



Republic of the Philippines
Department of Education
CARAGA REGION



February 26, 2021

REGIONAL MEMORANDUM
No. III, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

MONITORING OF THE DELIVERY AND ASSESSMENT OF SENIOR HIGH SCHOOL
TECHNICAL-VOCATIONAL AND LIVELIHOOD (TVL) TOOLS AND EQUIPMENT
PROCURED IN 2017 AND 2018

1. In consonance with the Audit Observation Memorandum (AOM) No. 2021-010(2020) issued by the Regional Audit Team dated February 11, 2020, this office through the Curriculum and Learning Management Division (CLMD) shall conduct a region-wide monitoring on the delivery and assessment of TVL tools and equipment procured in 2017 and 2018.
2. This activity shall be done in three (3) stages: 1. Inventory and Assessment at the School Level; 2. Division Consolidation, Validation, and Submission of Consolidated and Validated Reports to the Regional Office; and 3. Validation and on-site inspection by the Regional Personnel.
3. The schools shall conduct inventory and assessment. This shall be prepared by the School Property Custodian/Supply Officer with the assistance of the school SHS/TVL Coordinator. The Division LR Supervisors, Senior High School Coordinators, and TVL Supervisors are mandated to consolidate, validate, and submit the report to the Regional Office, both hard and soft copies, on or before **March 4, 2021**. Soft copies shall be sent directly to caraga@deped.gov.ph, cc: clmd_caraga@deped.gov.ph. Soft copy of the list of tools and equipment by school by division can be found at <http://bit.ly/TVL201718>.
4. Enclosed herewith are the official template to be used for the monitoring at the school and division levels and the Official List of Tools and Equipment by Division.
5. Travel expenses of personnel who shall conduct the monitoring, validation, and on-site inspection shall be charged against local funds subject to the usual government accounting and auditing rules and regulations.



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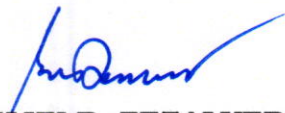


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Enclosure 1 to Regional Memorandum No. ____, s. 2021

6. Immediate dissemination of this Memorandum to all concerned is highly desired.


EVELYN R. FETALVERO, CESO IV
Director IV 
Regional Director

Encls.: 1. Delivery Status and Assessment of Senior High School TVL Tools and Equipment

2. Official List of SHS TVL Tools and Equipment by School by Division

Reference: AOM No. 2021-010(2020) dated February 11, 2021

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

DELIVERY

INVENTORY

LEARNING RESOURCES, NON TEXT-BASED

MONITORING

PROCUREMENT

PROGRAM

SENIOR HIGH SCHOOL/TECHNICAL-VOCATIONAL AND LIVELIHOOD
TOOLS AND EQUIPMENT

CLM/rjy
02/26/2021

Enclosure 1 to Regional Memorandum No. III, s. 2021

**Delivery Status and Assessment of Senior High School TVL Tools and Equipment
(School Level)**

Division: _____ School: _____ School ID: _____

Name of School Head: _____ Position/Designation: _____

Tools/Equipment	Specialization	Quantity			Date Received	Condition		Remarks <i>(any deficiency noted on the delivered items, ex: non-functional, absence of user's manual, poor quality, broken, etc.)</i>
		Expected	Received	Variance		As Received	Present	

Prepared by:

School Property Custodian/ Supply Officer

School TVL/SHS Coordinator

Attested by:

School Principal

Enclosure 1 to Regional Memorandum No. III, s. 2021

**Delivery Status and Assessment of Senior High School TVL Tools and Equipment
(Division Level)**

Division: _____

Name of Schools Division Superintendent: _____

Name of Schools	Tools/Equipment	Supplier	Specialization	Quantity			Date Received	Condition		Remarks <i>(any deficiency noted on the delivered items, ex: non- functional, absence of user's manual, poor quality, broken, etc.)</i>
				Expected	Received	Variance		As Received	Present	

Prepared by:

Division LR Manager

Division SHS/TVL Coordinator

Reviewed:

Attested:

CID Chief

Schools Division Superintendent