

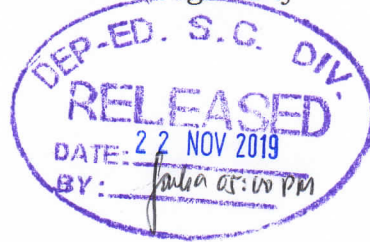


Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
DIVISION OF SURIGAO CITY
Surigao City



November 22, 2019

DIVISION MEMORANDUM
No. 301, s. 2019



DISTRICT - BASED ASSESSMENT OF THE DOCUMENTATION OF THE RECEIVED LEARNING RESOURCES

To: Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Elementary & Secondary School Heads
This Division

1. In preparation for the validation and monitoring of delivered LRSs by the Bureau of Learning Resources anytime within the month of December 2019, each District is enjoined to conduct a **District - Based Assessment of the Documentation of the Received Learning Resources** within **November 25 to 29, 2019**.
2. The District Property Custodian will facilitate the assessment of the documentation of the received LR including the use of the prescribed templates with the supervision of the District Supervisor.
3. To determine the need for Learning Resources, each school is required to prepare an **LR Situation Report** and submit a copy to the Learning Resource Management Section. (Template attached.)
4. Expenses incurred shall be charged to local funds subject to the usual accounting and auditing rules & regulations.
5. Immediate dissemination of this memorandum is highly desired.

[Signature]
GEMMA L. PEDISANI-SINDAY
ADMINISTRATIVE OFFICER
[Signature]
KAREN L. GALANIDA, CESO VI
Schools Division Superintendent

Reference: Letter for the Office of the Director, Bureau of Learning Resources

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

LIBRARY LEARNING RESOURCE DISTRICT OFFICE SCHOOL

"We serve with Goodness, Openness & Dignity"