



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_s 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_s 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_s 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_s; (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_s.
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 and blr.lrp@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 LRs 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