



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

23-09106

Office of the Schools Division Superintendent

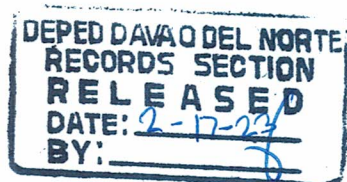
OFFICE MEMORANDUM
CID-2023-0018

To: Eduard C. Amoguis, EdD – Chief Education Program Supervisor -CID
Ramel M. Pilo - Chief Education Program Supervisor -SGOD
Edgar L. Manaran, PhD – Education Program Supervisor / LRMS Manager
Aldrin S. Gevila – Administrative Officer IV / Supply Officer
Paul E. Arsolon – Information Technology Officer I
All Members of the Bids and Awards Committee

Subject: **REITERATION OF THE STORAGE AND MAINTENANCE PROCESS FLOW FOR PRINT AND PACKAGED LEARNING RESOURCES**

Date: February 17, 2023

1. Attached is the copy of the Storage and Maintenance Process Flow for Print and Packaged Learning Resources which provides specific details and guidelines after a learning resource is being delivered and received by the school.
2. In adherence thereto, this office hereby reiterates to all concerned to strictly comply and observe the correct procedure during the storage and maintenance of all delivered and received learning resources.
3. All participants are required to adhere to the IATF's strict health protocol requirements, and all are encouraged to continuously support and value equality and diversity in all activities related to this endeavor.
4. Immediate dissemination and compliance of this Memorandum to all concerned is desired.



For the Schools Division Superintendent:


REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent





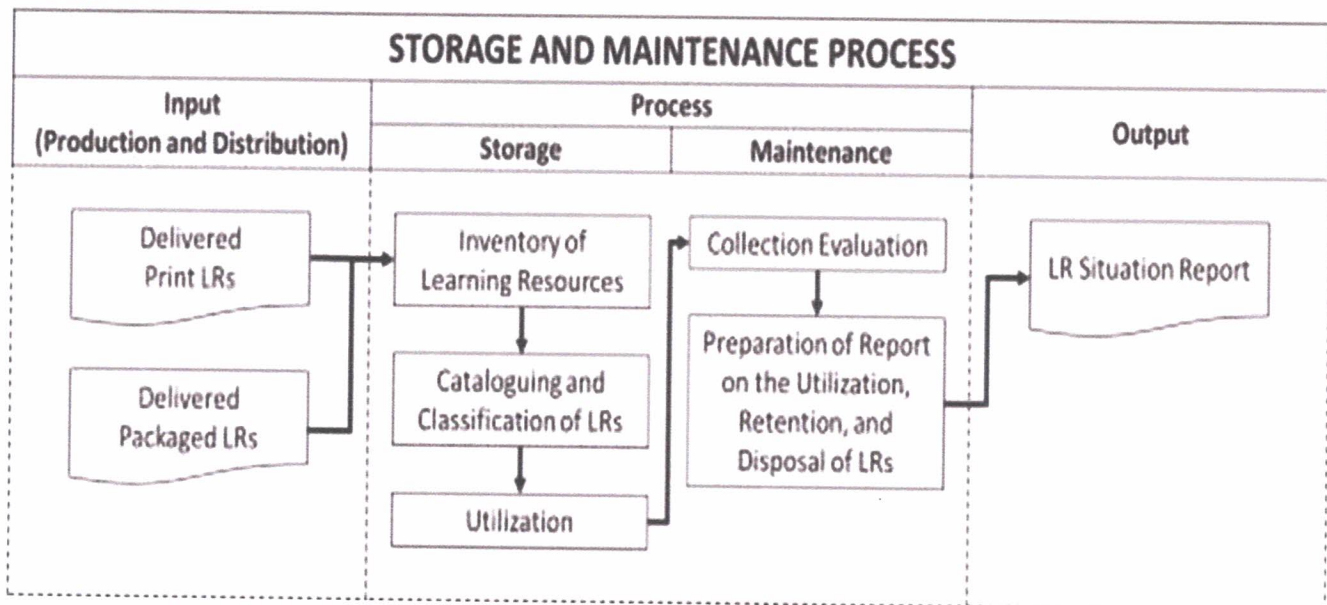
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**STORAGE AND MAINTENANCE PROCESS FLOW
FOR PRINT AND PACKAGED LEARNING RESOURCES**

