



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

March 27, 2023

**DIVISION MEMORANDUM**  
No. 0118 s. 2023

**VIRTUAL ORIENTATION ON THE PROPER STORAGE, MAINTENANCE,  
AND UTILIZATION OF ALL SCHOOL LEARNING RESOURCES**

To: Eduard C. Amoguis, EdD, Chief Education Program Supervisor- CID  
Edgar L. Manaran – Education Program Supervisor / LRMS Manager  
Aldrin S. Gevila – Administrative Officer IV / Supply Officer  
Paul E. Arsolon – Information Technology Officer I  
Public Schools District Supervisors  
All Elementary and Secondary School Heads  
All Others Concerned

1. Relative to the procurements of the different printed and packaged learning resources in the light of the implementation of Basic Education Learning Continuity Plan (BE-LCP), the field is hereby informed that there will be a **Virtual Orientation on the Proper Storage, Maintenance, and Utilization of All School Learning Resources**. This shall be facilitated by the Learning Resource Management Section, Supply Section and ICT Section of this division. The link shall be sent through messenger prior to the said orientation.

2. The schedules of this activity are as follows:

Date	Time	Participants
April 3, 2023	3:00 pm to 5:00 pm	Congressional district 1
April 4, 2023	3:00 pm to 5:00 pm	Congressional district 2

3. This activity aims to orient the field on the systematic process flows relative to the proper storage, maintenance, and utilization of all learning resources in the school. Further, this will ensure that all the schools are following a streamlined and standardized process to achieve the goal in providing quality, accessible, cost-effective, and appropriate materials for the Filipino learners.

4. The participants of the said activity are the School Heads, District and School Learning Resource Coordinators, District and School Property Custodian or Supply Officer, and the District and School ICT Coordinators.

5. All are required to adhere to the IATF's strict health protocol requirements, and are encouraged to continuously support and value equality and diversity in all activities related to this endeavor.

6. Immediate dissemination of this Memorandum to all concerned is desired.

For the Schools Division Superintendent:



  
**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent 

CID: elm

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