



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

**Office of the Schools Division
Superintendent**

December 4, 2021

DIVISION MEMORANDUM
No. JD1, s.2021

**ADDENDUM TO DM 484,s.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. Relative to the conduct of the *Hands-on Workshop on Inventory Management and Reporting of Learning Resources Using Prescribed Templates*, scheduled on December 6 & 7, 2021, the venue will be at Panda Tea Garden Suite , J.A Clarin St., Tagbilaran City.
2. All other provisions of the aforementioned Memorandum still remain.
3. 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
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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Jr

11/29/21

**Office of the Schools
Division Superintendent**

DIVISION MEMORANDUM

November 18, 2021

No. 404, s.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.

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

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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

