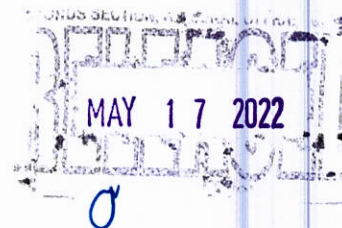




Republic of the Philippines
Department of Education
CARAGA REGION



May 16, 2022

REGIONAL MEMORANDUM
No. 0411, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

MULTIYEAR GUIDELINES ON THE DECENTRALIZATION OF THE PROCUREMENT, INCLUDING THE QUALITY ASSURANCE, DELIVERY, DOCUMENTATION, STORAGE, SAFEKEEPING OF LEARNING TOOLS AND EQUIPMENT FOR SCIENCE, MATHEMATICS AND TECHNICAL VOCATIONAL LIVELIHOOD (LTE-SM AND TVL), AND THE DOWNLOADING OF THE FUNDS ALLOTTED THEREFOR

1. To ensure the proper implementation of the procurement of the tools and equipment for Science, Mathematics, and Technical Vocational Livelihood coherent to the principles of transparency, accountability, equity, efficiency, and economy, this Regional Office (RO) including the Schools Division Offices (SDO) shall observe the provisions of the attached DepEd Order No. 20, s. 2022 (Multiyear Guidelines on the Decentralization of the Procurement, Including the Quality Assurance, Delivery, Documentation, Storage, Safekeeping of Learning Tools and Equipment for Science, Mathematics and Technical Vocational Livelihood (LTE-SM and TVL), and the Downloading of the Funds Allotted Therefor).
2. The aforementioned issuance contains the guidelines for the release and utilization of funds, the roles of the RO and SDOs, the quality assurance protocols, the delivery, storage, utilization, and documentation.
3. All Regional Memoranda associated to DepEd Orders inconsistent to the guidelines of DO No. 20, s. 2022 are repealed, rescinded, or modified accordingly.
4. Immediate dissemination of this Memorandum to all concerned is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: NONE

Reference: DO No. 20, s. 2022

To be indicated in the Perpetual Index
under the following subjects:

GUIDELINES LTE-SM AND TVL PROCUREMENT

CLM/khzs
05/16/2022



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Republic of the Philippines
Department of Education

05 MAY 2022

DepEd ORDER
No. **020**, s. 2022

MULTI-YEAR GUIDELINES ON THE DECENTRALIZATION OF THE PROCUREMENT, INCLUDING THE QUALITY ASSURANCE, DELIVERY, DOCUMENTATION, STORAGE, AND SAFEKEEPING OF LEARNING TOOLS AND EQUIPMENT FOR SCIENCE, MATHEMATICS AND TECHNICAL VOCATIONAL LIVELIHOOD (LTE-SM and TVL), AND THE DOWNLOADING OF THE FUNDS ALLOTTED THEREFOR

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the **Multi-Year Guidelines on the Decentralization of the Procurement, Including the Quality Assurance, Delivery, Documentation, Storage, and Safekeeping of Learning Tools and Equipment for Science, Mathematics and Technical Vocational Livelihood (LTE-SM and TVL) Utilizing the Downloaded Funds for the Fiscal Year (FY) 2022 and Onwards**. These multi-year guidelines shall ensure the procurement of Learning Tools and Equipment for Science, Mathematics and Technical Vocational Livelihood that are locally available. It will also ensure proper implementation and adherence with the principles of transparency, accountability, equity, efficiency, and economy in its procurement processes.
2. The provision of LTE-SM and TVL to public schools supervised by the Department of Education utilizing the Fiscal Year 2022 funds and onwards is of utmost importance to enhance the quality of teaching and learning Science and Mathematics subjects. Likewise, it tends to develop the learners' Technical Vocational and Livelihood skills based on hands-on experience.
3. The guidelines are for the procurement of LTE-SM and TVL by the regional offices (ROs) or the schools division offices (SDOs). It shall explain the procedures of the release and utilization of funds, the roles of the ROs and SDOs, the quality assurance protocols, the delivery, storage, utilization, and documentation.
4. All DepEd orders and other related issuances, rules and regulations, and provisions, which are inconsistent with these guidelines, are repealed, rescinded, or modified accordingly.
5. This DepEd Order shall take effect immediately upon its approval. Certified copies shall be registered at the University of the Philippines Law Center-Office of the National Administrative Register (UPLC-ONAR), UP Diliman, Quezon City.

