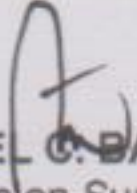




## MEMORANDUM

**TO :** OIC-Asst. Schools Division Superintendent  
OIC-Chief, Curriculum Implementation Division  
OIC-Chief, School Governance & Operations Division  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
School Property Custodians  
All Other Concerned

**FROM :**  **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

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

**DATE :** August 8, 2018

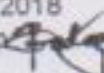
In reference to Regional Memorandum No. 431-s.2018 dated August 1, 2018, this Office informs there will be a five-day Inter-Regional Post Delivery Audit and Inventory of Learning Resources on August 12-18, 2018.

The objectives of the activity are:

1. to account the LR to learner ratio
2. to identify the problems in the deliveries and acceptance of LRs
3. to check the LR inventory report submitted by the concerned property custodians and/or supply officers
4. to gather feedback on the utilization, disposal, safekeeping, recording, and maintenance of delivered LRs.

Relative to this, all schools are required to ready necessary documents in the upcoming audit. Attached is the Regional Memorandum and the letter by Dr. Edel B. Carag, Director III, OIC-Director IV, Bureau of Learning Resources for your reference.

Immediate and wide dissemination of this Memorandum is desired.

UM <sup>399</sup>s.2018  
@lrmads,bbp 







Republic of the Philippines  
Department of Education  
**REGION IV-A CALABARZON**  
Gate 2 Karangalan Village  
1900 Cainta, Rizal



**TO :** SCHOOLS DIVISION SUPERINTENDENTS

**FROM :** DIOSDADO M. SAN ANTONIO  
*Director IV*

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

**DATE :** August 1, 2018

1. In reference to the Letter dated July 20, 2018 by Dr. Edel B. Carag, Director III, OIC-Director IV, Bureau of Learning Resources, herewith attached, this Office informs you that there will be a five-day Inter-Regional Post Delivery Audit and Inventory of LRs in selected elementary, secondary, and senior high schools in all the division offices in Region IV-A on August 12-18, 2018. See attachments for complete details. Mr. Arturo P. Tingson, one of the two monitors assigned to SDO Quezon, shall replace Mr. Peter Van C. Ang-ug, SDO Cabuyao City shall be monitored by Ms. Rose Marie Diocares who is assigned to monitor SDO Laguna.
2. Relative thereto, the Division LR Supervisors and Division Supply Officers of your SDO are expected to assist during the monitoring. All Division Supply Officers are requested to be ready with the accomplished inventory report of learning resources from 2013 to 2017 (See Annex 2). Division accountants are also requested to provide the LR monitors with a copy of the Statement of Expenditures (SOE) of downloaded funds to the RO for reproduction and delivery of Grade 5 Activity Sheets and SHS Learning Resources and Distribution Funds of centrally procured LRs.
3. For inquiries, please contact Mr. Eugenio S. Adrao, EPS in-charge of LRMDSS at (0947) 991-5198 or email at eugenio.adrao@deped.gov.ph.



Trunk Line: (02) 682-5773 / 647-4914 / 647-7487  
Fax: (02) 682-2114  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)  
Facebook: DepEd R-4A Calabarzon  
E-mail: [region4@deped.gov.ph](mailto:region4@deped.gov.ph)



AJA17-0078





Republic of the Philippines  
Department of Education

## BUREAU OF LEARNING RESOURCES

Ground Floor, Bonifacio Bldg., DepEd Complex, Meralco Ave, Pasig City

\*blr.od@deped.gov.ph \*blr.lrp@deped.gov.ph \*blr.lrqad@deped.gov.ph  
634-1054 \* 634-1072 \* 634-0901



### *Office of the Director*

July 20, 2018

**Director Diosdado M. San Antonio**  
Regional Director  
Department of Education  
Regional Office IV-A  
Karangalan ES, Karangalan Village  
Cainta, Rizal

Attention: **All Schools Division Superintendent**

Dear **Dir. San Antonio**:

The Bureau of Learning Resources (BLR) will conduct a five-day Inter-Regional Post Delivery Audit and Inventory of LRs in selected elementary, secondary, and senior high schools in all the division offices in Region IV-A on August 12-18, 2018.

The objectives of the activity are (1) account the LR to learner ratio; (2) identify the problems in the deliveries and acceptance of LRs; (3) check the LR inventory report submitted by the concerned property custodians and/or supply officers; and (4) gather feedback on the utilization, disposal, safekeeping, recording, and maintenance of delivered LRs.

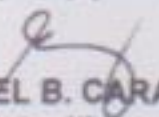
The participants to this activity are the Regional and Division LR Supervisors from Regions 6, 7, 8, 9, 10, 11, 12, & CARAGA assigned to monitor the specified area in Annex 1.

Relative there to, the Regional and Division LR Supervisors and Division Supply Officers of your region are expected to assist during the monitoring. All Division Supply Officers are requested to be ready with the accomplished inventory report of learning resources from 2013 to 2017 (Annex 2). We also request the Regional/Division Accountant to provide the LR monitors the Statement of Expenditures (SOE) of downloaded funds to the RO for reproduction and delivery of Grade 5 Activity Sheets and SHS learning Resources and Distribution Funds of centrally procured LRs.

