



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

June 10, 2021

DIVISION MEMORANDUM

No. 104 s. 2021

ONLINE ORIENTATION ON LEARNING RESOURCES INVENTORY FORMS

To: Public Schools District Supervisors
Elementary and Integrated School Heads
Secondary School Heads

1. Relative to the Joint Memorandum – DM-OUCI-2021-177 on the Submission of Self-Learning Modules (SLMs) Inventory Forms, the Supply and Property Section with the Learning Management Section will conduct an Online Orientation on the preparation of the Learning Resources (LRs) Inventory Forms.
2. This activity aims to:
 - orient participants on the guidelines, features/parts and concerns related to the actualization and submission of LR Inventory Forms; and
 - ensure the proper accomplishment of LR Inventory Forms.
3. In view of the above, we would like to invite your District Property Custodians, District LR Coordinators, Secondary School Supply Officers and Secondary School LR Coordinators to attend the said orientation on June 15, 2021 from 8:30-12:00 noon. Number of participants is found on Enclosure Number 1. Meeting link will be sent later.
4. For your immediate dissemination.

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

JUN 10 2021



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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Enclosure Number ___ to SDM No. ____s.2021

**NUMBER OF PARTICIPANTS ON THE CONDUCT OF THE ONLINE
ORIENTATION ON LEARNING RESOURCES INVENTORY FORMS**

Participants	No. of Participants
District LR Coordinator	18
District Property Custodian	18
Secondary Supply Officers	54
Secondary LR Coordinators	54
Integrated School Supply Officers	24
Integrated School LR Coordinators	24
Supply Section	2
LR Section	2
TOTAL	196



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