6. For more information, please contact the **Bureau of Learning Resources-Cebu** through email at blr.ceb@deped.gov.ph or at telephone number (032) 255-3633 to 35; fax number (032) 255-3005.
7. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated

Reference:
DepEd Order No. 043, s. 2021

To be indicated in the Perpetual Index
under the following subjects:

EQUIPMENT
FUNDS
POLICY
PROCUREMENT
SENIOR HIGH SCHOOL
TECHNICAL EDUCATION
VOCATIONAL EDUCATION





MULTI-YEAR GUIDELINES ON THE DECENTRALIZATION OF THE PROCUREMENT, INCLUDING THE QUALITY ASSURANCE, DELIVERY, DOCUMENTATION, STORAGE, AND SAFEKEEPING OF LEARNING TOOLS AND EQUIPMENT FOR SCIENCE, MATHEMATICS AND TECHNICAL VOCATIONAL LIVELIHOOD (LTE-SM and TVL), AND THE DOWNLOADING OF THE FUNDS ALLOTTED THEREFOR

I. Rationale

1. The Department of Education shall provide the necessary Learning Tools and Equipment for Science, Mathematics and Technical Vocational Livelihood (LTE-SM and TVL) to DepEd-supervised schools to enhance the quality of teaching and learning on these subjects through hands-on experience and in order to produce technically competent learners ready for the world of work.
2. The strategy of decentralizing the procurement of aforesaid LTE in favor of either Regional Offices (ROs) or Schools Division Offices (SDOs) is to ensure better efficiency in the process by allowing LTEs, particularly those that are considered semi-expendable properties under the relevant accounting and auditing rules, and which are generally known to be available in the local market in the various provinces, to be procured and managed by the field offices concern.

Part of the appropriation will be shared with the field offices as procuring entities like the Regional Offices and Division Offices.

The decentralization process will accelerate the procurement of the goods and improve the absorptive capacity of DepEd due to more procuring entities will do the procurement.

3. This Multi-Year DepEd Order is specific for the yearly appropriations of Learning Tools and Equipment for Science and Mathematics and Technical Vocational Livelihood that will be procured at DepEd field offices either ROs and SDOs including the FY 2022 funds and onwards.

A supplementary DepEd memorandum will be issued for the decentralization/downloading of the succeeding years' appropriation with detailed information as annexes needed in the procurement of the goods specific to the LTE procurement program every appropriation year.

4. The LTE-SM and LTE-TVL to be procured will be based on the K to 12 Curriculum learning competencies for Science, Mathematics and TVL. The identification of the recipient schools is based on the updated LIS, EBEIS and the DepEd BLR-Cebu data on the public schools provided with the LTEs.
5. This DepEd Order aims to give clear guidance to the Regional Offices and Schools Division Offices on the following: a) procurement of the goods by virtue of RA 9184 or the Government Procurement Reform Act (GPRA); b) quality assurance protocols and acceptance; c) delivery; d) documentation; e) storage; f) monitoring and evaluation on the utilization and condition of the learning tools and equipment.

This is consistent with the provisions of the following DepEd Orders:

DepEd Order No. 008, s. 2021, or the "Revised Signing Authorities for Administrative and Financial Matters in the Department of Education"

II. Scope of the Guidelines

This DepEd Order covers the decentralization of the procurement of Learning Tools and Equipment for Science, Mathematics and Technical Vocational Livelihood (LTE-SM and TVL) for recipient schools through the downloading of funds to the Regional Offices or Schools Division Offices. Each procuring entity must ensure the quality assurance, delivery, documentation, storage, and safekeeping of the LTEs.

Specifically, the documents to be provided by BLR Cebu shall include the following:

- a) List of goods to be procured;
- b) Allocation list of recipient schools for the distribution of the procured goods;
- c) Technical Specifications; and
- d) Inspection and Test Protocol.

III. Definition of Terms

For purposes of this Order, the following terms are defined/explained as follows:

- a. **Decentralization** is the transfer of activity control from the DepEd Central Office to several DepEd Field Offices or authorities. The delegation of power from a central authority to the field authority.
- b. **Downloading** is the process of transferring part of the allocated funds for FY 2022 and onward either to ROs or SDOs for the provision of LTE-SM and TVL learning tools and equipment to the public schools supervised by the Department of Education.
- c. **Goods** refer to the LTE-SM and TVL learning tools and equipment to be procured.
- d. **Learning Tools and Equipment (LTE)** are non-text-based learning resources such as Science and Mathematics Equipment (SME) and Technical Vocational Livelihood (TVL) tools and equipment.

