



Republic of the Philippines

Department of Education

MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, CID
Public Schools District Supervisors
Public Elementary and Secondary Schools Heads
All Others Concerned

FROM:  **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **SUBMISSION OF ANNUAL INVENTORY REPORT OF LEARNING RESOURCES**

DATE: July 15, 2024

1. With reference to DepEd Memorandum BLR-2024-04-602 re: Submission of Annual Inventory Report of Learning Resources, this Office, thru the Curriculum Implementation Division - Learning Resource Management Section, announces the submission of Learning Resource Inventory Report.
2. Schools are advised to conduct an inventory of centrally/locally procured and delivered learning resources annually.
3. The designated School Property Custodian and District Property Custodian must ensure that the submission of "Learning Resources Inventory Report" is duly accomplished one (1) week before the start of classes annually.
4. Contract of Service personnel of schools with no Administrative Officer II who act as School Property Custodian, must be the one to accomplish the form to be assisted by the former Teacher-School Property Custodian.
5. Template of the Inventory Report can be accessed through the link: <https://tinyurl.com/DuqueAnnualLRinventory>.
6. Submission of the accomplished District Consolidated Inventory Report must be done online by uploading the file on the same link provided.
7. For any concerns or clarifications regarding the LR inventory report, you may contact Mr. John M. Chavez, Chief ES of CID or Dr. Mariam B. Rivamonte, EPS of LRMS via cid.sdmarinduque@deped.gov.ph or lrmids_marinduque15@yahoo.com or thru their mobile numbers 09508215632 or 09392077432.
8. For wide dissemination and compliance.

*"DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque
Email: marinduque@deped.gov.ph
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Marinduque