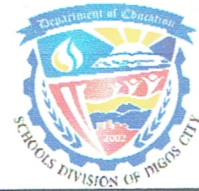




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



August 1, 2018

**DIVISION MEMORANDUM**

No. 677, s. 2018

**Attendance to the Inter-Regional Post Delivery Audit and Inventory**

To : **Chief, Curriculum Implementation Division**

**ATTENTION:** **Analiza C. Almazan**  
Education Program Supervisor  
LR Manager

1. Pursuance to Unnumbered Regional Memorandum dated July 18, 2018, re: **"Inter-Regional Post Delivery Audit and Inventory"**, you are hereby directed to attend the said activity on August 12-18, 2018 at the National Educators Academy of the Philippines (NEAP) # 15 Cepeda St. Concepcion 1, Marikina City.
2. Attached herewith are the Unnumbered Regional Memorandum and the letter from Director Edel B. Carag of the Bureau of Learning Resources (BLR) for further details.
3. All travelling and other allowable expenses of the said participants will be reimbursed through funds to be downloaded to the Region subject to the usual accounting and auditing rules and regulations.

  
**DR. WINNIE E. BATON, CESE**

Officer-in-Charge  
Office of the Schools Division Superintendent

DepEd Schools Division Office

**RELEASED** 12594

date: 07 AUG 2018 time: 8:48

by: 

Encls: Unnumbered Regional Memorandum dated July 18, 2018

References: Letter from the BLR dated July 12, 2018

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

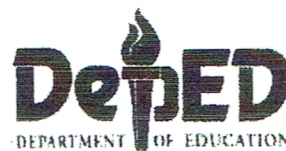
Curriculum LRMS Inventory

aca: Attendance to the Inter-Regional Post Delivery Audit and Inventory

date: August 1, 2018



Republika ng Pilipinas  
**KAGAWARAN NG EDUKASYON  
TANGGAPANG PANREHIYON XI**  
Lungsod ng Dabaw



Address: F. Torres St., Davao City (8000)

Internet Address (URL): [www.depedroxi.ph](http://www.depedroxi.ph)

Telefax No.: (082)227-1102; 221-8459; 221-9428; 227-0943; 227-8025; 222-2617; 227-0941; 227-8435; 221-9342; 2216147(Fax)

**MEMORANDUM**

To: **All Schools Division Superintendent  
All Division LR Supervisors**

Subject: **INTER-REGIONAL POST DELIVERY AUDIT AND INVENTORY**

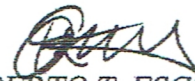
Date: **July 18, 2018**

1. Enclosed is a letter dated July 12, 2018 from Edel B. Carag, Director III and OIC Director IV of the Bureau of Learning Resources (BLR), regarding the **Conduct of a five-day Inter – Regional Post Delivery Audit and Inventory of LR's in selected elementary, secondary, and senior high schools in the division offices on August 12 -18, 2018** at the National Educators Academy of the Philippines (NEAP) # 15 Cepeda St. Concepcion 1, Marikina City.

2. The participants in this activity to monitor the specified area, are the following :

| Name               | Position              | Division         | Place to visit (monitor) |
|--------------------|-----------------------|------------------|--------------------------|
| Rebecca Sagot      | EPS - LR Supervisor   | Davao del Norte  | San Carlos City          |
| Annaliza Almazan   | EPS - LR Supervisor   | Digos City       | Urdaneta City            |
| Djoanne Aguilar    | EPS - LR Supervisor   | Panabo City      | Quirino                  |
| Arlyn Lim          | EPS - LR Supervisor   | COMVAL           | Sta Rosa City            |
| Lorna Ragos        | EPS - LR Supervisor   | Tagum City       | Palawan                  |
| Aris Juanillo      | EPS - LR Supervisor   | Davao City       | Puerto Princesa City     |
| Susan Salazar      | EPS - LR Supervisor   | Davao Oriental   | Muntinlupa               |
| Arnel Zaragosa     | EPS - LR Supervisor   | Mati             | Pasay City               |
| Christopher Felipe | EPS - LR Supervisor   | Davao del Sur    | Masbate City             |
| Teresita Helgason  | EPS - LR Supervisor   | IGACOS           | Naga City                |
| Ernie Agsaulio     | EPS - LR Supervisor   | Davao Occidental | Leyte                    |
| MaryJaneM Mejorada | Regional Focal - LRMD | Regional Office  | Pangasinan               |

