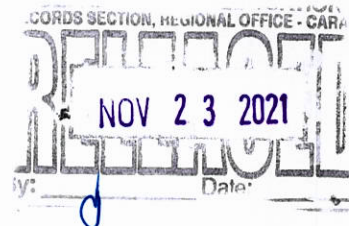




Republic of the Philippines
Department of Education
CARAGA REGION



November 22, 2021

REGIONAL MEMORANDUM
No. 946, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

SUBMISSION OF BI-ANNUAL UPDATED INVENTORY OF SENIOR
HIGH SCHOOL TVL TOOLS AND EQUIPMENT PROCURED
AND DELIVERED SY 2016 AND ONWARD

1. Please be informed on the conduct of Bi-Annual Updated Inventory of the Senior High School TVL Tools and Equipment in all schools per division.
2. The inventory shall be done by component areas and specializations using the standard template from the Bureau of Learning Resource (BLR) but should capture the name of the supplier, names of items, description of items, and whether the items are functional or non-functional. (please see attached template)
3. The School and Division Senior High School Coordinators, TLE/TVL Coordinators, Supply Officers and Learning Resource Coordinators shall coordinate each other to fast track the preparation and submission of the updated and consolidated inventory reports of the said tools and equipment of all schools in soft and hard copies. They must ensure that all schools within their divisions have submitted the inventory reports prior to submission to the regional office through a google drive link <https://tinyurl.com/tvltoolsinventory> on or before November 24, 2021.
4. Hard copies of the updated inventory reports shall be submitted to the regional office duly endorsed by the Schools Division Superintendent not later than November 26, 2021.
5. Immediate and wide dissemination of this Memorandum to all concerned is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: NONE

Reference: NONE

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

INVENTORY SENIOR HIGH SCHOOL TVL TOOLS & EQUIPMENT

CLM/eab
11/22/2021



Address: J.P. Rosales Avenue,
Butuan City
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BUREAU OF LEARNING RESOURCES

Bi-Annual Monitoring and Evaluation Report of Non-Text Learning Resources

Annex "E"

School: School ID:

Region: Caraga Division: Agusan del Norte

Month and Year: Semester:

Classification: TVL Tools and Equipments

Specialization:

[illegible]

Prepared by:

Approved by:

Signature over printed name and date

Signature over printed name and date

Position: _____	School Property Custodian	Position: _____	School Principal
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NOTES:

1. Classification refers to Science and Math Equipment, TVL Tools and Equipment, Assistive Devices, Manipulative Toys, Etc
2. Use one template for every classification, do not mix SME and TVL tools and equipment.
3. Particulars is the name of the tool, equipment, assistive devices, manipulative toys, etc. Please account all the tools and equipment that your school had received based on the Inspection and Acceptance Report (IAR).
4. Utilization Record - the number of equipment utilization within the semester.
5. Maintenance Record - the number of maintenance activities conducted within the semester.
6. Maintenance Remarks - state the present condition of the equipment especially if it needs minor or major repair, beyond repair and due for replacement