



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No.433 s. 2021

July 29, 2021

**CONDUCT OF INVENTORY OF QUARTER 2 SELF-LEARNING MODULES
BY SCHOOL**

To **Chief, CID**
LRMDS Manager
Public Schools District Supervisors
All Public Elementary and Secondary School Heads

1. Relative to the procurement of the Quarter1 and 2 Learning Resources for the upcoming School Year 2021-2022, this office directs all Public Elementary and Secondary Schools to conduct Inventory of the Reusable SLMs on August 2-6, 2021.
2. This activity aims to
 - a.) account the number of reusable SLMs which were distributed in the School Year 2020-2021
 - b.) determine the quantity of SLMs per learning area, per grade level and booklet number to be procured for Quarter 2 in the upcoming School Year 2021-2022.
 - c.) reutilize and reuse existing materials to save some amount.
3. In connection thereof, It is expected that the School Property Custodian, or the School LR Coordinator, or any teacher designated by the school head shall conduct the inventory and encode the data in this link: <https://docs.google.com/spreadsheet/d/1Gfhh9v6sAYSC>
4. Pursuant to DepEd Order No. 53 series of 2003, personnel are entitled of service credits or Compensatory Time-off for days of week that fall on Holidays, Saturdays, Sundays or summer vacation.
5. All expenses incurred in the accomplishment of the above tasks shall be charged against local funds subject to the usual government accounting and auditing rules and regulations.
6. For compliance.

CRISTY C. EPE
Schools Division Superintendent

