



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE - CAPIZ

DIVISION ADVISORY No. 156, s.2022
April 8, 2022

**TO : All Public Schools District Supervisors
Secondary / Integrated School Principals
District / Secondary / Integrated School LR Coordinators
District / Secondary / Integrated School Property Custodians
District / Secondary / Integrated School IT Coordinators**

In connection with our compliance to Regional Memorandum No. 230, s. 2022 entitled **“Submission of Learning Resources Inventory Forms for School Year 2021-2022”** please be guided by the following instructions:

1. A link for encoding shall be sent to the various online platforms of the District/Property Custodians and District/LR Coordinators.
2. Mechanism for encoding shall follow the BELCP-PMR scheme of encoding with the District Property Custodian as the lead consolidator (as indicated in the Regional Memorandum Terms of Responsibilities).
3. Deadline for submission of electronic copies are indicated in the worksheets, with concentration on 1st Quarter deadline which is April 18, 2022.
4. Encoders are prohibited to rename worksheets or revise any formula to avoid “error transmission” reports which slows down the process of Division Consolidation.

For your information and guidance.

SALVADOR O. OCHAVO Jr., Ed.D., CESO V
Schools Division Superintendent

APR 08 2022



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