



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

April 5, 2022

DIVISION MEMORANDUM

No. 116 s. 2022

To: Chief, Curriculum Implementation Division
PSDSes
Division Supply Officer
All Others Concerned

**Submission Of Learning Resources (LRs) Inventory Forms For
School Year 2021-2022**

1. In compliance with Regional Memorandum No. 184 s. 2022 entitled "Submission of Learning Resources (LRs) for SY 2021-2022, all SDOs, District Offices, and schools must ensure compliance with pertinent rules in receiving, inspecting, keeping, and safeguarding learning resources to ensure that LR are duly accounted for and maintained for booking up and inventory. Learning Resources (LRs) Inventory Forms will still be used to gather relevant information that will guide policymakers on policy and operational concerns related to the implementation of BE-LCP, the attached Joint Memorandum DM-CI-2022-074.
2. To account for the current situation of learning resources printed and delivered for SY 2021-2022, assigned personnel (Enclosure No. 3) of the mentioned Memorandum) shall gather accurate data to accomplish the Regional and Division Consolidated LR Inventory Report Forms to identify LR provision gaps and requirements needed for SY 2022-2023. Please note that only Public Schools District Supervisors and Supply Officers/Property Custodians shall request links access (See Enclosure No. 1). They shall also accomplish the LR Inventory Directory Form
<https://docs.google.com/forms/d/e/1FAIpQLSfK3JtAt35MJyBNHpbraF83rMipTht99VsXpKTjabASra0lyA/viewform> to document the members involved in the completion of the LR Inventory Report Forms for SY 2021- 2022 on or before April 15, 2022.



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3. The reporting and submission of the LR Inventory Reports shall be spearheaded by the Curriculum and Instruction Division (CID) Chief, Division Education Program Supervisors in charge of the LRMSD and Public School District Supervisors. Please see Enclosure No. 2 for the LR Inventory Process Flow and Enclosure No. 3 for the Terms of Responsibilities.
4. The official submission of the accomplished Division Inventory Summary Reports must be made online using the links in Enclosure No. 1. It must be signed by the personnel reflected in the said forms. Please refer to Enclosure No. 4 for the Schedule of Submission. The Bureau of Learning Resources will communicate to the person in charge of the LR Inventory Reports as to the status of the Regional and Division LR Inventory Reports.
5. For more information, all concerned may contact: LRMSD- 8166165/ 09223439461/ 09328469702.
6. Immediate dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. _____, s. 2022

A. SELF-LEARNING MODULES (SLMs)

SDO	QUARTER 1 & QUARTER 2	QUARTER 3 & QUARTER 4
Bulacan	https://docs.google.com/spreadsheets/d/1A_xFJ-fQJ5qXf-DNvNHGKHylKzU-h-13tFTFuZP2gYA/edit#gid=1861249577	To be announced

B. LEARNING ACTIVITY SHEETS (LAS)

SDO	QUARTER 1 & QUARTER 2	QUARTER 3 & QUARTER 4
Bulacan	https://docs.google.com/spreadsheets/d/1A_xFJ-fQJ5qXf-DNvNHGKHylKzU-h-13tFTFuZP2gYA/edit#gid=1861249577	To be announced



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Enclosure No. 2 to Division Memorandum No. _____, s. 2022