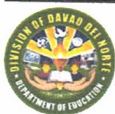
The storage and maintenance process start from the time the LR's were delivered and received by the school, division, region, or central office. Accountable individuals were assigned at each level of governance to safeguard learning resources and extend their life span and serviceability. Storage and maintenance practices vary depending on whether the learning resource is in print form, placed in storage devices, or published online.

1. Print and Packaged Learning Resources

Printed and packaged learning resources shall be stowed in their designated storage places to prolong their life and usability. Learning resources received should be properly inventoried and cataloged (if necessary) before they are distributed to the target users. Existing DepEd standards and guidelines shall be followed in the conduct of the inventory, cataloging, and classification of LR's.



A process called collection evaluation shall be conducted and managed by the persons in charge (property custodians, supply officers, or LRMS personnel) to monitor and check the physical condition of LR's. The LR Situation Report shall be prepared to identify whether print and packaged LR's shall be a.) retained for utilization, b.) disposed of, or c.) replenished. Existing DepEd standards and guidelines shall be followed for the retention and disposal of LR's.

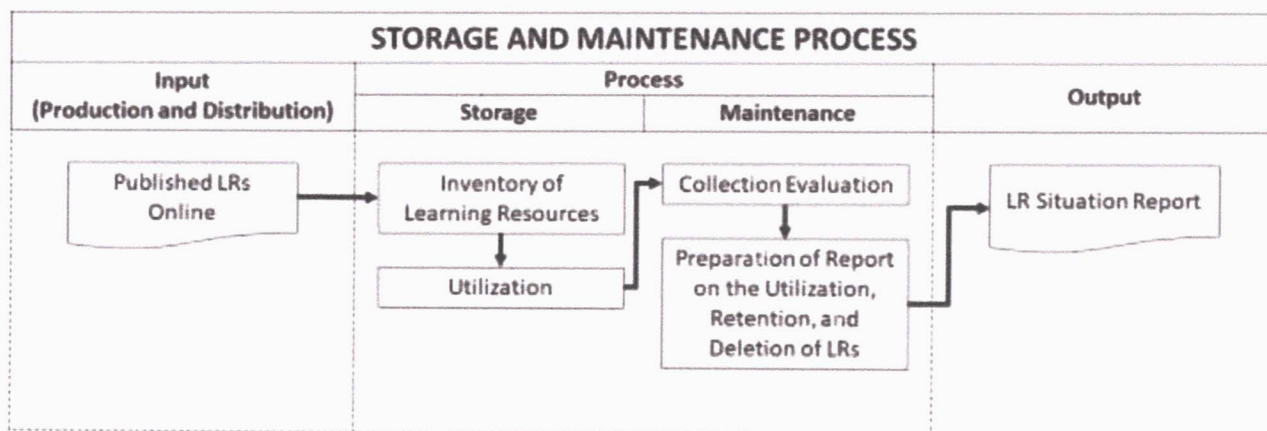




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2. Published Learning Resources Online

All learning resources published in the official online platforms (e.g., the LR Portal) can be accessed by registered DepEd (using a DepEd email account) or non-DepEd (personal email account) users. They can search, browse, and download available LRs that can be used as primary resources or references for teaching and learning.



The collection evaluation shall be conducted and managed by the LR portal administrators and QA teams to monitor and evaluate published LRs. The content reviews are triggered by a.) reported content faults, b.) changes to system standards and specifications (e.g., curriculum competencies), or c.) usage reviews.

The LR Situation Report shall be prepared to identify whether published LRs shall be retained for utilization or be unpublished and archived.

3. Storage and Maintenance of Evaluation Copies of LRs

The copies of LRs used during the evaluation process shall be stored in the designated warehouse as long as the life span of the particular LR exists. This shall allow access to the LRs with marginal notes and recommendations by the LREs in case any complain or concern may be raised.

