



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

January 14, 2022

Division Memorandum
No. 020, s. 2022

**PREPARATION, SUBMISSION AND CONSOLIDATION OF 2022 LEARNERS' RESOURCES
SITUATION REPORT**

TO: OIC – Assistant Schools Division Superintendent
Chief Education Program Supervisor – CID
Public Schools District Supervisors
Public Secondary and Integrated School Heads
PDO-2, CID
SDO Librarian 2

1. In line with the budget preparation for 2023, this office calls for the preparation and submission of Learners' Situation Report as of January, 2022.
2. District Property Custodians and Secondary School Supply Officers with the help of the LR Coordinators are advised to prepare and consolidate the required reports to be submitted on or before January 20, 2022.
3. Enclosed are templates to be used in preparing the required reports:
Enclosure A – template for the elementary and integrated schools
Enclosure B – template for the secondary and integrated schools
4. For the elementary, only district summary will be submitted and for the secondary and integrated schools, each school will submit to the Learning Resource Management Section through the google sheet that will be provided through the LR Group chat.
5. The following teachers and SDO personnel are enjoined to report to the SDO LR section on January 18, 2022 for an orientation and familiarization of the template and on 21, 24 and 25, 2022 to help in the consolidation of the report and are advised to bring laptop and extension cord.
 - * Edwin Salanatin - CLANHS
 - * Nelson Alcazaren - Capiz NHS
 - * Emmanuel V. Lati - SDO- ITO
 - * Frances Therese Zamora - SDO Librarian 2
 - * Lloyd Berjamin - SDO- Admin. Aide 6
6. Expenses incurred in the conduct of the activity shall be charged against SDO MOOE fund while travel expenses of teachers are chargeable against School MOOE both are subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.

SALVADOR O. OCHAVO, JR., EdD, CESO V
Schools Division Superintendent
JAN 17 2022



Address: Banica, Roxas City
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Website: <http://depedcapiz.oh>

Template A - ELEMENTARY (TO BE USE IN PREPARING SCHOOL AND DISTRICT REPORT)

Do not encode on columns highlighted with green

Republic of the Philippines
 Department of Education
 Region VI- Western Visayas
DIVISION OF CAPIZ
 Banica, Roxas City

District/ School: _____

Complete Address: _____

LEARNERS' RESOURCES SITUATION REPORT AS OF January 20,2022

Learning Area and Grade Level	Title (please reflect the title of the LM per Area)	Quantity			Actual Enrolment SY 2021-2022	LRs Situation	
		Actual Quantity of LRs <small>(including current deliveries)</small>	Losses and Damages	Usable		Learner's Resources Shortage/ Deficiency	Learner's Resources Excess
a	b	c	d	e	f	g	h
				e=c-d		g=f-e	h=e-f
Kindergarten AS				-		-	-
Grade 1				-		-	-
AP				-		-	-
EsP				-		-	-
English				-		-	-
Filipino				-		-	-
MTB-MLE (Hiligaynon)				-		-	-
Mathematics				-		-	-
Music and Arts				-		-	-
PE & Health				-		-	-
Grade 2				-		-	-
AP				-		-	-
EsP				-		-	-
English				-		-	-
Filipino				-		-	-
MTB-MLE (Hiligaynon)				-		-	-
Mathematics				-		-	-
Music and Arts				-		-	-
PE & Health				-		-	-
Grade 3				-		-	-
AP				-		-	-
EsP				-		-	-
English				-		-	-
Filipino				-		-	-
MTB-MLE (Hiligaynon)				-		-	-
Mathematics				-		-	-
Music and Arts				-		-	-
PE & Health				-		-	-
Science				-		-	-
Grade 4				-		-	-
AP				-		-	-
EsP				-		-	-
English				-		-	-
Filipino				-		-	-
Mathematics				-		-	-
Music and Arts				-		-	-
PE & Health				-		-	-
Science				-		-	-
EPP				-		-	-

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Learning Area and Grade Level a	Title (please reflect the title of the LM per Area) b	Quantity			Actual Enrolment SY 2021-2022 f	LRs Situation	
		Actual Quantity of LRs <small>(including current deliveries)</small> c	Losses and Damages d	Usable e		Learner's Resources Shortage/ Deficiency g	Learner's Resources Excess h
				e=c-d		g=f-e	h=e-f
Grade 5				-		-	-
AP				-		-	-
EsP				-		-	-
English				-		-	-
Filipino				-		-	-
Mathematics				-		-	-
Music and Arts				-		-	-
PE & Health				-		-	-
Science				-		-	-
EPP				-		-	-
Grade 6				-		-	-
AP				-		-	-
EsP				-		-	-
English				-		-	-
Filipino				-		-	-
Mathematics				-		-	-
Music and Arts				-		-	-
PE & Health				-		-	-
Science				-		-	-
EPP/TLE				-		-	-

