



Republic of the Philippines
Department of Education
 REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
 Superintendent**

16 May 2024

DIVISION MEMORANDUM
 CID No. **149**, s. 2024

**ORIENTATION ON THE SUBMISSION OF THE ANNUAL INVENTORY REPORT OF
 LEARNING RESOURCES**

To: Public Schools District Supervisors/Principals In-Charge
Secondary Schools Cluster Heads
 Public Elementary School Heads Concerned
 Secondary School Heads Concerned
 Elementary and Secondary School LR Inventory In-charge
 Division LRMS Personnel
 All Others Concerned

1. This has reference to Region Memorandum CLMD-2024-128 and DepEd Memorandum BLR-2024-04-602 titled Submission of Annual Inventory Report of Learning Resources.
2. *As stipulated in the abovementioned memoranda , all public School Heads of both elementary and secondary schools shall submit an Annual Inventory of usable K to 12 LRs allocated to their respective schools to address deficiencies, losses, and damages in learning resources (LRs).*
3. Anent this, an orientation for the preparation of the said report shall be conducted at the Division Conference Hall on May 20, 2024 at 1:00 p.m.
4. The following are the participants:

Public Schools District Supervisor/Principals In-charge	1 per District
<i>Secondary Schools Cluster Heads</i>	<i>1 per Municipality</i>
District Learning Resource Inventory In-charge/Coordinator (to be identified by the District Head, preferably non-teaching personnel)	1 per District
Secondary Schools Learning Resource Inventory In-charge/Coordinator (to be identified by the Cluster Head, preferably non-teaching personnel)	1 per Municipality

5. Below is the timeline for the preparation and submission of the reports:

Division Orientation	May 20, 2024
District and Cluster Orientation	May 22-24, 2024



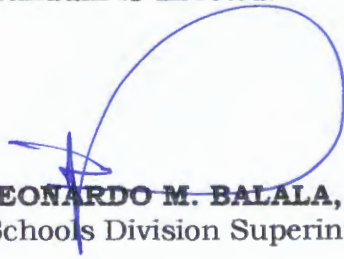
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School-based Inventory of Learning Resources	May 27-29, 2024
School-based Preparation of Report	May 30, 2024
Submission of School Reports to District/Cluster	May 31, 2024
Consolidation of Reports in the District/Cluster	June 3-7, 2024
Submission of District/Cluster Reports in the Division	June 10, 2024
Consolidation of District and Cluster Reports	June 11-14, 2024
Submission of Division Consolidated Report	June 17, 2024

- The District and Cluster In-charge shall submit an electronic copy of the Consolidated Inventory Report duly checked by the District and Cluster Head to the Division Office, including individual reports from all schools within the district or cluster.
- For any inquiry, all personnel concerned are advised to contact LRMS Personnel through telephone no. 228-1549.
- Food, transportation, and other incidental expenses of the participants shall be chargeable against Local Funds/School MOOE subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent
5/20/24

Encl.: As Stated

Reference: Region Memorandum CLMD-2024-128
DepEd Memorandum BLR-2024-04-602

To be indicated in the Perpetual Index
under the following subjects:

ORIENTATION LEARNING RESOURCES

LBL/DM- orientation on the submission of the annual inventory report of learning resources
0000/May 16, 2024



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