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Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII - Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL  
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NO: 118.2116  
DATE: 31 JUL 2018  
SECTION

July 27, 2018

**DIVISION MEMORANDUM**

No. \_\_\_\_\_ s. 2018

**TO: MS. ROSELA R. ABIERA**  
DEPS / LRMDS - Manager

You are hereby directed to participate in the **Inter-Regional Post Delivery Audit and Inventory of Learning Resources in the selected Elem., JHS & SHS in Region IV-A, Division of Batangas** on August 12 – 18, 2018 Batch 1. Per **Regional Memorandum NO.0537, s, 2018** dated July 23, 2018.

You are also requested to be at the NEAP, at Marikina City on August 12, 2018 in the morning for an orientation and on August 18, 2018 for the post evaluation.

Traveling expenses incurred shall be charged to **BLR Funds downloaded at the Regional Office** subject to the usual accounting and auditing rules and regulations.

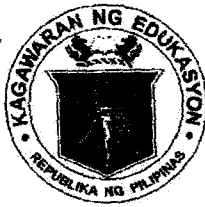
Please be guided accordingly.

**WILFREDA D. BONGALOS, Ph. D., CESO V**  
Schools Division Superintendent

7/30/18

WDB/CID/LRMDS  
Inter-Regional Post Delivery Audit

31 JUL




JUL 23 2018

REGIONAL MEMORANDUM  
No. 0537, s. 2018

**Inter-Regional Post Delivery Audit and Inventory of LRs**

To: Schools Division Superintendents

1. The Bureau of Learning Resources (BLR) will conduct an **Inter-Regional Post Delivery Audit and Inventory of LRs** in selected elementary, secondary and senior high schools in **all the schools division offices** on August 12-18, 2018 for Batch 1 and September 2-8, 2018 for Batch 2 inclusive of travel time. Region VII LRMD Supervisors are assigned in Luzon area. Kindly refer to the enclosed list with their respective assigned schools division to be monitored.
2. The following are the objectives of the said activity:
  - a) account the LR to learner ratio;
  - b) identify the problems in the deliveries and acceptance of LRs;
  - c) check the LR inventory report submitted by the concerned property custodians and/or supply officers; and
  - d) gather feedback on the utilization, disposal, safekeeping, recording and maintenance of delivered LRs.
3. 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 (Batch 1) and September 2, 2018 (Batch 2) for the orientation. Immediately after the orientation, the participants will proceed to their assigned destinations. For those with flights e.g. bound to Palawan or Bicol areas, please book your flights early. Please take note that all participants will go back to the NEAP on August 17, 2018 (Batch 1) and September 7, 2018 (Batch 2) for the post evaluation and submission of travel reports.
4. Expenses for transportation, per diem, board and lodging, supplies, materials, and other miscellaneous expenses relative to the conduct of the activity shall be charged against BLR Funds. Transportation and other related expenses of the participants will be downloaded at the regional office. Reimbursement of travel expenses will be done at the regional office as soon as all required documents are submitted. All expenses are subject to the usual accounting and auditing rules and regulations.
5. This Memorandum also serves as **Travel Authority**.
6. Immediate dissemination of and compliance with this Memorandum is directed.

  
JULIET A. JERUTA  
Director III  
Officer-in-Charge

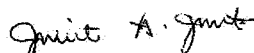
**Inter-Regional Post Delivery Audit and Inventory of LRs**

August 12-18, 2018

September 2-8, 2018

**TRAVEL AUTHORITY**

Name	Position	Region	Division	Place to Visit		Date of Visit	
				Region	Division		
1	Vanessa L. Harayo	EPS-LR Supervisor	VII	Cebu City	CAR	Ifugao	8/12-18/18
2	Reynilda G. Ramoneda	EPS-LR Supervisor	VII	Danao City	CAR	Baguio City	8/12-18/18
3	Maria Ligaya G. Panganiban	EPS-LR Supervisor	VII	Bais City	I	La Union	8/12-18/18
4	Luisa H. Igos	EPS-LR Supervisor	VII	Bayawan City	I	Ilocos Sur	8/12-18/18
5	Lourdesita P. Guardiario	EPS-LR Supervisor	VII	Bogo City	I	Ilocos Norte	8/12-18/18
6	Josephine D. Eronico	EPS-LR Supervisor	VII	Bohol	I	Candon City	8/12-18/18
7	Eden C. Lequigan	EPS-LR Supervisor	VII	Toledo City	II	Isabela	8/12-18/18
8	Cristina T. Remocaldo	EPS-LR Supervisor	VII	Carcar City	III	Bulacan	8/12-18/18
9	Wenerita A. Mirafior	EPS-LR Supervisor	VII	Dumaguete City	III	Gapan City	8/12-18/18
10	Merly J. Omambac	EPS-LR Supervisor	VII	Naga City, Cebu	III	Pampanga	8/12-18/18
11	Isaiash T. Wagas	EPS-LR Supervisor	VII	Cebu Prov.	IV-A	Marinduque	8/12-18/18
12	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
13	Nanette A. Naor	EPS-LR Supervisor	VII	Talisay City	IV-A	Cavite Prov.	8/12-18/18
14	Susan T. Balbuena	EPS-LR Supervisor	VII	Guihulngan City	NCR	Malabon City	9/2-8/18 ✓
15	Ismaelita N. Desabelle	EPS-LR Supervisor	VII	Mandaue City	NCR	Valenzuela City	9/2-8/18 ✓
16	Glenda T. Catacutan	EPS-LR Supervisor	VII	Tanjay City	NCR	Pasig City	9/2-8/18 ✓
17	Tenesita A. Bandolon	EPS-LR Supervisor	VII	Lapu-Lapu City	V	Catanduanes	8/12-18/18
18	Edesa T. Calvadores	EPS-LR Supervisor	VII	Siquijor	V	Iriga City	8/12-18/18
19	Neolita S. Sarabia	EPS-LR Supervisor	VII	Tagbilaran City	V	Camarines Sur	8/12-18/18
20	Maurita F. Ponce	EPS-LR Supervisor	VII	Reg'l Office VII	II	Pangasinan II	8/12-18/18

  
**JULIET A. JERUTA**  
 Director III  
 Officer-in-Charge

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CLMD\_Inter-Reg'l\_LR\_Monitoring

# Inter-Regional Post Delivery Audit and Inventory of Learning Resources

## Indicative Program of Activities

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	AM	
		<ul style="list-style-type: none"><li>• Arrival of Participants</li><li>• Registration/Billeting</li><li>• First Meal Lunch</li></ul>
Day 0		
(Sunday)	PM	
	1:00 PM - 2:00 PM	Opening Program
	2:00 PM- 4:00 PM	Orientation Proper
		<ul style="list-style-type: none"><li>• Activity Overview</li><li>• Objectives</li><li>• Terms of Reference</li><li>• Simulation on Accomplishing Forms</li><li>• Process of Monitoring</li></ul>

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Day 1		
(Monday)	AM	
	6:00 - 7:00 AM	Breakfast
	7:00 AM onwards	Travel time of LR Monitors to their assigned division

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Day 2 - 4		
(Tuesday-Thursday)		Monitoring Activities

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Day 5		
(Friday)		Travel back to Manila

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Day 6	6:30 AM – 8:30 am	Breakfast
(Saturday)	8:30 am – 12:00 nn	Post-evaluation
		<ul style="list-style-type: none"><li>• Sharing of Experiences</li><li>• Submission of Monitoring Reports</li></ul>
	12:00nn – 1:00 pm	Lunch Break
	1:00 pm onwards	Departure from Manila of LR Monitors to their respective stations

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