3. All travelling and other allowable expenses of the said participants will be reimbursed through funds to be downloaded to the Region subject to the usual accounting and auditing rules and regulations. Kindly, accomplish and sign the herein certificate of acceptance on or before July 20, 2018 as a manifestation of your willingness to process the funds to be downloaded and submit the same to the BLR at telephone number (02) 634 – 0901, (02) 631 -3690, telefax number (02) 631-4985 and/or email address at [blr.lrp@deped.gov.ph](mailto:blr.lrp@deped.gov.ph).
4. Immediate dissemination of this memorandum to all concerned is desired.

  
ATTY. ALBERTO T. ESCOBARTE, CESO III  
Regional Director

Enclosure: as stated.  
ROC4/CLMD/mjmejorada

DEPARTMENT OF EDUCATION ROXI

RECORDS SECTION

**RELEASED**

By:  1007 - 4139

Date: 7/20/18 Time: 3:45-P



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 12, 2018

**Director Alberto T. Escobarte**  
Regional Director  
Department of Education  
Regional Office XI  
F. Torres St., Davao City

Dear Dir. Escobarte:

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 on August 12-18, 2018 inclusive of travel time to monitor delivered LRs in Luzon area.

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 Supervisor from the Region assigned to monitor the specified area in Annex 1.

Expenses for transportation, per diem, board and lodging, supplies, materials, and other miscellaneous expenses relative to the conduct of the activity shall be charged against BLR Fund. The transportation and per diem will be downloaded to the region/division after submission of the conformed Certificate of Acceptance (Annex 2) as requirement for downloading of funds subject to the usual accounting and auditing rules and regulations.

All participants are requested to arrive at the National Educators Academy of the Philippines (NEAP) #15 Cepeda St., Concepcion 1, Marikina City in the morning of August 12, 2018, for the orientation. Immediately after the orientation, the participants will proceed to their assigned destinations. For those with flights eg. bound to Palawan and Bicol areas, please book your flights early. Please take note that all participants will go back to NEAP on August 17, 2018 for the post evaluation and submission of travel reports.

Also, attached is the indicative program of activity for reference. The BLR will appreciate receiving the conformed Certificate of Acceptance on or before July 20, 2018. For any concern, please contact Ms. Ma. Concepcion T. Barrera, Project Development Officer II-Production Division at telephone numbers (02) 634-0901, (02) 631-3690, and telefax number (02) 631-4985 or email to barrera\_sionee@yahoo.com 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

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|          |                                                                                                                                       |                                                                                                                                                                                                   |
|----------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | AM                                                                                                                                    |                                                                                                                                                                                                   |
|          | <ul style="list-style-type: none"><li>• Arrival of Participants</li><li>• Registration/Billeting</li><li>• First Meal Lunch</li></ul> |                                                                                                                                                                                                   |
| Day 0    |                                                                                                                                       |                                                                                                                                                                                                   |
| (Sunday) | PM                                                                                                                                    |                                                                                                                                                                                                   |
|          | 1:00 PM - 2:00 PM                                                                                                                     | Opening Program                                                                                                                                                                                   |
|          | 2:00 PM- 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> |

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|          |                 |                                                       |
|----------|-----------------|-------------------------------------------------------|
| Day 1    |                 |                                                       |
| (Monday) | AM              |                                                       |
|          | 6:00 - 7:00 AM  | Breakfast                                             |
|          | 7:00 AM onwards | Travel time of LR Monitors to their assigned division |

