Capon
  - **SGOD - HRTD**
    - ✓Dr. Filomena C. Tanggaan
    - ✓Dr. Rosene D. Olaivar

