



Republic of the Philippines  
Department Of Education  
**Caraga Region XIII**  
J.P. Rosales Ave., Butuan City



July 20 , 2018

REGIONAL MEMORANDUM

No. 383, s. 2018

**INTER-REGIONAL POST DELIVERY AUDIT AND INVENTORY OF LR<sub>s</sub> IN LUZON AREA**

**To: Schools Division Superintendents  
CLMD Chief  
CID Chiefs  
LRMDS Supervisors  
This Region**



1. The Bureau of Learning Resources (BLR) will conduct a five-day Inter-Regional Post Delivery Audit and Inventory on LR<sub>s</sub> in selected elementary, secondary, and senior high schools in all the division offices on August 12-18, 2018 inclusive of travel time, to monitor the delivered LR<sub>s</sub> in Luzon area.
2. The objectives of the activity are (1) account the LR to Learner ratio; (2) identify the problems in the deliveries and acceptance of LR<sub>s</sub>; (3) check the LR inventory report submitted by the concerned property custodians and/or supply officers; and (4) gather feedback on the utilization, disposal, safekeeping, recording, and maintenance of delivered LR<sub>s</sub>.
3. The participants to this activity are the Regional and Division LR Supervisors and selected Supply Officers from the Region assigned to monitor the specified area in Attachment No. 1.
4. Expenses for transportation, per diem, board and lodging, supplies, materials, and miscellaneous expenses relative to the conduct of the activity shall be charged against BLR fund. The transportation and per diem will be downloaded to the region/division after submission of the conformed Certificate of Acceptance (Attachment 2) as requirement for downloading of the funds subject to the usual accounting and auditing rules and regulations.
5. All participants are requested to arrive at the National Educators Academy of the Philippines (NEAP), #15 Cepeda St., Concepcion 1, Marikina City in the morning of August 12, 2018, for the orientation. Immediately after the orientation, the participants will proceed to their assigned destinations. For those with flights eg. bound to Palawan and Bicol areas, you are hereby encouraged to book your flights early. Please take note that all participants will go back to NEAP on August 17, 2018 for the post evaluation and submission of travel reports.
6. Also attached is the indicative program of the activity for reference. The BLR will appreciate receiving the conformed Certificate of Acceptance on or before July 20, 2018. For any concern please contact Ms. Ma. Concepcion T. Barrera, Project Development Officer II- Production Division at telephone numbers (02) 634-0901, (02) 631-3690, and telefax number (02) 631-4985 or email to [barrera\\_sionee@yahoo.com](mailto:barrera_sionee@yahoo.com) and [blr.lrpd@deped.gov.ph](mailto:blr.lrpd@deped.gov.ph).
7. Immediate dissemination and compliance of this memorandum to all concerned is highly desired.

**DR. BEATRIZ G. TORNO, PhD., CESO IV**  
Regional Director

Encl.: As stated

Reference: Letter of Dir. Edel B. Carag dated July 12, 2018

To be indicated in the Perpetual Index under the following subjects: LR INVENTORY DELIVERY

## INTER-REGIONAL POST DELIVERY AUDIT AND INVENTORY OF LR<sub>s</sub> IN LUZON AREA

August 12-18, 2018

### LIST OF PARTICIPANTS

|     | NAME                  | POSITION | DIVISION          | PLACE TO VISIT |                   | DATE OF VISIT    |
|-----|-----------------------|----------|-------------------|----------------|-------------------|------------------|
|     |                       |          |                   | Region         | Division          |                  |
| 1.  | Avelilna C. Duquesa   | LR EPS   | Agusan del Norte  | V              | Sorsogon City     | Aug. 12-18, 2018 |
| 2.  | Abraham L. Masendo    | LR EPS   | Agusan del Sur    | I              | San Fernando City | Aug. 12-18, 2018 |
| 3.  | Genevieve S. Verceles | LR EPS   | Bayugan City      | IV-A           | Tanauan City      | Aug. 12-18, 2018 |
| 4.  | Jay S. Ayap           | LR EPS   | Bislig City       | III            | San Jose City     | Aug. 12-18, 2018 |
| 5.  | Donald D. Orbillos    | LR EPS   | Butuan City       | IV-B           | Romblon           | Aug. 12-18, 2018 |
| 6.  | Jessie C. Torreon     | LR EPS   | Cabadbaran City   | V              | Tabaco City       | Aug. 12-18, 2018 |
| 7.  | Michael Paso          | LR EPS   | Dinagat Islands   | NCR            | Navotas           | Sept. 2-8, 2018  |
| 8.  | Elias G. Brina        | LR EPS   | Siargao Islands   | CAR            | Tabuk City        | Aug. 12-18, 2018 |
| 9.  | Noemi D. Lim          | LR EPS   | Surigao City      | CAR            | Mt. Province      | Aug. 12-18, 2018 |
| 10. | Gemma Pullos          | LR EPS   | Surigao del Norte | I              | Vigan City        | Aug. 12-18, 2018 |
| 11. | Bryan L. Arreo        | LR EPS   | Surigao Del Sur   | III            | Mecauayan City    | Aug. 12-18, 2018 |
| 12. | Gemma B. Espadero     | LR EPS   | Tandag City       | III            | Zambales          | Aug. 12-18, 2018 |
| 13. | Maripaz F. Magno      | LR EPS   | Regional Office   | II             | Cagayan Valley    | Aug. 12-18, 2018 |



