



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

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DIVISION MEMORANDUM

No. 069, s. 2025

**SUBMISSION, VALIDATION, AND PROVISION OF TECHNICAL ASSISTANCE ON
THE CONDUCT OF SCHOOLS' INVENTORY OF LEARNING RESOURCES
FOR THE CALENDAR YEAR 2025 to 2026**

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Schoolheads

1. Pursuant to Joint Memorandum DM-CI-2022-074 issued by the Office of the Undersecretary for Curriculum and Instruction entitled Submission of Learning Resources Inventory and DM-OUCI-2021-375 intensified the submission of learning resource inventory, the division adheres to continue the implementation of the schools' inventory it is to be committed to monitor the implementation particularly the provision and utilization of learning resources efficiently and effectively. Localized Inventory forms will be used to gather relevant information as to the status of LRs.

Given this, schools must ensure compliance with pertinent rules in receiving, inspecting, keeping, and safeguarding learning resources, such as, but not limited to SLMs, and to keep the same in good condition against loss or wastage.

Under COA rules and regulations and as mandated in the General Accounting Manual, all printed self-learning modules and other learning resources should be duly accounted for and maintained for booking-up and inventory.

The School Property Custodian, the teacher in charge of the inventory together with the schoolhead should accomplish and complete the online Division contextualized inventory form, while the school head also validates the data. The Schoolhead may delegate tasks, but they remain accountable for the veracity and authenticity of the data submitted. Only the concerned personnel shall be given access to links. Partnership with the Division Supply Officer shall be made to gather accurate inventory. With this, the Division Office, through the Learning Resource Management Section (LRMS) under the Curriculum Implementation Division, announces the **Submission, Validation, and Provision of Technical Assistance on the Conduct of Schools' Inventory of Learning Resources for the Calendar Year 2025 to 2026**.

2. The activities aim to:

- track the progress and evaluate the status of all available learning resources for Calendar Year 2025 to 2026;
- value the importance of having an accurate and reliable Schools Learning Resource Inventory that shows the actual status of LRs; and

3. Participants in these activities are the Public Schools District Supervisors, Schoolheads, Administrative Officer II, and Teacher in charge of the inventory.
4. All Attached herewith is the Matrix of Activities related to the conduct of inventory.
5. For inquiries and clarifications, contact Evelyn P. De Castro, DEPS LRMS at learningresources.sdobinancy@deped.gov or 049-5369693/049-5470105 local 116.
6. Immediate and wide dissemination of this Memorandum is desired.



MANUELA S. TOLENTINO, CESO V
Schools Division Superintendent

Encl: As stated

Reference: DM-CI-2022-074 and DM-OUCI-2021-375

CID/LRM	/	EPD	/	/	DM-Submission, Validation, and Provision of Technical Assistance on the Conduct of Schools' Inventory of Learning Resources for the Calendar Year 2025 to 2026
				/	02/14/2025

Enclosure:

ACTIVITY MATRIX

A. INVENTORY OF QUARTER 3 LRs (print and nonprint) February 17 to 21 and 24 to 28, 2025

Time	Activity	Person Responsible
February 17-18, 2025	<ul style="list-style-type: none">The school will account for the available Q3 LR (print and nonprint)Categorize the usable vs unusable	Schoolhead Administrative Officer II Assigned Key Teacher Teacher per Grade Level
February 19, 2025	Virtual Meeting on the Conduct of School Inventory for Quarter 3	Evelyn P. De Castro Rhea Liza A. Dela Peña Participants: PSDSs Schoolheads Administrative Officer II Teacher in charge of the inventory
February 20-21, 2025	Accomplish the inventory link for Quarter 3	Schoolhead and AO II
February 24-28, 2025	Provide online Technical Assistance in validating the submitted inventory	Evelyn P. De Castro Rhea Liza A. Dela Peña Participants: PSDSs Schoolheads Administrative Officer II Teacher in charge of the inventory

B. INVENTORY OF QUARTER 4 LRs (print and nonprint) April 14 to 16 and 21 to 25, 2025

Time	Activity	Person Responsible
April 14-15, 2025	<ul style="list-style-type: none">The school will account for the available Q4 LR (print and nonprint)Categorize the usable vs unusable	Schoolhead Administrative Officer II Assigned Key Teacher Teacher per Grade Level
February 16, 2025	Virtual Meeting on the Conduct of School Inventory for Quarter 4	Evelyn P. De Castro Rhea Liza A. Dela Peña Participants: PSDSs Schoolheads Administrative Officer II Teacher in charge of the inventory
February 21, 2025	Accomplish the inventory link for Quarter 4	Schoolhead and AO II

February 22-25, 2025	Provide online Technical Assistance in validating the submitted inventory	Evelyn P. De Castro Rhea Liza A. Dela Peña Participants: PSDSS Schoolheads Administrative Officer II Teacher in charge of the inventory
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C. INVENTORY OF QUARTER 1 LRs (print and nonprint)
September 15 to 30, 2025

Time	Activity	Person Responsible
September 15-16, 2025	<ul style="list-style-type: none"> The school will account for the available Q1 LRs (print and nonprint) Categorize the usable vs unusable 	Schoolhead Administrative Officer II Assigned Key Teacher Teacher per Grade Level
September 17, 2025	Virtual Meeting on the Conduct of School Inventory for Quarter 1	Evelyn P. De Castro Rhea Liza A. Dela Peña Participants: PSDSS Schoolheads Administrative Officer II Teacher in charge of the inventory
September 18-19, 2025	Accomplish the inventory link for Quarter 1	Schoolhead and AO II
September 22 to 30, 2025	Provide online Technical Assistance in validating the submitted inventory	Evelyn P. De Castro Rhea Liza A. Dela Peña Participants: PSDSS Schoolheads Administrative Officer II Teacher in charge of the inventory

D. INVENTORY OF QUARTER 2 LRs (print and nonprint)
December 01 to 22, 2025

Time	Activity	Person Responsible
December 1-2, 2025	<ul style="list-style-type: none"> The school will account for the available Q1 LRs (print and nonprint) Categorize the usable vs unusable 	Schoolhead Administrative Officer II Assigned Key Teacher Teacher per Grade Level
December 3, 2025	Virtual Meeting on the Conduct of School Inventory for Quarter 1	Evelyn P. De Castro Rhea Liza A. Dela Peña Participants: PSDSS Schoolheads Administrative Officer II

December 4-5, 2025	Accomplish the inventory link for Quarter 1	Teacher in charge of the inventory Schoolhead and AO II
December 8 to 22, 2025	Provide online Technical Assistance in validating the submitted inventory	Evelyn P. De Castro Rhea Liza A. Dela Peña Participants: PSDSS Schoolheads Administrative Officer II Teacher in charge of the inventory