

Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
City of Kabankalan

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DIVISION MEMORANDUM

No. 167, s. 2018


**TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Public Schools District Supervisors
Division Administrative Officer V
Division Property and Supply Officer IV
Public Elementary and Secondary School Heads
District and School Property Custodian**

FROM: MA. LORLINE M. ORTILLO, CESO VI
Schools Division Superintendent

DATE : August 20, 2018

**SUBJECT: INTER-REGIONAL POST DELIVERY AUDIT & INVENTORY
OF LEARNING RESOURCES**

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1. The Department of Education through the Bureau of Learning Resources (BLR) will conduct a five-day **Inter-Regional Post Delivery Audit and Inventory of Learning Resources (LRs)** in elementary, secondary and senior high schools in our Schools Division Office of Kabankalan City on September 2-8, 2018.
 2. The activity aims to:
 - a. account the LR to learner ratio;
 - b. identify the problems in the deliveries and acceptance of LR's;
 - c. check the LR Inventory Report submitted by the Division and School Supply Officer/Property Custodian; and
 - d. gather feedback on the utilization, disposal, safekeeping, recording and maintenance of delivered LR's.
 3. An Orientation in preparation for this activity will be conducted at the Division Library Hub on August 23, 2018 with the following schedule:
 - a. 9:00 A.M. – 12:00 N.N. – District III and IV Participants
 - b. 1:00 P.M. – 4:00 P.M. – District I, II and V Participants
 4. The participants to this activity are the respective Public Schools District Supervisors, School Heads, District Property Custodians and the School Property Custodians.
 5. Immediate dissemination of this Memorandum is desired.


MA. LORLINE M. ORTILLO, CESO VI
Schools Division Superintendent