



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 491, s. 2020

October 6, 2020

LOANING OF TEXTBOOKS

To: CID and SGOS Chiefs
Education Program Supervisor Concerned
Public Schools District Supervisors
Elementary and Secondary School Heads Concerned
Division Supply Office Personnel
Division LR Personnel

1. In reference to Division Memorandum No. 380, S.2020, re: Learning Resources to Utilize for the First Quarter and Submission of Reports on Printing Status of Worksheets and on Inventory of Available Textbooks Containing the Most Essential Learning Competencies, this Office reminds the schools concerning the loaning of books which shall be done on purposes of making use of the available textbooks within the Division. In connection thereof, concerned School Heads are expected to engage in said task within October 19-23, 2020 (Please see the enclosure for the List of Loaner and Loanee).
2. School Heads of the identified Loanee Schools are advised to arrange their mode of transportation for transporting the books from the loaner. An Inventory Custodian Slip (ICS) shall be issued by the loaner to the loanee for proper transfer of accountability and responsibility.
3. Concerned schools are required to furnish the Division Supply Office and the LR Unit a copy of the ICS for recording, tracing and monitoring purposes.
4. This office reiterates that all concerned personnel shall strictly observe the minimum health protocols at all times that include wearing of face masks, face shields, physical distancing of 1-2 meters, hand washing with soap and water, sanitizing with 70% alcohol, and using of foot bath.
5. Travel expenses of concerned personnel shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. For immediate dissemination, guidance, and compliance.

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
20-63450

DATE: 15 OCT 2020 TIME: 3:30 pm

BY: f


CRISTY C. EPE
Schools Division Superintendent





Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

Proposed List of Textbooks Available for Loan (Elementary Level)

Date	School	Grade Level/ Learning Area	No. of Copy
	Borrower: Lungag ES	Grade 1	
	Borrowed from: San Miguel ES	Filipino	14
		English	15
		Grade 3	
		Filipino	20
		English	8
		Math	2
		Science	20
		Aral Pan	20
		ESP	8
		Music	4
		Arts	4
		Grade 4	
		Math	5
		Aral Pan	11

Prepared by:


JUVY COMAINGKING
SDO Librarian

Noted by:


MARY JOY B. FORTUN
EPS, LRMS



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Proposed List of Textbooks Available for Loan (Elementary Level)

Date	School	Grade Level/ Learning Area	No. of Copy
	Borrower: Lungag ES	Grade 5	
	Borrowed from: San Miguel ES	Math	9
		Science	15
		Aral Pan	3
		ESP	3
		Music	10
	Borrower: Lungag ES	Grade 1	
	Borrowed from: Bagumbuhay ES	Math	6
		MTB-MLE	4

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Date	School	Grade Level/ Learning Area	No. of Copy
	Borrower: Casildo Nonol ES	Grade 3	
	Borrowed from: San Miguel ES	Filipino	30
		Math	36
		Science	33
		ESP	36
		Music	36
		Arts	36
		Grade 4	
		ESP	5
		Music	5
		PE	5
		Health	5
		Grade 6	
		ESP	6

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Date	School	Grade Level/ Learning Area	No. of Copy
	Borrower: Casildo Nonol ES	Grade 4	
	Borrowed from: Remedios Saplala ES	Health	5
		PE	5
		Grade 6	
		English	32
		Math	7
	Borrower: Igpit ES	Grade 2	
	Borrowed from: Remedios Saplala ES	Arts	4
		ESP	5
		Health	4
		Math	6
	Borrower: Igpit ES	Grade 5	
	Borrowed from: Bagumbuhay ES	Science	10
		Grade 6	
		English	27
	Borrower: Igpit ES	Grade 2	
	Borrowed from: Casildo Nonol ES	English	5

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Date	School	Grade Level/ Learning Area	No. of Copy
	Borrower: Apolandia ES	Grade 1	
	Borrowed from: Rizal CES	Aral Pan	5
		ESP	3
		Filipino	3
		Math	4
		MTB-MLE	4
		Grade 5	
		Aral Pan	6
		EPP	4
	Borrower: Apolandia ES	Grade 2	
	Borrowed from: G. Reusora ES	MTB-MLE	4
		Grade 5	
		Filipino	5

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Date	School	Grade Level/ Learning Area	No. of Copy
	Borrower: Binaton ES	Grade 4	
	Borrowed from: Rizal CES	EPP	8
		Filipino	13
		Health	11
		Math	4
		MTB-MLE	4
		Grade 5	
		Aral Pan	7
		ESP	10
		EPP	16
	Borrower: Binaton ES	Grade 2	
	Borrowed from: G. Reusora ES	English	3
		Grade 5	
		English	8

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Date	School	Grade Level/ Learning Area	No. of Copy
	Borrower: Binaton ES	Grade 2	
	Borrowed from: Apolandia ES	Arts	3
		ESP	8
		Filipino	18
		Grade 3	
		Health	3
		Math	18
		MTB-MLE	18
		Music	3
		PE	3
		Grade 5	
		English	5
	Borrower: Matti ES	Grade 4	
	Borrowed from: Rizal CES	Filipino	5
		Grade 5	
		Aral Pan	1
		ESP	3
		EPP	2

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Date	School	Grade Level/ Learning Area	No. of Copy
	Borrower: Matti ES	Grade 2	
	Borrowed from: G. Reusora ES	Filipino	4
		Grade 5	
		Filipino	3
		Math	3
	Borrower: G. Reusora ES	Grade 2	
	Borrowed from: Apolandia ES	Aral Pan	8
		Math	18
		MTB-MLE	4
		Grade 4	
		ESP	7
		Science	3
		Grade 5	
		Filipino	5
		Grade 6	
		Math	9

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Proposed List of Textbooks Available for Loan (Elementary Level)

Date	School	Grade Level/ Learning Area	No. of Copy
	Borrower: Mahayahay ES	Grade 1	
	Borrowed from: Digos City CES	ESP	16
		Math	16
		Grade 2	
		ESP	16
		Filipino	18
		Math	16
		Music	16
		Grade 3	
		English	7
		Filipino	7
		Music	7
		Science	7
		Grade 4	
		Health	17
		Math	15
		Music	17
		PE	17
		Science	16

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Date	School	Grade Level/ Learning Area	No. of Copy
	Borrower: Mahayahay ES	Grade 1	
	Borrowed from: Damnas ES	Aral Pan	10
		ESP	16
		Filipino	15
		Math	13
		MTB-MLE	15
	Borrower: Damnas ES	Grade 4	
	Borrowed from: Digos City CES	Filipino	30

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Proposed List of Textbooks Available for Loan (Secondary School)

Date	School	Grade Level/ Learning Area	No. of Copy
	Borrower: Balabag NHS	Grade 7	
	Borrowed from: Ruparan NHS	Arts	22
		English	16
		Health	15
		Music	22
		PE	15
		Science	6
		Grade 8	
		Arts	1
		Music	1
		Science	2
		Grade 10	
		Arts	2
		ESP	17
		English	2
		Mathematics	7
		Music	2
		Science	15

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Proposed List of Textbooks Available for Loan (Secondary School)

Date	School	Grade Level/ Learning Area	No. of Copy
	Borrower: Ruparan NHS	Grade 9	
	Borrowed from: Balabag NHS	Arts	6
		EsP	1
		Health	6
		Music	6
		PE	6
		Science	6
	Borrower: Soong National HS	Grade 7	
	Borrowed from: Kapatagan NHS	Music	21
		Science	41
		Grade 8	
		Science	2
		Grade 10	
		Arts	26
		Music	26
		PE	22

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