LTE-SM refers to equipment for schools in relation to the K to 12 Science and Mathematics including the specialized subjects in the SCP-Special Science Program/Science Technology Engineering (STE) and the Senior HS Science Technology Engineering Mathematics (STEM).

LTE-TVL refers to equipment for schools in relation to Edukasyong Pantahanan Pangkabuhayan (EPP)/Technology Livelihood Education (TLE)/Technical Vocational Education (TVE)/Technical Vocational Livelihood (TVL) by strands: Industrial Arts, Home Economics, Agri-Fishery Arts, Information Communication Technology (ICT).

- e. **Maintenance and Other Operating Expenses (MOOE) or Semi-Expendable Property and Capital Outlay or Property, Plant and Equipment** are capitalization threshold set in the accounting and auditing rules and regulations, and other relevant issuances of the Commission on Audit.
- f. **Multi-Year** covers the FY 2022 appropriations and succeeding years' appropriations.
- g. **TVL Specializations** are the specialized subjects in the SHS TVL.

IV. Policy Statement

This DepEd Order upholds the principles of delegation of responsibilities through the decentralization of procurement in order to insure timeliness in the delivery of the LTE-SM and TVL. Likewise, when these deliveries reached the schools on time, the teachers and learners have equipment to use for the timely acquisition of knowledge and skills.

V. Procedure

1. Selection and Prioritization of Recipient Schools:

The recipient schools will be selected based on the listing in the updated Learner Information System (LIS) and the Basic Education Information System (BEIS) from SY 2022 onwards. Priority is given to schools with no LTEs and schools with LTE but inadequate for the learners due to large enrolment. BLR Cebu will review and reconsider small schools as the recipient of LTE packages when the selection and prioritization of recipient schools was a concern raised by the field. The beneficiaries of the procurement for the LTEs are the schools with Special Science Program (SCP), Special Program for Technical Vocational Education (SPTVE), EPP/TLE (Grades 4-6), TLE (Grades 7-10) and TVL Specializations (Grades 11-12).

The beneficiary schools of the Joint Delivery Voucher Program (JDVP) shall be considered as recipient after all non-JDVP TVL schools will be provided with the tools and equipment.

2. Allocation of Funds:

The Bureau of Learning Resources - Cebu will prepare the allocation of funds for the ROs or SDOs. The number of recipient schools will be based on the budget appropriated in the General Appropriations Act (GAA) starting from FY 2022 onwards. It will serve as the basis for the downloading funds through the issuance of the supplemental DepEd Memorandum.

3. Release, Utilization, and Reporting of Financial and Physical Accomplishments:

3.1. The funds shall be released either to the ROs or SDOs through either the issuance of Sub-Allotment Release Order (Sub-ARO) by the Budget Division of the DepEd Central Office or through the comprehensive release from DBM to the field implementers based on the Allocation of Funds provided by the Bureau of Learning Resources-Cebu. The receiving of the downloaded funds at the Regional Offices or Schools Division Offices shall be consistent with the established procedures. The ROs or SDOs shall prepare the Work and Financial Plan (WFP) and the Project Procurement Management Plan (PPMP).

3.2. **For LTE-TVL:** In the event of adjustments to be made to the LTE-TVL Specialization offerings, the Procuring Entity either the Regional Offices or Schools Division Offices shall be authorized to undertake the following:

3.2.1. Make adjustments or changes in the Learning Tools and Equipment-TVL (LTE-TVL) and recipient schools if deemed necessary due to variations on the listings prepared by the Central Office BLR-Cebu and the actual conditions under the following circumstances:

- ▶ the specialization is no longer offered in the school;
- ▶ the specialization offered by the school is not included in the listing; and
- ▶ the quantity of LTE-TVL in the listing is either excess or lacking against the need of the school.