Prepared by:

Certified True and Correct:

 DISTRICT/SCHOOL PROPERTY CUSTODIAN

 School Head

 DISTRICT/SCHOOL LRMS Coordinator

 DATE

Template B (SECONDARY TO USE IN PREPARING SCHOOL REPORT)

Do not encode on columns highlighted with green

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School: _____

Complete Address: _____

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		Actual Quantity of LRS (including current deliveries) c	Losses and Damages d	Usable e		Learner's Resources Shortage/ Efficiency g	Learner's Resources Excess h
Grade 7							
AP	Asya: Pagkakaisa sa Gitna ng Pagkakaiba			-		-	-
Art	Music & Arts			-		-	-
EsP	Pagkilala at Pagmamahal sa Sarili			-		-	-
English	English			-		-	-
Filipino	Panitikang Pilipino			-		-	-
Health	Health			-		-	-
Mathematics	Mathematics			-		-	-
Music	Music (Music and Arts of Asia Lms)			-		-	-
PE & Health	Physical Education (Physical Education &			-		-	-
Science	Science			-		-	-
TLE : AFA							
Agri. Crop Prod.				-		-	-
Animal Production				-		-	-
Food Processing				-		-	-
TLE : IA							
EIM				-		-	-
EPAS				-		-	-
Auto Servicing				-		-	-
SMAW				-		-	-
Carpentry				-		-	-
TLE: HE							
Cookery				-		-	-
Beauty Care				-		-	-
Household Services				-		-	-
Dressmaking				-		-	-
TLE : ICT							
CSS				-		-	-
Technical Drawing				-		-	-
Grade 8							
AP	Kasaysayan ng Daigdig			-		-	-
Art	Art			-		-	-
EsP	Edukasyon sa Pagpapakatao			-		-	-
English	English			-		-	-
Filipino	Panitikang Pilipino			-		-	-
Health	Health			-		-	-
Mathematics	Mathematics			-		-	-
Music	Music and Arts of Asia			-		-	-
PE & Health	Physical Education (Physical Education &			-		-	-
Science	Science			-		-	-

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		Actual Quantity of LRS <small>(including current deliveries)</small>	Losses and Damages	Usable		Learner's Resources Shortage/ Uericiency	Learner's Resources Excess
a	b	c	d	e	f	g	h
				e=c-d		g=f-e	h=e-f
TLE : AFA							
Agri. Crop Prod.				-		-	-
Animal Production				-		-	-
Food Processing				-		-	-
TLE : IA							
EIM				-		-	-
EPAS				-		-	-
Auto Servicing				-		-	-
SMAW				-		-	-
Carpentry				-		-	-
TLE: HE							
Cookery				-		-	-
Beauty Care				-		-	-
Household Services				-		-	-
Dressmaking				-		-	-
TLE : ICT							
CSS				-		-	-
Technical Drawing				-		-	-
Grade 9							
AP	Economics			-		-	-
Art	Art			-		-	-
EsP	Edukasyon sa Pagpapakatao			-		-	-
English	A Journey through Anglo-American Literature			-		-	-
Filipino	Panitikang Asyano			-		-	-
Health	Health			-		-	-
Mathematics	Mathematics			-		-	-
Music	Music (Music and Arts of Asia Lms)			-		-	-
PE & Health	Physical Education (Physical Education &			-		-	-
Science	Science			-		-	-
TLE (please specify title per component on specialization)	AFA			-		-	-
	IA			-		-	-
	HE			-		-	-
	ICT			-		-	-

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a	b	c	d	e	f	g	h	
				$e=c-d$			$g=f-e$	$h=e-f$
Grade 10								
AP	Kasaysayan ng Daigdig			-		-	-	
Art	Art			-		-	-	
EsP	Edukasyon sa Pagpapakatao			-		-	-	
English	Celebrating Diversity throuh World Literature			-		-	-	
Filipino	Filipino			-		-	-	
Health	Health			-		-	-	
Mathematics	Mathematics			-		-	-	
Music	Horizon Music & Arts Appreciation for Young Filipino			-		-	-	
PE & Health	Physical Education (Physical Education & Health)			-		-	-	
Science	Science			-		-	-	
TLE (please specify title per component on specialization)	AFA			-		-	-	
	IA			-		-	-	
	HE			-		-	-	
	ICT			-		-	-	

Prepared by:

Certified True and Correct:

School Supply Officer

School Head

School LRMSD Coordinator

Date