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|                    |  |                       |
|--------------------|--|-----------------------|
| Day 2 - 4          |  |                       |
| (Tuesday-Thursday) |  | Monitoring Activities |

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|          |  |                       |
|----------|--|-----------------------|
| Day 5    |  |                       |
| (Friday) |  | Travel back to Manila |

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|            |                    |                                                                                                                     |
|------------|--------------------|---------------------------------------------------------------------------------------------------------------------|
| Day 6      | 6:30 AM – 8:30 am  | Breakfast                                                                                                           |
| (Saturday) | 8:30 am – 12:00 nn | Post-evaluation                                                                                                     |
|            |                    | <ul style="list-style-type: none"><li>• Sharing of Experiences</li><li>• Submission of Monitoring Reports</li></ul> |
|            | 12:00nn – 1:00 pm  | Lunch Break                                                                                                         |
|            | 1:00 pm onwards    | Departure from Manila of LR Monitors to their respective stations                                                   |

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\_\_\_\_\_  
Date

### CERTIFICATE OF ACCEPTANCE

This Office willingly accepts the downloading of funds from the Bureau of Learning Resources to cover the travel expenses and per diem of the participant/s who shall attend the Inter-Regional Post Audit and Inventory of Learning Resources for the K to 12 Program from August to October 2018, subject to the usual accounting and auditing rules.

Signed by:

\_\_\_\_\_  
Printed Name and Signature of Regional Director

\_\_\_\_\_  
Regional Office

## LIST OF MONITORS FOR THE INTER-REGIONAL MONITORING

|    | Name                  | Position               | Region | Division          | Place to Visit |                      | Date of Visit |
|----|-----------------------|------------------------|--------|-------------------|----------------|----------------------|---------------|
|    |                       |                        |        |                   | Region         | Division             |               |
| 1  | Rebecca Sagot         | EPS-LR Supervisor      | XI     | Davao del Norte   | I              | San Carlos City, I   | 8/12-18/18    |
| 2  | Annaliza C. Almazan   | EPS-LR Supervisor      | XI     | Digos City        | I              | Urdaneta City        | 8/12-18/18    |
| 3  | Djhoane C. Aguilar    | EPS-LR Supervisor      | XI     | Panabo City       | II             | Quirino              | 8/12-18/18    |
| 4  | Arlyn B. Lim          | EPS-LR Supervisor      | XI     | Compostela Valley | IV-A           | Sta. Rosa City       | 8/12-18/18    |
| 5  | Lorna Ragos           | EPS-LR Supervisor      | XI     | Tagum City        | IV-A           | Palawan              | 8/12-18/18    |
| 6  | Aris B. Juanillo      | EPS-LR Supervisor      | XI     | Davao City        | IV-B           | Puerto Princesa City | 8/12-18/18    |
| 7  | Susan Salazar         | EPS-LR Supervisor      | XI     | Davao Oriental    | NCR            | Muntinlupa City      | 9/2-8/18      |
| 8  | Amel S. Zaragosa      | EPS-LR Supervisor      | XI     | Marikina          | NCR            | Pasay City           | 9/2-8/18      |
| 9  | Christopher Felipe    | EPS-LR Supervisor      | XI     | Davao del Sur     | V              | Masbate City         | 8/12-18/18    |
| 10 | Teresita Helgason     | EPS-LR Supervisor      | XI     | IGACOS            | V              | Naga City, V         | 8/12-18/18    |
| 11 | Mary Jane M. Mejerada | Regional LR Supervisor | XI     | Regional Office   | I              | Pangasinan I         | 8/12-18/18    |

Prepared by:

*Ma. Concepcion T. Barrera*  
 Ma. Concepcion T. Barrera  
 Project Development Officer II

Reviewed by:

*BESY C. AGAMATA*  
 BESY C. AGAMATA  
 Chief, Production Division

Noted by:

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