



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

07 SEP 2026

DIVISION MEMORANDUM

No. 414, s. 2026

**CONDUCT OF INVENTORY OF LEARNING RESOURCES FOR
TERM 2 OF THE THREE-TERM SCHOOL CALENDAR, 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 Term 2 of the Three- term School Calendar, 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:

Date	Activity
September 22-24, 2026	Conduct of inventory in schools
September 25-28, 2026	Consolidation of data in districts
September 29-30, 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.

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.



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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