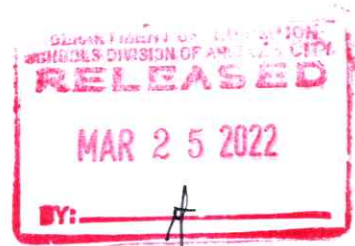




Republic of the Philippines  
Department of Education  
Region III  
Schools Division of Angeles City



March 25, 2022

DIVISION MEMORANDUM  
No. 124s. 2022

**SUBMISSION OF LEARNING RESOURCES (LRs) INVENTORY FORMS FOR SY 2021-2022**

To: Assistant Schools Division Superintendent  
OIC Chief, Curriculum Implementation Division  
Chief, Schools Governance Operations Division  
Public Schools District Supervisors  
Heads of Public Secondary, Integrated and Senior High Schools  
School Supply Officers /Property Custodians

1. Relative to the attached Regional Memorandum No. 184, s. 2022 entitled "Submission of Learning Resources (LRs) Inventory Forms for SY 2021-2022," all school property custodians are required to:
  - a. accomplish the LR Inventory Directory Form (<https://tinyurl.com/LR-Inventory-Directory>);
  - b. download and fill out the LR Inventory Report Forms using the following links:

Quarters 1 and 2	<a href="https://tinyurl.com/Q1-Q2-LR-Inventory">https://tinyurl.com/Q1-Q2-LR-Inventory</a>
Quarters 3 and 4	<a href="https://tinyurl.com/Q3-Q4-LR-Inventory">https://tinyurl.com/Q3-Q4-LR-Inventory</a>

2. The school heads shall :
  - a. ensure the correctness and completeness of the filled out forms;
  - b. review the data reflected on the accomplished School LR Inventory Form;
  - c. submit the accomplished and signed forms to the Division Supply Officer, Division LR Supervisor, and /or Division School Superintendent.
3. The schedule of encoding and submission of the accomplished and signed LR Inventory Forms in the division is as follows:

COVERAGE	DATE OF SUBMISSION	
	Online Encoding (via Google Sheet)	Submission of Signed Forms to the Division Supply Officer
1 <sup>st</sup> Quarter	March 15, 2022	April 11, 2022
2 <sup>nd</sup> Quarter	April 19, 2022	May 12, 2022
3 <sup>rd</sup> Quarter	May 20, 2022	June 13, 2022
4 <sup>th</sup> Quarter	June 21, 2022	July 14, 2021

4. Wide and immediate dissemination of this memorandum is desired.

*[Signature]*  
**MA. IRELYN P. TAMAYO PhD, CESO V**  
Schools Division Superintendent



ON 2022 - 108  
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Republic of the Philippines  
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REGIONAL MEMORANDUM  
No. 124, s. 2022

SUBMISSION OF LEARNING RESOURCES (LRs) INVENTORY FORMS FOR  
SCHOOL YEAR 2021-2022

To: Schools Division Superintendents  
Division Supply Officers  
Division LRMSD Supervisors  
All Others Concerned

1. In continuing the implementation of the Basic Education Learning Continuity Plan (BE-LCP), all governance levels must be committed to efficiently and effectively monitor the implementation of the BE-LCP particularly the provision and utilization of the learning resources. 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. Relative to this, the DepEd RO, SDOs, and schools must ensure compliance with pertinent rules in receiving, inspecting, keeping, and safeguarding learning resources to ensure that LRMs are duly accounted for and maintained for booking up and inventory.
3. 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 Regional and Division LR Supervisors and Supply Officers shall request for access of links (See Enclosure No. 1).** They shall also accomplish the LR Inventory Directory Form (<https://tinyurl.com/LR-Inventory-Directory>) to document the members involved in the completion of the LR Inventory Report Forms for SY 2021- 2022 on or before March 25, 2022.
4. The reporting and submission of the LR Inventory Reports shall be spearheaded by the Curriculum and Instruction Division (CID) Chief and Division Education Program Supervisor in charge of the LRMSD. Please see **Enclosure No. 2** for the **LR Inventory Process Flow** and **Enclosure No. 3** for the **Terms of Responsibilities**.
5. The official submission of the accomplished Regional LR Inventory Summary Reports must be done via online using the links in Enclosure No. 1 and must be signed by the personnel reflected in the said forms. 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. Please refer to **Enclosure No. 4** for the **Schedule of Submission**.



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6. If you have any concerns or clarifications regarding LR Inventory Forms, please email [blr.lrinventory@gmail.com](mailto:blr.lrinventory@gmail.com).
7. For information, guidance, compliance, and immediate dissemination.