- 3.2.2. In case the LTE-TVL specialization is no longer offered by the school, the downloaded funds may be utilized for the following:
- ▶ procure tools and equipment of the specialization that is currently offered by the school and is included in the Central Office prepared listing;
 - ▶ procure the needed additional quantity of tools and equipment through a repeat order in case the quantity in the Central Office prepared listing is inadequate concerning the enrolment of the TVL specialization in conjunction to Item 7 hereof; and
 - ▶ to allow the school to add additional specializations should the same intended to do so, provided that there is a request to procure addressed to BLR-Cebu and the same has been duly granted.
- 3.3. To avoid duplication of the LTE-SM and TVL procured by the field offices and the Central Office, and for reconciliation of the records, the DepEd Order No. 048, s. 2021 or the Operational Guidelines on the Implementation of the Department of Education Integrated Logistics Management System (DILMS) which provides mechanism on DepEd Supplies Tagging and Inventory Control System (DSTICS) shall be put into effect. And any changes or adjustments made to the list of tools and equipment prepared by BLR Cebu concerning the type of tools and equipment shall be subject to the approval of BLR Cebu.
- 3.4. The unutilized downloaded funds either saved after procurement or funds that will no longer be used due to justifiable reasons shall be returned on or before the first week of July to Central Office through the Office of the Undersecretary for Finance, Budget and Performance Monitoring copy furnish the Bureau of Learning Resources- Cebu after it was declared as unutilized funds that could no longer be utilized after considering the provisions 3.2.1 and 3.2.2 of this DepEd Order. This will provide enough time for BLR Cebu to utilize the unutilized funds returned by the field offices in procuring the needed LTEs through Central Office procurement.
- 3.5. To effectively monitor the financial and physical accomplishment of the project consistent with DO No. 046 s. 2021 (Guidelines on the Release, Use, Reporting, and Monitoring and Evaluation of Program Support Funds for the Printing and Dissemination of Information, Education and Communication Materials and Conduct of Learning Sessions on the Rights of the Child in Basic Education) and DO No. 036 s. 2020 (Guidelines on the Release, Use, Reporting, and Monitoring and Evaluation of Program Funds for Information, Education and Communication Materials and Capacity-Building Activities on Child Rights and Child Protection, the procuring entity shall submit the following reports to BLR Cebu:
- the financial allocation of the downloaded funds within 15 calendar days after the issuance of the Notice To Proceed (NTP) of the Contract including the remaining unutilized funds, if there is any;
 - monthly updates on the disbursement of the funds and the deliveries made to the recipient schools; and
 - project completion report with a copy of the accomplished Inspection and Acceptance Report (IAR) per recipient school.
- 4. Documents to be Provided by BLR-Cebu:**
- To facilitate the procurement, inspection, and delivery of the LTE-SM and TVL utilizing the FY 2022 funds, the following documents shall be provided by the Bureau of Learning Resources – Cebu (BLR-Cebu) to the field offices procuring entity either Regional Office (RO) or Schools Division Office (SDO) as follows:

Science and Mathematics Equipment (SME)

- 4.1. List of eligible LTE-SM to be procured in a particular fiscal year with the required quantity as **Annex "A"**.
- 4.2. Technical Specifications of all Goods/items to be procured as **Annex "B"**.
- 4.3. Allocation list (list of recipient schools) with complete address based on the data of the updated LIS and EBEIS as **Annex "C"**.
- 4.4. Inspection and Test Protocol per tools and equipment as **Annex "D"**.

Technical Vocational Livelihood (TVL)

- 4.5. List of eligible LTE-TVL to be procured in a particular fiscal year per specialization offered with the required quantity as **Annex "E"**.
- 4.6. Technical Specifications of all Goods/items to be procured as **Annex "F"**.
- 4.7. Allocation list (list of recipient schools) with complete address based on the data of the updated LIS and EBEIS as **Annex "G"**.
- 4.8. Inspection and Test Protocol per tools and equipment as **Annex "H"**.

For the succeeding yearly appropriations, the updated version of the same documents (Annexes "A to H") will be provided in a supplemental DepEd Memorandum that will be issued regarding the funding year.

5. Procurement:

The procurement of the LTE items herein contemplated shall be following the provisions of Republic Act No. 9184 and its IRR. The procuring units either ROs or SDOs shall exercise sound judgment in the conduct of market scoping and survey in the course of determining the costs estimates, technical specifications, and other terms and conditions of the contract; and in the determination of the most appropriate method of procurement. The procuring entity shall likewise take into account the validity of the fund under the cash-based budgeting system.

6. Quality Control Inspection, Delivery, and Documentation/Recording:

Shall be consistent with DepEd Order No. 041, s. 2021, (*The Inspection and Acceptance Protocols for the Procurement of Goods in the Department of Education*); DepEd Order No. 027, s. 2020, (*Guidelines on the Reconstitution of Inspectorate Team in the Department of Education Central Office, Regional and schools Division Offices, and School*); DepEd Order No. 042, s. 2018, (*Updated Guidelines on Delivery, Inspection, Acceptance, and Recording of DepEd Procured Assets*); DepEd Order No. 5, s. 2010, (*Guidelines on Inspection of DepEd Deliveries*); and DepEd Order No. 45, s. 2006, (*Guidelines on Delivery, Inspection and Acceptance and Recording of all Properties Procured by DepEd Central Office and DBM Procurement Service*).

