



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

24 FEB 2026

**DIVISION MEMORANDUM**

No. 098, s. 2026

**CONDUCT OF INVENTORY OF LEARNING RESOURCES FOR  
 THE 4<sup>TH</sup> QUARTER OF SY 2025-2026 AND FOR  
 THE 1<sup>ST</sup> QUARTER OF SY 2026-2027**

To: Assistant Schools Division Superintendent  
 OIC-Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Heads of Public Elementary, Secondary, and Integrated Schools  
 District Learning Resources Focal Persons  
 District Property Custodians  
 All Others Concerned

1. To ensure the continuous provision of quality, accessible, and contextually responsive learning delivery, this Office, through the Learning Resources Management Section of the Curriculum Implementation Division shall conduct the Inventory of Learning Resources for the 4th Quarter of SY 2025-2026 and for the 1st Quarter of SY 2026-2027. This activity is undertaken to validate the availability, condition, utilization, and compliance of Learning Resources. The updated LR inventory will aid in identifying gaps, prioritizing resource allocation, strengthening the Learning Resource Management System (LRMS), and ensuring that schools are adequately equipped to support curriculum implementation under the Revised K to 12 Curriculum.

2. The data for both elementary and secondary levels shall be consolidated and submitted to the LRMS Office by the District LR Focal Persons and/or the District Property Custodians. Format and template in soft copy, of data gathering and collection shall be available via the social media chatroom and email of the District LR Focal Persons.

3. The following timeline on the submission of said inventory is to be observed:

<b>Date</b>	<b>Activity</b>
February 24-27, 2026	Conduct of inventory in schools
March 2-4, 2026	Consolidation of data in districts
March 5-6, 2026	Submission of data to the SDO

4. Food and Transportation expenses during the submission of data to the Schools Division Office shall be charged to the School MOOE, subject to the usual auditing rules and regulations.



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5. This Memorandum shall serve as the Authority to Travel of the personnel-in-charge of the submission of the said document to the LRMS Office in the Schools Division Office.
6. Immediate dissemination of and compliance with this Memorandum are desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Enclosure: None  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

CURRICULUM          INVENTORY          LEARNING RESOURCES