  
**MAY B. ECLAR, PhD, CESO III**  
Regional Director

clmd4  
March 23, 2022

Enclosure No. 1 to Regional Memorandum No. \_\_\_\_\_, s. 2022



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**List of Division and Regional Consolidated Forms Links**

**A. Self-Learning Modules (SLMs)**

REGION	QUARTER 1 and QUARTER 2	QUARTER 3 and QUARTER 4
III	<a href="http://bit.ly/Region-III_SY2021-2022_Q1-Q2-ConsolForms_SLMs">http://bit.ly/Region-III_SY2021-2022_Q1-Q2-ConsolForms_SLMs</a>	<a href="http://bit.ly/Region-III_SY2021-2022_Q3-Q4-ConsolForms_SLMs">http://bit.ly/Region-III_SY2021-2022_Q3-Q4-ConsolForms_SLMs</a>

**B. Learning Activity Sheets and Contextualized Learning Resources**

REGION	QUARTER 1 and QUARTER 2	QUARTER 3 and QUARTER 4
III	<a href="http://bit.ly/Region-III_SY2021-2022_Q1-Q2-ConsolForms_LASandCLRs">http://bit.ly/Region-III_SY2021-2022_Q1-Q2-ConsolForms_LASandCLRs</a>	<a href="http://bit.ly/Region-III_SY2021-2022_Q3-Q4-ConsolForms_LASandCLRs">http://bit.ly/Region-III_SY2021-2022_Q3-Q4-ConsolForms_LASandCLRs</a>

Enclosure No. 2 to Regional Memorandum No. \_\_\_\_\_, s. 2022



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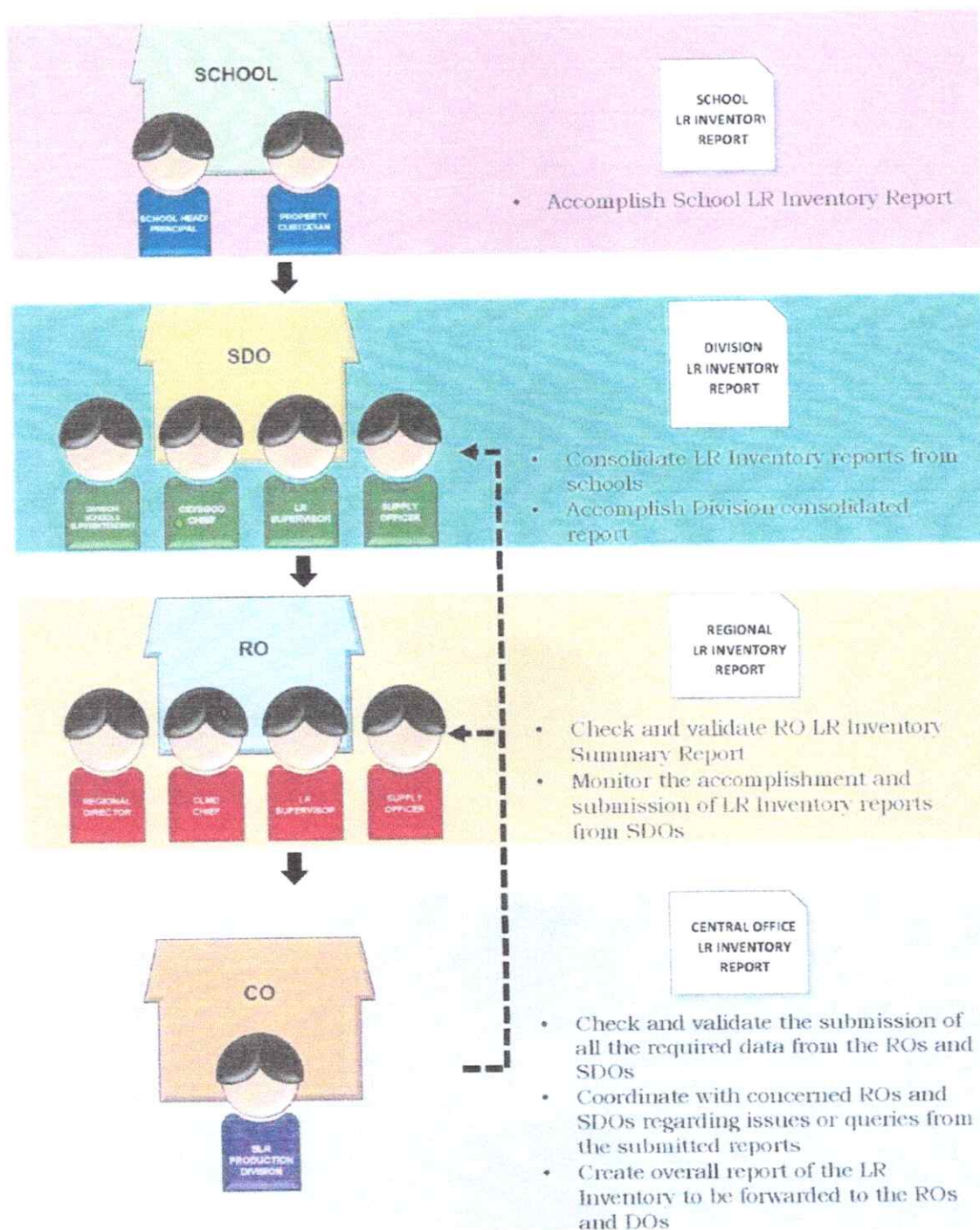
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**Annex B**

