



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
Butuan City



March 14, 2018

REGIONAL MEMORANDUM
No. 156 s., 2018



SUBMISSION OF UPDATED INVENTORY REPORTS OF TVL TOOLS AND EQUIPMENT

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs, Curriculum Implementation Division (CID)
Chiefs, School Governance and Operations Division (SGOD)
This Region

1. The submission of soft copies of the updated inventory reports of TVL tools and equipment shall be on or before **March 16, 2018**. Hard copies shall be submitted, duly endorsed by the Schools Division Superintendents, to the regional office not later than **March 19, 2018**.
2. Senior High School coordinators must ensure that all schools within their divisions have submitted the inventory reports.
3. No submission of soft copies should be made by the school heads directly to the regional office through the indicated email address below.
4. Senior High School coordinators must consolidate all inventory reports of all schools prior to sending the soft copies to linogb79@gmail.com.
5. SDOs may use their own inventory template, but should capture the name of the supplier including the number of items, description of the items and whether the items are functional or non-functional.
6. Immediate and wide dissemination of this **Memorandum** to all concerned is highly desired.


BEATRIZ G. TORNO, Ph.D., CESO IV
OIC-Regional Director

Encls: None
Reference: None

To be indicated in the **PERPETUAL INDEX** under the following subjects:
INVENTORY SENIOR HIGH SCHOOL TOOLS AND EQUIPMENT

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