



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VIII



SCHOOLS DIVISION OF CATBALOGAN CITY

August 28, 2018

DIVISION MEMORANDUM

No. 307 s. 2018

POST DELIVERY AUDIT AND INVENTORY OF LEARNING RESOURCES

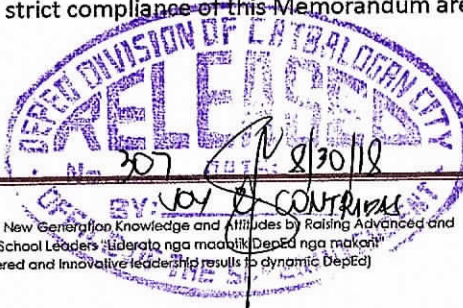
To: Chief Education Program Supervisor
 Education Program Supervisors
 Public School District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned

- Per advised from the Department of Education Region VIII, there shall be a Five-Day Inter-Regional Post Delivery Audit and Inventory of Learning Resources in selected Elementary, Secondary and Senior High Schools in Region VIII on September 3 – 6, 2018.
- In line with this, the Division Supply Officer, together with the Property Custodians of every school, are requested to prepare the accomplished Learners' Situation Report from CY 2013 to CY 2018. In like manner, the Division Accountant is also requested to provide the LR monitors the Statement of Expenditures (SOE) of downloaded funds to the DO for reproduction and delivery of Grade 5 Activity Sheets and SHS Learning Resources and Distribution Funds of centrally procured LRs.
- Below is the Itinerary of the Post Delivery Audit and Inventory of Learning Resources:

September 3, 2018 (DAY 1)	
AM	PM
San Andres ES Bliss Community School Catbalogan III CES	Salug ES Catbalogan I CES/SPED Catbalogan II CES
September 4, 2018 (DAY 2)	
AM	PM
Guinsorongan ES Guinsorongan National HS Bunuanan ES	Samar National School Eastern Visayas Regional Science HS Silanga ES Silanga National HS
September 5, 2018 (DAY 3)	
AM	PM
Catbalogan Comprehensive National HS Catbalogan IV CES Catbalogan V CES	Pupua ES New Mahayag ES Jose P. Casino Memorial School
September 6, 2018 (DAY 4)	
AM	PM
Antonio G. Tuazon NHS	Rama ES Cinco ES

- Expenses incurred relative to this activity like the food and accommodation of the LR monitors from the central office including the transportation and other incidental expenses during the monitoring activity shall be charged against Division/School MOOE/local fund subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination and strict compliance of this Memorandum are desired.

CID/LRM/JAP/mpg/082818



CRISTITO A. ECO, CESO VI
 Schools Division Superintendent



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 (Empowered and Innovative leadership results to dynamic DepEd)

2nd Floor, Laohoo Bldg., Del Rosario St. Catbalogan City
 Email: depedcatbalogancitydivision15@gmail.com
 Facebook Page: DepEd Catbalogan City Division
 Catbalogan City
 Telefax: (005) 251-3196 (055) 543 8268