**LR Inventory Process Flow**



Enclosure No. 3 to Regional Memorandum No. \_\_\_\_\_, s. 2022

**LR Inventory Terms of Responsibilities**



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Enclosure No. 4 to Regional Memorandum No. \_\_\_\_\_, s. 2022

**Schedule of Submission of the LR Inventory Forms Division and Regional Consolidated Reports for SY 2021-2022**

Coverage	Date of Submission	
	Online Encoding (via Google Sheet)	Submission of Signed Online LR Inventory Forms
1st Quarter	March 15, 2022	April 18, 2022
2nd Quarter	April 19, 2022	May 19, 2022
3rd Quarter	May 20, 2022	June 20, 2022
4th Quarter	June 21, 2022	July 21, 2022





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LEVEL OF GOVERNANCE	PERSON IN CHARGE	ROLES AND RESPONSIBILITIES				
School Level	Property Custodian	<ul style="list-style-type: none"><li>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><a href="https://tinyurl.com/Q1-Q2-LR-Inventory">https://tinyurl.com/Q1-Q2-LR-Inventory</a></td></tr><tr><td>Quarter 3 and Quarter 4</td><td><a href="https://tinyurl.com/Q3-Q4-LR-Inventory">https://tinyurl.com/Q3-Q4-LR-Inventory</a></td></tr></table></li></ul>	Quarter 1 and Quarter 2	<a href="https://tinyurl.com/Q1-Q2-LR-Inventory">https://tinyurl.com/Q1-Q2-LR-Inventory</a>	Quarter 3 and Quarter 4	<a href="https://tinyurl.com/Q3-Q4-LR-Inventory">https://tinyurl.com/Q3-Q4-LR-Inventory</a>
Quarter 1 and Quarter 2	<a href="https://tinyurl.com/Q1-Q2-LR-Inventory">https://tinyurl.com/Q1-Q2-LR-Inventory</a>					
Quarter 3 and Quarter 4	<a href="https://tinyurl.com/Q3-Q4-LR-Inventory">https://tinyurl.com/Q3-Q4-LR-Inventory</a>					
	School Principals or School Heads	<ul style="list-style-type: none"><li>Ensure the correctness and completeness of the filled-out forms</li><li>Review the data reflected on the accomplished School LR Inventory Form</li><li>Submit the accomplished and signed forms to their respective Division Supply Officers, Division LR Supervisor, and/ or Division Schools Superintendent</li></ul>				



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LEVEL OF GOVERNANCE	PERSON IN CHARGE	ROLES AND RESPONSIBILITIES
Regional Level	Regional Supply Officers  Regional Education Program Supervisors in charge of LRMS  Curriculum Learning and Management Division (CLMD) Chiefs and/ or Administrative Office Chiefs  Regional Director	<ul style="list-style-type: none"><li>• Check and validate Regional LR Inventory Summary Report Forms</li><li>• Monitor the submission of Division LR Consolidated Inventory Report Forms</li><li>• Submit the accomplished and signed forms through online google sheets using the link provided in the memorandum</li><li>• Assist in checking and validating the Regional LR Inventory Summary Report Forms</li><li>• Assist in the monitoring of the accomplishment of Division LR Consolidated Inventory Report Forms</li><li>• Ensure timeliness on the accomplishment and submission of the Regional LR Inventory Summary Reports</li><li>• Approve the validated Regional LR Inventory Summary Reports</li></ul>



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Division Level	Division Supply Officers	<ul style="list-style-type: none"> <li>• Consolidate the submitted reports of their respective schools</li> <li>• Accomplish the Division LR Inventory Report Forms together with the consolidated reports from their respective schools</li> <li>• Submit the accomplished and signed Division LR Inventory Report Forms to their respective Division LR Supervisors or Division Schools Superintendent</li> </ul>
	Division LR Supervisors	<ul style="list-style-type: none"> <li>• Monitor and assist in the accomplishment of the Division LR Inventory Report Forms</li> <li>• Review and check the correctness of learning resources data</li> <li>• Submit the accomplished and signed Division LR Inventory Report Forms to their respective Regional Supply Officers and Regional LR Supervisors</li> </ul>
	Curriculum and Instruction Division (CID) Chief and School Governance and Operations Division (SGOD) Chief Division Schools Superintendent	<ul style="list-style-type: none"> <li>• Ensure timeliness on the accomplishment and submission of the Division LR Inventory Report Forms</li> <li>• Approve the accomplished Division Consolidated Report Form</li> </ul>



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Central Office Level	Bureau of Learning Resources-Production Division	<ul style="list-style-type: none"><li>• Address concerns and questions related to the LR Inventory Report Forms</li><li>• Coordinate with concerned ROs and SDOs for the accomplishment and timely submission of the LR Inventory Report Forms</li><li>• Monitor the accomplishment of the LR Inventory Reports Forms</li><li>• Check and validate the submission of all the required data from the ROs and SDOs</li><li>• Issue summary of findings regarding the submitted reports of ROs and SDOs</li><li>• Create overall report for all the LR Inventory collected data</li><li>• Provide ROs and SDOs a copy of the final report to be used for planning, development, and procurement of LRs for succeeding quarters or school years</li></ul>
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