Republic of the Philippines  
Department of Education

## BUREAU OF LEARNING RESOURCES

Ground Floor, Bonifacio Bldg., DepEd Complex, Meralco Ave, Pasig City

\*blr.od@deped.gov.ph \*blr.lrp@deped.gov.ph \*blr.lrqad@deped.gov.ph  
634-1054 \* 634-1072 \* 634-0901



### *Office of the Director*

July 12, 2018

**Director Beatriz G. Torno**  
OIC-Regional Director  
Department of Education  
Regional Office XIII (CARAGA)  
Km. 3, Libertad St., Butuan City

Dear **Dir. Torno**:

The Bureau of Learning Resources (BLR) will conduct a five-day Inter-Regional Post Delivery Audit and Inventory of LRs in selected elementary, secondary, and senior high schools in all the division offices on August 12-18, 2018 inclusive of travel time to monitor delivered LRs in Luzon area.

The objectives of the activity are (1) account the LR to learner ratio; (2) identify the problems in the deliveries and acceptance of LRs; (3) check the LR inventory report submitted by the concerned property custodians and/or supply officers; and (4) gather feedback on the utilization, disposal, safekeeping, recording, and maintenance of delivered LRs.

The participants to this activity are the Regional and Division LR Supervisor and selected Supply Officers from the Region assigned to monitor the specified area in Annex 1.

Expenses for transportation, per diem, board and lodging, supplies, materials, and other miscellaneous expenses relative to the conduct of the activity shall be charged against BLR Fund. The transportation and per diem will be downloaded to the region/division after submission of the conformed Certificate of Acceptance (Annex 2) as requirement for downloading of funds subject to the usual accounting and auditing rules and regulations.

All participants are requested to arrive at the National Educators Academy of the Philippines (NEAP) #15 Cepeda St., Concepcion 1, Marikina City in the morning of August 12, 2018, for the orientation. Immediately after the orientation, the participants will proceed to their assigned destinations. For those with flights eg. bound to Palawan and Bicol areas, please book your flights early. Please take note that all participants will go back to NEAP on August 17, 2018 for the post evaluation and submission of travel reports.

Also, attached is the indicative program of activity for reference. The BLR will appreciate receiving the conformed Certificate of Acceptance on or before July 20, 2018. For any concern, please contact Ms. Ma. Concepcion T. Barrera, Project Development Officer II-Production Division at telephone numbers (02) 634-0901, (02) 631-3690, and telefax number (02) 631-4985 or email to barrera\_sionee@yahoo.com blr.lrp@deped.gov.ph.

For your appropriate action.

Very truly yours,

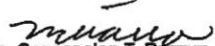
**EDEL B. CARAG**  
Director III  
OIC, Director IV

