DIVISION MEMORANDUM
No 106  8 2018

SUBMISSION OF UPDATED INVENTORY OF LEARNING RESOURCES

TO: Public Schools District Supervisors
    Elementary and School Principals
    School In-Charge (elem/sec)
    This Division

FROM: ROY ANGELO E. GAZO
    Schools Division Superintendent

April 23, 2018

1. In view of the issued Memorandum D.M.-C.I. 2018-00127 signed by Lorna Dig Dino, Undersecretary for Curriculum and Instruction dated April 18, 2018, requiring elementary and secondary schools for the submission of Updated Inventory of Learning Resources Situation Report.

2. Attached is the report format entitled Learner’s Resources Situation Report.

3. Deadline of submission will be on May 20, 2018 for consolidation at the District Office and the District Office will forward the consolidated report at the LRMDS - Division Office on May 24, 2018.

4. Please submit the said report in hardcopy and softcopy (excel format).

5. For information and compliance.
Memorandum

To: Regional Directors
   Schools Division Superintendents
   School Heads/Principals (Public Elementary and High Schools)

From: Lorna Dino
   Undersecretary for Curriculum and Instruction

Subject: Submission of Updated Inventory of Learning Resources

Date: April 18, 2018

1. All Public School Principals or Heads of Elementary and High Schools (Junior and Senior) are required to submit the inventory of usable K to 12 Learning Resources (LRs) to their respective Division Offices using the attached form "Learners' Resources Situation Report."

2. Division Offices shall consolidate the reports and submit these to the Bureau of Learning Resources (BLR), copy furnish the Regional Office and LR Supervisors, on or before May 31, 2018 thru the following:

<table>
<thead>
<tr>
<th>Telefax Nos.</th>
<th>(02) 634-09-01;631-4985 (applies to division consolidated reports only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address</td>
<td><a href="mailto:milagros.rebato@deped.gov.ph">milagros.rebato@deped.gov.ph</a> (for Regions I, II, III, CAR, XI, and XII)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:angeline.espiritu@deped.gov.ph">angeline.espiritu@deped.gov.ph</a> (for Regions IV-A/B, V, NCR, XIII, and ARMM)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ireen.subebe@deped.gov.ph">ireen.subebe@deped.gov.ph</a> (for Regions VI, VII, VIII, IX, and X)</td>
</tr>
<tr>
<td>Mailing address</td>
<td>Addressed to: Edel B. Carag, Director III, OIC Director IV</td>
</tr>
<tr>
<td></td>
<td>Bureau of Learning Resources, Department of Education</td>
</tr>
<tr>
<td></td>
<td>Ground Floor, Bonifacio Building Philsports Complex, Meralco Avenue, Pasig City</td>
</tr>
</tbody>
</table>

3. Regional Directors and Division Superintendents must ensure the dissemination of this urgent message and likewise ensure the submission of the duly accomplished reports on or before the set deadline.

4. For your guidance and strict compliance.

Attach.: as stated
### Learners' Resources Situation Report

<table>
<thead>
<tr>
<th>Subject and Grade Level</th>
<th>Title</th>
<th>Actual Quantity of LRs</th>
<th>Losses and Damages</th>
<th>Usable</th>
<th>Actual Enrollment SY 2017-2018</th>
<th>Learner's Resources Shortage/Deficiency</th>
<th>Learner's Resources Excess</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>b</td>
<td>c</td>
<td>d</td>
<td>e = c - d</td>
<td>f = e - c</td>
<td>g = f - e</td>
<td>h = e - f</td>
</tr>
</tbody>
</table>

**Note:** Usable inventory considerations:

1. Must include only learning materials/textbooks which are still in good or fair condition and can still be issued to students this SY 2017-2018.
2. Must specify each mother-tongue based language per learning area, particularly, for Grades 1 to 3.
3. Must specify the book or area of specialization, especially for Grades 11 and 12.

#### Prepared by:

Certified True and Correct:

Public School Principal / School Head

Date