6.1. Quality Assurance and Control:

- 6.1.1. The Inspection and Test Protocol shall be provided by BLR-Cebu to all the procuring entities which shall serve as a reference in conducting the quality control inspection in different categories such as sample evaluation before awarding and pre-delivery inspection.
- 6.1.2. Sample evaluation during the post-qualification evaluation shall be based on the technical specifications.
- 6.1.3. The pre-delivery inspection shall be based on the technical specifications and the approved and accepted samples. In case of appreciable deviation of the approved sample from the technical specification, the approved and the accepted sample shall be made as final reference.

6.2. Delivery:

- 6.2.1. The delivery for this project shall be door-to-door from RO or SDO direct to the recipient schools.

6.2.2. The Supplier shall inform the recipient schools three (3) calendar days before the actual delivery date to ensure the presence of the School Inspection and Acceptance Team.

6.2.3. The goods that will be delivered to the recipient schools shall be compliant with the requirements of the contract and have passed the inspection and test.

6.3. Documentation/Recording:

The procuring entity shall establish and prepare the government delivery documents while the supplier shall prepare their delivery documents. The accomplished delivery documents are required for the payment of claims due to completion of delivery following the requirement of the contract. Provide a copy of the accomplished IAR or the equivalent document to BLR Cebu for record purposes.

7. Full Utilization of Downloaded Funds:

It is important to fully utilize the allocated funds. In case of savings from successful procurement, repeat order of the same Goods may be made subject to usual procurement, accounting, and auditing rules and regulations. The SDOs shall submit a report to BLR-Cebu for additional procurement made stating the goods procured with the quantity and amount per item in addition to the complete set of the accomplished delivery documents.

In case savings or unutilized funds exist, and the subject to the provision of Section(s) 3.2.1. and 3.2.2. herein, the funds should be returned to the Central Office on or before the first week of July of the current year when the procurement was made as provided for in Section 3.4 of this DepEd Order.

8. Storage and Safekeeping:

The storage and safekeeping of the LTEs shall be consistent with the following issuances: DepEd Order No. 043, s. 2021, (*Guidelines on the Decentralization of the Procurement, Including the Quality Assurance, Delivery, Documentation, Storage and Safekeeping of Technical Vocational Livelihood-Learning Tools and Equipment, and the Downloading of Funds Allotted Therefor*); DepEd Order No. 051, s. 2018, (*Guidelines on the Fiscal Year 2018 Release and Utilization of Science and Mathematics Equipment and Technical Vocational Livelihood Funds to the Regional Offices*); DepEd Order No. 046, s. 2018, (*Guidelines on the Fiscal Year 2018 Release and Utilization of Technical Vocational Livelihood Funds*); and DepEd Order No. 48, S. 2006, (*Observance of Safety Measures in Science Laboratories*).

8.1. The storing and safeguarding of the delivered Goods shall be the responsibility of the recipient school once the full process of site inspection, acceptance, and turnover is accomplished.

8.2. The Regional Office or the Schools Division Office at its discretion may conduct a school readiness survey to validate the availability of the proper storage and safekeeping facilities for the delivered LTEs, especially for the new TVL specialization offerings.

8.3. Safekeeping of the LTEs is a crucial undertaking of the school. The school head that has the responsibility and accountability of the school assets should make sure that the LTEs are stored properly, safely, and securely.

8.4. Regulations for proper and safe storage:

8.4.1. The Recipient School shall ensure the security and proper storage of the LTEs.

8.4.2. The storage facility shall be free from moisture, contamination

- of chemicals and their fumes, termites, dust, and other elements or conditions that could endanger the LTEs.
- 8.4.3. Store heavy Goods on the lower levels with the heaviest on the lowest level for the stability of the storage cabinet or rack.
 - 8.4.4. Large equipment that cannot be placed in a storage cabinet shall be stored in a closed, secured, and flood- free room with concrete flooring and proper ventilation.
 - 8.4.5. Wrap the large equipment that will be stored in the stock room with plastic to prevent the accumulation of dust and place it on a wooden or plastic pallet to elevate it from the floor to also prevent direct contact with water in case of flood.
 - 8.4.6. Clean and lubricate tools and equipment after every use and before storing.
 - 8.4.7. Store lubricants in a well-ventilated room far from the source of heat or flame to prevent accidental fire and to prevent personnel from getting suffocated with the fumes.
 - 8.4.8. Never store highly flammable liquids and materials such as gasoline or diesel and paper in school, especially in the storeroom.
 - 8.4.9. Chemicals should be stored separately in a rust-and- chemical resistant storage cabinet made of a material like stainless steel, with exhaust for proper ventilation.
 - 8.4.10. Always make available a minimum of two (2) ABC-type fire extinguishers with a minimum capacity of five (5) kg in every storage area especially the storage of lubricants and chemicals.

