



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

**Office of the Schools Division
Superintendent**

MEMORANDUM

No. **451**, s. 2022

December 6, 2022



**DIVISION PHYSICAL COUNT OF EPP/TLE/TVL NON-CONSUMABLE
MATERIALS, TOOLS AND EQUIPMENT**

To : PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS

1. Section 1, Article 2 of 1987 Philippine Constitution emphasizes the accountability of public officers, and in compliance of the report asked by the Bureau of Learning Resources (BLR) Region 7, this Office will conduct an inventory of all EPP/TLE/TVL both procured thru (School MOOE, PTA, SEF, Division, Region, National) donated by (LGU, PTA, alumni, NGO, GOs) on non-consumable materials, tools and equipment. This activity also aims to ensure the maximum utilization of learning materials available in our school. Below is the schedule of activities:

ACTIVITY	DATE	PERSONS' INVOLVED
Preparation of reports by the school In-charge using the prescribed templates	December 7-14, 2022	School Head, Property Custodian/EPP/TLE/TVL teachers
Submission of reports both soft and hard copies to the Division Office	December 15 -16, 2022	School Principal
Division validation of reports submitted	January 10 – 21, 2022	Division Validation Team
Information dissemination/declaration on available learning materials in school to teachers	January 23-25, 2023	School Heads, EPP/TLE/TVL teachers

2. School Heads are directed to closely monitor the utilization of these learning materials to make learning authentic and fun.
3. Enclosed are the templates for these reports.
4. Immediate dissemination and compliance of this Memorandum is hereby directed.


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Schools Division Superintendent 



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