LEVEL OF GOVERNANCE	PERSON IN CHARGE	ROLES AND RESPONSIBILITIES					
School Level	Property Custodian	<ul style="list-style-type: none">Responsible for filling out the LR Inventory Report Forms by downloading the forms using the following links: <table><tr><td>Quarter 1 and quarter 2</td><td>(Link of Google Sheet - Modified LR Inventory Report Form by the District – AOII)</td></tr><tr><td>Quarter 3 and quarter 4</td><td>(Link of Google Sheet - Modified LR Inventory Report Form by the District – AOII)</td></tr></table>		Quarter 1 and quarter 2	(Link of Google Sheet - Modified LR Inventory Report Form by the District – AOII)	Quarter 3 and quarter 4	(Link of Google Sheet - Modified LR Inventory Report Form by the District – AOII)
	Quarter 1 and quarter 2	(Link of Google Sheet - Modified LR Inventory Report Form by the District – AOII)					
Quarter 3 and quarter 4	(Link of Google Sheet - Modified LR Inventory Report Form by the District – AOII)						
District Level	School Principals or School Heads	<ul style="list-style-type: none">Ensure the correctness and completeness of the filled-out forms.Review the data reflected on the accomplished School LR Inventory FormSubmit the accomplished and signed forms to their respective District Administrative Officer IIConsolidate the submitted reports of their respective schoolsAccomplish the Division LR Inventory Report Forms with the consolidated reports from their respective schoolsEnsure the correctness and completeness of the filled-out forms.Review the data reflected on the accomplished Division LR Inventory FormSubmit the accomplished and signed Division LR Inventory Report Forms to the division LRMDs officeConsolidate the submitted reports from the districts					
	Administrative Officer II	<ul style="list-style-type: none">Accomplish the Regional LR Inventory Report Forms through the google sheets using the provided link in the memorandum with the consolidated reportsAssist in checking and validating the Regional LR Inventory Summary Report FormsEnsure the correctness and completeness of the filled-out forms.Review the data reflected on the accomplished Regional LR Inventory FormMonitor the accomplishment of the Regional LR Inventory ReportReview and check the correctness of learning resources dataSubmit the accomplished and signed Regional LR Inventory Report Forms to the Regional Supply Officer and Regional LR SupervisorEnsure the timeliness of the accomplishment and submission of the Regional LR Inventory ReportApprove the accomplished Division Consolidated Report Form					
Division Level	Public School District Supervisor	<ul style="list-style-type: none">Ensure the correctness and completeness of the filled-out forms.Review the data reflected on the accomplished Division LR Inventory FormSubmit the accomplished and signed Division LR Inventory Report Forms to the division LRMDs officeConsolidate the submitted reports from the districts					
	Project Development Officer II	<ul style="list-style-type: none">Accomplish the Regional LR Inventory Report Forms through the google sheets using the provided link in the memorandum with the consolidated reportsAssist in checking and validating the Regional LR Inventory Summary Report FormsEnsure the correctness and completeness of the filled-out forms.Review the data reflected on the accomplished Regional LR Inventory FormMonitor the accomplishment of the Regional LR Inventory ReportReview and check the correctness of learning resources dataSubmit the accomplished and signed Regional LR Inventory Report Forms to the Regional Supply Officer and Regional LR SupervisorEnsure the timeliness of the accomplishment and submission of the Regional LR Inventory ReportApprove the accomplished Division Consolidated Report Form					
	Division LR Supervisor	<ul style="list-style-type: none">Ensure the correctness and completeness of the filled-out forms.Review the data reflected on the accomplished Regional LR Inventory FormMonitor the accomplishment of the Regional LR Inventory ReportReview and check the correctness of learning resources dataSubmit the accomplished and signed Regional LR Inventory Report Forms to the Regional Supply Officer and Regional LR SupervisorEnsure the timeliness of the accomplishment and submission of the Regional LR Inventory ReportApprove the accomplished Division Consolidated Report Form					
	Curriculum Implementation Division (CID) Chief Schools Division Superintendent						



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Regional Level	Regional Supply Officer	<ul style="list-style-type: none">• Check and validate Regional LR Inventory Summary Report Forms• Monitor the submission of Division LR Consolidated Inventory Report Forms• Submit the accomplished and signed forms through online google sheets using the link provided in the memorandum• Assist in checking and validating the Regional LR Inventory Summary Report Forms• Assist in the monitoring of the accomplishment of Division LR Consolidated Inventory Report Forms• Ensure timeliness on the accomplishment and submission of the Regional LR Inventory Summary Reports
	Regional Education Program Supervisor in Charge of LRMS	
Central Office	Curriculum Learning and Management Division (CLMD) Chief and/ or Administrative Office Chief	<ul style="list-style-type: none">• Approve the validated Regional LR Inventory Summary Reports
	Bureau of Learning Resources-Production Division	<ul style="list-style-type: none">• Address concerns and questions related to the LR Inventory Report Forms• Coordinate with concerned ROs and SDOs for the accomplishment and timely submission of the LR Inventory Report Forms• Monitor the accomplishment of the LR Inventory Reports Forms• Check and validate the submission of all the required data from the ROs and SDOs• Issue summary of findings regarding the submitted reports of ROS and SDOs• Create an overall report for all the LR Inventory collected data• Provide ROs and SDOs with a copy of the final report for planning, development, and procurement of LR for succeeding quarters or school years.



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Enclosure No. 3 to Division Memorandum No. _____, s. 2022

**SCHEDULE OF SUBMISSION OF THE LR INVENTORY FORMS DIVISION AND REGIONAL
CONSOLIDATED REPORTS FOR ST 2021-2022**

Coverage	Date of Submission	
	Online Encoding (via Google Sheet)	Submission of Signed Online LR Inventory Forms
1 st Quarter	April 9, 2022	April 13, 2022
2 nd Quarter	April 13, 2022	April 18, 2022
3 rd Quarter	May 13, 2022	May 31, 2022
4 th Quarter	June 10, 2022	Jun1 30, 2022



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