



February 11, 2020



REGIONAL MEMORANDUM

No. 100, s. 2020

SUBMISSION OF INVENTORY REPORTS OF THE SENIOR HIGH SCHOOL TVL TOOLS AND EQUIPMENT

To: JOSITA B. CARMEN, CESO V
JASMINE R. LACUNA
EDNA E. TRINIDAD, PhD
ELNIE ANTHONY T. BARCENA

1. In consonance to Audit Memorandum Observation (AOM) and recommendations from the Regional Audit Team RE: **2016 Delivered TVL Tools and Equipment**, the School Heads of the following schools are hereby advised to conduct inventory of the SHS TVL tools and equipment **immediately**:


- a. St. Christine National High School
- b. St. Christine NHS-Davisol
- c. Sto. Nino National High School
- d. Marihatag National High School
- e. Gamut National High School
- f. Cantilan National High School
- g. Carrascal National High School
- h. Madrid National High School

2. Division Senior High School Coordinator and Division TVL Supervisor are required to facilitate, coordinate and submit inventory reports, both hard and soft copies, to the Regional Office not later than **February 20, 2020**. Soft copies shall be sent directly through **caraga@deped.gov.ph**.

3. Enclosed herewith is the prescribed template for the Inventory of SHS TVL Tools and Equipment.

4. Traveling expenses of the personnel who shall facilitate the conduct of the inventory shall be charged to local funds subject to the usual government accounting rules and regulations.

5. Wide and earnest dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Director III
Officer In-Charge
Office of the Regional Director

Encls: Inventory template

Reference: AOM No. 2020-01(2019)

To be indicated in the **PERPETUAL INDEX** under the following subjects:

CURRICULUM PROGRAM SHS/ TVL

CLMD/eab
02/11/20



2020-02-2306

DCC No.:

DepEdRO13-F-REC-008-R1/9-4-2019



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INVENTORY OF TVL TOOLS AND EQUIPMENT

Name of School	
Division	
Specialization	

Particulars (Tools & Equipment Unused/Unutilized)	Quantity	Remarks/Reasons (Ex. Non-functional, absence of manual, poor quality, etc.)

Prepared by: _____
School Property Custodian

Noted by: _____
School Head/Principal

Validated by: _____
Division SHS/TVL Coordinator

DCC No.:

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