9. Roles and Responsibilities:

Summary of the roles and responsibilities of the operating units involved in this policy are as follows:

9.1. Bureau of Learning – Cebu Office (BLRC):

- Prepares the budget proposal for the procurement of LTEs.
- Provides the necessary technical documents and references such as a) List of LTEs to be procured; b) Technical Specifications; c) Inspection and Test Protocols; and d) Allocation List
- Prepare the Department Memorandum for the specific year's budget.
- Coordinate with the Central Office Budget Division for the downloading of LTE funds.
- Provide technical assistance to the field office procuring entities.
- Utilize the final report of the RO CLMD as a reference in preparing the budget proposal for the LTEs.
- Conduct training on the utilization and maintenance of the LTEs in coordination with the Bureau of Curriculum Development, Bureau of Learning Delivery, Regional and Schools Division Offices.
- Monitor the utilization of the LTEs in coordination with the Regional and Schools Division Offices.

9.2. Bureau of Curriculum and Development (BCD):

- Coordinate and join with BLRC in conducting the training on the utilization and maintenance of LTEs.

9.3. Bureau of Learning Delivery (BLD):

- Coordinate and join with BLRC in conducting the training on the utilization and maintenance of LTEs.

9.4. Central Office Budget Division:

- Facilitates the downloading of the LTE funds to either ROs or SDOs.

9.5. **Regional Office:**

- Received the downloaded funds from the Central Office.
- Conduct a school readiness survey as necessary.
- Facilitate the procurement and contract implementation (pre-delivery inspection, delivery, and payment of the delivered LTEs).
- Coordinate with the schools division offices and the recipient schools on the monitoring and evaluation of the LTEs.
- The RO CLMD shall conduct revalidation of the M & E Semestral Report to randomly selected schools and prepare the final report for submission to the Bureau of Learning Resources – Cebu.
- Coordinate and join with BLRC in conducting the training on the utilization and maintenance of LTEs.

9.6. **Schools Division Office:**

- Received the downloaded funds from the Central Office.
- Conduct a school readiness survey as necessary.
- Facilitate the procurement and contract implementation (pre-delivery inspection, delivery, and payment of the delivered LTEs).
- Coordinate with the recipient schools on the monitoring and evaluation of the LTEs.
- The SDO-CID shall validate the schools' semestral M & E report, analyze the data, and submit a report attaching schools' semestral M & E to RO CLMD and BLR Cebu.
- The SDO CID shall submit the summarized version of the school M & E Semestral Report together with their evaluation report to RO CLMD.
- Coordinate and join with BLRC in conducting the training on the utilization and maintenance of LTEs.

9.7. **Recipient Schools:**

- Conduct the inspection and acceptance during delivery of the LTEs.
- Store and safe-keep the delivered LTEs.
- Facilitate the conduct of the monitoring and evaluation of the LTEs on the utilization and physical condition.
- The school head shall create a committee that will conduct regular semestral M & E and submit a report to the Schools Division Office through the Curriculum Implementation Division (CID) seven (7) calendar days after the end of the semester. The committee should be composed of personnel who are utilizing and familiar with the LTEs such as the subject area specialist/s, laboratory and workshop managers, and property officer/s. The committee shall develop the M & E form provided that the following information shall be included: a) frequency of actual utilization; b) the physical condition (functional, defective can be repaired, defective beyond repair and needs replacement); c) frequency of maintenance activity such as cleaning, calibrating, lubricating, and circuit and wiring inspection; d) storage condition. The report shall also include the broken glassware for replacement. Please refer to the sample M & E Form attached, marked as **Annex "I"**. To establish the responsibility and accountability of the personnel utilizing/borrowing the LTEs, the Borrower Slip, **Annex "J"** shall be properly accomplished. It will serve as a regular monitoring tool to track the movement, utilization, and condition of LTEs. It will also serve as a reference document during the conduct of inventory and in investigating the case the borrowed LTEs will be damaged or broken.
- Conduct regular evaluations on the utilization and condition of the LTEs.