Attached is the indicative program of activity for reference. For any concern, please contact **Ms. Ma. Concepcion T. Barrera**, Project Development Officer II- Production Division at telephone nos. (02) 634-0901, (02) 631-3690, and telefax number (02) 631-4985 or email to [barrera\\_sionne@yahoo.com](mailto:barrera_sionne@yahoo.com) or [blr.lrp@deped.gov.ph](mailto:blr.lrp@deped.gov.ph).

For your appropriate action.

Very truly yours,

  
**EDEL B. CARAG**  
Director III  
OIC, Director IV

Attached: as stated


Inter-Regional Post Delivery Audit and Inventory of Learning Resources Indicative Program of Activities		
Aug. 12	AM	<ul style="list-style-type: none"> <li>• Arrival of Participants</li> <li>• Registration/Billeting</li> <li>• AM Snacks</li> </ul>
Day 0	PM	
	1:00 - 2:00 PM	Opening Program
	2:00 - 4:00 PM	Orientation Proper <ul style="list-style-type: none"> <li>• Activity Overview</li> <li>• Objectives</li> <li>• Terms of Reference</li> <li>• Simulation on Accomplishing Forms</li> <li>• Process of Monitoring</li> </ul>
Days 1-4 Aug. 13-16	Monday to Thursday - Monitoring Activities	
Day 5	Travel Back to Manila (Friday)	
Aug. 17	6:00 - 8:00 PM	Dinner
	8:00:00 PM onwards	Billeting
Day 6	7:00 - 8:00 AM	Breakfast
	8:15 - 12:00 NN	Post Evaluation <ul style="list-style-type: none"> <li>• Sharing of Experiences</li> <li>• Submission of Monitoring Reports</li> </ul>
Aug. 18	12:00 NN - 1:00 PM	Lunch Break
	1:00 PM onwards	Departure from Manila of LR Monitors to their respective stations



## LIST OF MONITORS FOR THE INTER-REGIONAL MONITORING

	Name	Position	Region	Division	Place to Visit		Date of Visit
					Region	Division	
1	Mary Helen Bocol	EPS-LR Supervisor	VI	Kabankalan City	IV-A	Bacoor City	8/12-18/18
2	Dexter Diergos	EPS-LR Supervisor	VI	Passi City	IV-A	Antipolo City	8/12-18/18
4	Rosela Ablera	EPS-LR Supervisor	VII	Negros Oriental	IV-A	Batangas	8/12-18/18
5	Nanette Nacor	EPS-LR Supervisor	VII	Talisay City	IV-A	Cavite Province	8/12-18/18
6	Shirley Godoy	EPS-LR Supervisor	VIII	Baybay City	IV-A	Dasmariñas City	8/12-18/18
7	Joy Bihag	EPS-LR Supervisor	VIII	Regional Office	IV-A	Quezon	8/12-18/18
8	Luna Luz Rancho	EPS-LR Supervisor	IX	Dapitan City	IV-A	Calamba City	8/12-18/18
9	Evelyn C. Labad	EPS-LR Supervisor	IX	Zamboanga del Norte	IV-A	Batangas City	8/12-18/18
10	Rose Marie Diocares	EPS-LR Supervisor	IX	Zamboanga Sibugay	IV-A	Laguna	8/12-18/18
11	Rowena A. Bolsamo	EPS-LR Supervisor	IX	Regional Office	IV-A	Biñan City	8/12-18/18
12	Irene G. Villamor	EPS-LR Supervisor	X	Comiguin	IV-A	Rizal	8/12-18/18
13	Grace P. Paculto	EPS-LR Supervisor	X	El Salvador City	IV-A	Tayabas City	8/12-18/18
14	Teofista A. Cabrera	EPS-LR Supervisor	X	Iligan City	IV-A	San Pablo City	8/12-18/18
15	Cornie A. Emborong	EPS-LR Supervisor	X	Lanao del Norte	IV-A	Lipa City	8/12-18/18
16	Gina L. Mandawe	EPS-LR Supervisor	X	Tangub City	IV-A	Imus City	8/12-18/18
17	Jayvy C. Vegafria	EPS-LR Supervisor	X	Valencia City	IV-A	Cavite City	8/12-18/18
18	Arlyn B. Lim	EPS-LR Supervisor	XI	Compostela Valley	IV-A	Sta. Rosa City	8/12-18/18
20	Peter Van C. Ang-ug	EPS-LR Supervisor	XII	Cotabato City	IV-A	Quezon	8/12-18/18
21	Sally A. Palomo	EPS-LR Supervisor	XII	Gen. Santos City	IV-A	Lucena City	8/12-18/18
22	Genevieve S. Verceles	EPS-LR Supervisor	CARAGA	Bayugan City	IV-A	Tanauan City	8/12-18/18

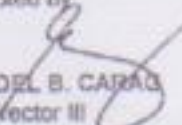
Prepared by:

  
Ma. Concepcion T. Barrera  
Project Development Officer II

Reviewed by:

BESY C. AGAMATA  
Chief, Production Division

Noted by:

  
EDEL B. CARAO  
Director III  
OIC-Director IV