



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF LANA O DEL NORTE**  
Pigcarangan, Tubod, Lanao del Norte



**DIVISION MEMORANDUM**

No. 116, s. 2019

To : **School Heads**  
**School Librarians**  
**Teacher – Librarians**  
**Property Custodians**  
This Division

From : **ROY ANGELO E. GAZO**  
Schools Division Superintendent

Subject: **Orientation on the Conduct of the Inventory of all School Delivered K to 12 Instructional Materials and Other Reference Materials Using the Designed Template**

Date : April 16, 2019

This is to inform all School Heads of both elementary and secondary schools that there will be an **Orientation on the conduct of the inventory of all school delivered K to 12 instructional materials and other reference materials using the designed template** to those school personnel who has control of the delivered textbooks and references (*School Librarians, Teacher – Librarians, Property Custodian*).

The venue will be at the Division Office ground floor — amusement area. The following are the schedules:

**April 23, 2019:**

- 8:00 – 10:00 - primary & elementary schools (Baroy, Kolambugan & Tubod districts)
- 10:00 – 12:00 - primary & elementary schools (Balo-I East & West, Pantar & Tagoloan districts)
- 1:00 – 3:00 - primary & elementary schools (Matungao, Munai, Pantao Ragat & Poona Piagapo districts)
- 3:00 – 5:00 - primary & elementary schools (Kauswagan, Linamon, Magsaysay, Maigo, Tangcal districts)

**April 24, 2019 -**

- 8:00 – 10:00 - primary & elementary schools (Salvador, Lala Central, North & South districts)
- 10:00 – 12:00 - primary & elementary schools (Sapad, SND Central, East & West districts)
- 1:00 – 3:00 - primary & elementary schools (Bacolod, Nunungan, Kapatagan Central, East & West districts)
- 3:00 – 5:00 - all secondary schools (Junior High School & Senior High School)

You are hereby required to bring USB to copy the inventory template.

For strict compliance.