



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

March 29, 2022

DIVISION MEMORANDUM
No. 207, s. 2022

**SUBMISSION OF LEARNING RESOURCES INVENTORY FORMS FOR
SCHOOL YEAR 2021-2022**

To: Public Elementary and Secondary School Heads
School Property Custodians
School LR Coordinators
All Others Concerned

1. Pursuant to DM-CI-2022-074 with the subject "Submission of Learning Resources Inventory Forms for School Year 2021-2022", all public elementary and secondary schools shall accomplish the Learning Resource Inventory Report through the Property Custodians (data on learning resources physical quantities only) and under the supervision of the School Principals.
2. Relative to this, the Schools Division Office and schools must ensure compliance with pertinent rules in receiving, inspecting, keeping, and safeguarding learning resources to ensure that LRs are duly accounted for and maintained for booking up and inventory.
3. To account for the current situation of printed and delivered learning resources for SY 2021-2022, school property custodians shall gather accurate data to accomplish the LR Inventory Report Forms to identify LR gaps and provide the requirements needed for SY 2022-2023. In addition, the same report will be part of the monitoring of the Division Field Technical Assistance Team.
4. The official submission of the accomplished reports must be done online using the links in Enclosure No. 1 and must be signed by the personnel in charge and the school heads. Schools must also submit a hard copy of their accomplished reports.
5. The schedule of the submission is attached in Enclosure No. 2.
6. For any concerns or clarifications regarding LR Inventory Forms, please message Rodolfo A. Dizon, PhD, LR Supervisor and/or Ma. Mercedes P. Manabat, Division Librarian through their messenger and cellphone number 09178503390 and 09684693535 respectively.
7. For information and guidance.




DANTE G. PARUNGAO, CESO V
Schools Division Superintendent



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2022



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Enclosure No. 1 to Division Memorandum No. 207, s. 2022

Links of LR Inventory Report Forms to be accomplished by School Property Custodians / School LR Coordinators

Quarter 1 & 2	Quarter 3 & 4
Inventory of LR (Modules for Q1-Q2 of SY 2021-2022) https://bit.ly/3qzdVjT	Inventory of LR (Modules for Q3-Q4 of SY 2021-2022) https://bit.ly/3wCYvPq
Inventory of LAS for Q1-Q2 of SY 2021-2022 https://bit.ly/36KqK3s	Inventory of LAS for Q3-Q4 of SY 2021-2022 https://bit.ly/3iBevJq
Inventory of Contextualized LR for Q1-Q2 of SY 2021-2022 https://bit.ly/3JIrkOy	Inventory of Contextualized LR for Q3-Q4 of SY 2021-2022 https://bit.ly/36Kb942



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Enclosure No. 2 to Division Memorandum No. 27, s. 2022

Schedule of Submission of the LR Inventory Forms for SY 2021-2022

Coverage	Date of Submission	
	Online Encoding (via Google Sheet)	Submission of Signed Online LR Inventory Forms and Hard Copy
1 st Quarter	March 29, 2022	April 4, 2022
2 nd Quarter	April 14, 2022	April 25, 2022
3 rd Quarter	May 9, 2022	May 27, 2022
4 th Quarter	June 6, 2022	June 24, 2022



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