Attached.: as stated

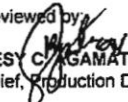
## LIST OF MONITORS FOR THE INTER-REGIONAL MONITORING

|    | Name                  | Position          | Region | Division          | Place to Visit |                      | Date of Visit |
|----|-----------------------|-------------------|--------|-------------------|----------------|----------------------|---------------|
|    |                       |                   |        |                   | Region         | Division             |               |
| 1  | Elnora T. Ordedor     | EPS-LR Supervisor | CARAGA | Siargao           | CAR            | Tabuk City           | 8/12-18/18    |
| 2  | Linda T. Geraldino    | EPS-LR Supervisor | CARAGA | Surigao City      | CAR            | Mt. Province         | 8/12-18/18    |
| 3  | Abraham L. Masendo    | EPS-LR Supervisor | CARAGA | Agusan del Sur    | I              | San Fernando City, I | 8/12-18/18    |
| 4  | Dr. Gemma C. Pullos   | EPS-LR Supervisor | CARAGA | Surigao del Norte | I              | Vigan City           | 8/12-18/18    |
| 5  | Jay S. Ayap           | EPS-LR Supervisor | CARAGA | Bislig City       | III            | San Jose City        | 8/12-18/18    |
| 6  | Bryan L. Arreo        | EPS-LR Supervisor | CARAGA | Surigao del Sur   | III            | Meycauayan City      | 8/12-18/18    |
| 7  | Gemma B. Espadero     | EPS-LR Supervisor | CARAGA | Tandag City       | III            | Zambales             | 8/12-18/18    |
| 8  | Genevieve S. Verceles | EPS-LR Supervisor | CARAGA | Bayugan City      | IV-A           | Tanauan City         | 8/12-18/18    |
| 9  | Donald D. Orbillos    | EPS-LR Supervisor | CARAGA | Butuan City       | IV-B           | Romblon              | 8/12-18/18    |
| 10 | Juan Jr. L. Espina    | EPS-LR Supervisor | CARAGA | Dinagat Island    | NCR            | Navotas City         | 9/2-8/18      |
| 11 | Iglucito P. Duquesa   | EPS-LR Supervisor | CARAGA | Agusan del Norte  | V              | Sorsogon City        | 8/12-18/18    |
| 12 | Jessie C. Torreon     | EPS-LR Supervisor | CARAGA | Cabadbaran City   | V              | Tabaco City          | 8/12-18/18    |
| 13 | Maripaz Magno         | EPS-LR Supervisor | CARAGA | Regional Office   | II             | Cagayan Valley       | 8/12-18/18    |

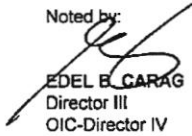
Prepared by:

  
 Ma. Concepcion T. Barrera  
 Project Development Officer II

Reviewed by:

  
 BESY C. GAMATA  
 Chief, Production Division

Noted by:

  
 EDEL B. CARAG  
 Director III  
 OIC-Director IV

## Inter-Regional Post Delivery Audit and Inventory of Learning Resources

### Indicative Program of Activities

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|          |                   |                                                                                                                                                                                                   |
|----------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | AM                |                                                                                                                                                                                                   |
|          |                   | <ul style="list-style-type: none"><li>• Arrival of Participants</li><li>• Registration/Billeting</li><li>• First Meal Lunch</li></ul>                                                             |
| Day 0    |                   |                                                                                                                                                                                                   |
| (Sunday) | PM                |                                                                                                                                                                                                   |
|          | 1:00 PM - 2:00 PM | Opening Program                                                                                                                                                                                   |
|          | 2:00 PM- 4:00 PM  | Orientation Proper                                                                                                                                                                                |
|          |                   | <ul style="list-style-type: none"><li>• Activity Overview</li><li>• Objectives</li><li>• Terms of Reference</li><li>• Simulation on Accomplishing Forms</li><li>• Process of Monitoring</li></ul> |

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|          |                 |                                                       |
|----------|-----------------|-------------------------------------------------------|
| Day 1    |                 |                                                       |
| (Monday) | AM              |                                                       |
|          | 6:00 - 7:00 AM  | Breakfast                                             |
|          | 7:00 AM onwards | Travel time of LR Monitors to their assigned division |

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|                    |  |                       |
|--------------------|--|-----------------------|
| Day 2 - 4          |  |                       |
| (Tuesday-Thursday) |  | Monitoring Activities |

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|          |  |                       |
|----------|--|-----------------------|
| Day 5    |  |                       |
| (Friday) |  | Travel back to Manila |

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|            |                    |                                                                                                                     |
|------------|--------------------|---------------------------------------------------------------------------------------------------------------------|
| Day 6      | 6:30 AM – 8:30 am  | Breakfast                                                                                                           |
| (Saturday) | 8:30 am – 12:00 nn | Post-evaluation                                                                                                     |
|            |                    | <ul style="list-style-type: none"><li>• Sharing of Experiences</li><li>• Submission of Monitoring Reports</li></ul> |
|            | 12:00nn – 1:00 pm  | Lunch Break                                                                                                         |
|            | 1:00 pm onwards    | Departure from Manila of LR Monitors to their respective stations                                                   |

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Date

### CERTIFICATE OF ACCEPTANCE

This Office willingly accepts the downloading of funds from the Bureau of Learning Resources to cover the travel expenses and per diem of the participant/s who shall attend the Inter-Regional Post Audit and Inventory of Learning Resources for the K to 12 Program from August to October 2018, subject to the usual accounting and auditing rules.

Signed by:

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Printed Name and Signature of Regional Director

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Regional Office