



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

September 29, 2021

**DIVISION MEMORANDUM**

No. 199 s. 2021

**RE-ORIENTATION ON THE SUBMISSION OF THE QUARTER 3 AND 4 LEARNING RESOURCES INVENTORY FORMS**

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

1. Relative to Regional Memorandum No. 603, s. 2021 on the Submission of Learning Resources Inventory Forms, the Learning Resource Management Unit and Supply and Property Unit will conduct an Online Re-Orientation on the submission of the Learning Resources (LR's) Inventory Forms for Quarters 3 & 4.
2. This activity aims to:
  - re-orient participants on the guidelines, features/parts and concerns related to the actualization and submission of LR's Inventory Forms for Quarter 3 & 4;
  - ensure the proper accomplishment of LR's Inventory Forms for Quarter 3 & 4;
  - set timeline on the transmission of report to the BLR.
3. In view of the above, we would like to advise your District Property Custodians, District LR Coordinators, Secondary School Supply Officers and Secondary School LR Coordinators to attend the said orientation on October 1, 2021 from 8:30-12:00 noon. Number of participants are found on Enclosure Number 1. Meeting link will be sent later.
4. For immediate dissemination.

**SALVADOR O. OCHAVO JR., Ed.D., CESO V**  
*Schools Division Superintendent*  
SEP 30 2021



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Enclosure Number 1 to SDM No. **199**s. 2021

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

<b>Participants</b>	<b>No. of Participants</b>
District LR Cordinator	18
District Property Custodian	18
Secondary Supply Officers	54
Secondary LR Coordinators	54
Integrated School Supply Officers	24
Integrated School LR Coordinators	24
Supply and Property Unit	3
LR Section	2
<b>TOTAL</b>	<b>197</b>



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