



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY


Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
No. 545 s. 2025

**WORKSHOP ON THE STRENGTHENED REGIONAL INVENTORY
OF LEARNING RESOURCES**

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC – Chief Supervisor, School Governance and Operations Division
Schools Heads- Elementary and Secondary Public Schools
All Concerned

1. Attached is Regional Memorandum No. 958, s. 2025, on the above – captioned title, contents of which are self-explanatory, for the information and guidance of all concerned.
2. The said activity will be held on October 22-24, 2025, venue to be announced in the official GC.
3. The participants to this activity are:
 - Dr. Gina U. Urquia- EPS, LRMS
 - Mr. Reynante L. Benito- PDO II-LRMS
 - Ms. Joiche I. Luna- SDO Supply Officer
 - Ms. Cherry Elchico Luis- Supply Officer, MBHS, Main
4. Board and lodging of the participants shall be charged against downloaded BLR funds, while travel expenses shall be charged against LR downloaded funds to SDO's/ local funds, subject to the existing government accounting and auditing rules and regulations. This memorandum shall serve as the Authority to Travel of the participants.
5. Immediate of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

LEARNING RESOURCES SCHOOLS TRAINING
GUU/ NM WORKSHOP ON THE STRENGTHENED REGIONAL INVENTORY OF LEARNING RESOURCES

545/October 20, 2025

NUM-2025-545

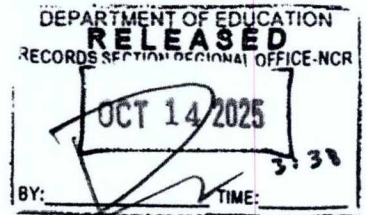


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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



cw

October 3, 2025

RECEIVED BY

MARLON A. SALONGA
SDO-MUNTINLUPA (RECORDS UNIT)
10/10/25 - 4:00 PM

REGIONAL MEMORANDUM

No. 958 s. 2025

To: Schools Division Superintendents

WORKSHOP ON THE STRENGTHENED REGIONAL INVENTORY OF LEARNING RESOURCES

1. The Department of Education – National Capital Region (DepEd-NCR) through the Curriculum and Learning Management Division – Learning Resource Management Section (CLMD-LRMS) will conduct the above-stated activity on **October 22-24, 2025**, within Manila, specific venue to be announced.
2. The activity aims to:
 - a. Orient SDO LRMS and Supply Office personnel on the importance of an integrated and strengthened regional inventory system;
 - b. Introduce monitoring and evaluation mechanisms to track utilization, effectiveness, and sustainability of resources provided to schools;
 - c. Review and validate existing stocks of learning and teaching resources to ensure accuracy, completeness, and consistency of record; and
 - d. Establish stronger collaboration between LRMS and Supply Offices in the distribution and inventory of learning resources.
3. Participants to this activity are the RO LRMS and AMS, SDO LRMS Education Program Supervisor and Project Development Officer II, SDO Supply Officer and 1 School Property Custodian. They are requested to prepare beforehand the pertinent documents (e.g. local inventory of LRs/SLRs) that will be needed during the activity, as well as their laptops, extension cords, etc.
4. Participants are expected to be at the venue on the morning of October 22, 2025. First meal of the workshop is AM snack. Registration is from 9:00 – 10:00 Amm while the opening program shall start at 10:30 AM.
5. Board and lodging of the participants shall be charged against downloaded BLR Funds, while travel expenses shall be charged against LR downloaded funds to SDOs/local funds, subject to the existing government accounting and auditing rules and regulations.
6. Attached are the workshop matrix and the expected number of participants per SDO, for reference.
7. Immediate dissemination of this Memorandum is desired.

JOCELYN DR ANDAYA
Regional Director, NCR

Concurrent OIC, Office of the Asst. Secretary for Operations



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Indicative Workshop Schedule

Day 1 - October 22, 2024	Day 2 - October 23, 2025	Day 3 - October 24, 2025
8:00 - 10:00 AM	6:00 - 8:00 AM	6:00 - 8:00 AM
Arrival	Breakfast	Breakfast
Registration		
Morning Snacks	8:00 - 8:15	8:00 - onwards
	Management of Learning	Presentation of Outputs
10:30 - 12:00 Noon		
Opening Progra,	8:15 - 5:00	10:00 - 10:30 AM Snacks
	Walk through of the Inventory Mechanism	12:00 - 1:30 Lunch Break
12:00 - 1:30	Accomplishment of Inventory Sheets	3:00 - 3:30 PM Snacks
Lunch		
1:30 - 2:30	10:00 - 10:30 AM Snacks	1:00 Closing Program
Plenary 1	12:00 - 1:30 Lunch Break	Ways Forward
Importance of LR Inventory	3:00 - 3:30 PM Snacks	
3:00 - 3:30		
Afternoon Snacks		
3:30 - 5:00		
Regional Inventory of LR Mechanism		

Number of Pax

Office	EPS	Supply Officer	School Property Custodian	TA II / PDO/TAS	Total
RO	3	1	0	2	6
Caloocan	1	1	1	1	4
Ls Pinas	1	1	1	1	4
Makati	1	1	1	1	4
Malabon	1	1	1	1	4
Mandaluyong	1	1	1	1	4
Manila	1	1	1	1	4
Marikina	1	1	1	1	4
Muntinlupa	1	1	1	1	4
Navotas	1	1	1	1	4
Paranaque	1	1	1	1	4
Pasay	1	1	1	1	4
Pasig	1	1	1	1	4
Quezon City	1	1	1	1	4
San Juan	1	1	1	1	4
Taguig Pateros	1	1	1	1	4
Valenzuela	1	1	1	1	4
TOTAL					70