



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III – Central Luzon  
**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**  
San Ignacio St., Poblacion, City of San Jose del Monte 3023



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AUG 08 2018

By: [Signature]  
Records Unit

August 7, 2018

**DIVISION MEMORANDUM**

No. 121, s. 2018

TO: Assistant Schools Division Superintendent  
Division Chief  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads

1. Pursuant to Regional Memorandum No. 110 s. 2018, **Five-Day Inter-Regional Post Delivery, Audit and Inventory of Learning Resources in Selected Elementary, Secondary and Senior High Schools**, this Office announces the conduct of monitoring of selected schools in the Division on August 13-16, 2018.
2. The activity aims to:
  - a. account the LR to learner ratio;
  - b. identify the problems in the delivery and acceptance of LRs;
  - c. check the 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. The monitoring will be headed by Ms. May P. Edullantes, Learning Resource Supervisor of Ozamis City Division.
4. The schools to be monitored are listed in the enclosed Matrix of Monitoring.
5. Concerned school heads are requested to be ready with their Inventory Report of Learning Resources from 2013 to 2017.
6. Expenses relative to this activity shall be charged against the Division MOOE/School MOOE/other funds subject to the usual accounting and auditing rules and regulations.
7. Immediate and widest dissemination of this memorandum is desired.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 12, s. 2018

**MATRIX OF THE MONITORING**

TIME	DAY 1	Day 2	DAY 3	DAY 4
AM	Minuyan Elementary School	Tungkong Mangga Elementary School	Kaypian Elementary School	San Martin National High School
	Towerville Elementary School	Graceville Elementary School	Kaypian High School	Bagong Buhay G Elementary School
	Towerville High School	Graceville High School	San Jose del Monte Science High School	Citrus National High School
PM	Paradise Farms Community School	Marangal Elementary School	Muzon Pabahay Elementary School	Sapang Palay National High School
	Kakawate High School	Francisco Homes Elementary School	Muzon High School	Bagong Buhay E Central School
	San Isidro Elementary School	San Jose del Monte High School	Sapang Palay Elementary School	Bagong Buhay H Elementary School