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Republic of the Philippines

# Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

**JOINT MEMORANDUM**  
**DM-CI-2022-074**

**RECEIVED**

3/21/22

Date / Filing No.

Signature

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OFFICE OF THE DIRECTOR IV

21 MAR 2022 3:40


Date and Time Released

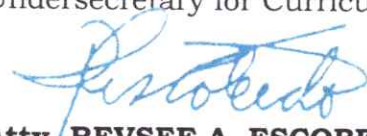
21 MAR 2022

Signature

**TO :** Regional Directors

**ATTENTION :** Regional CLMD Chiefs  
Regional LR Supervisors  
Division School Superintendents  
Division LR Supervisors  
Division Supply Officers  
All Others Concerned

**FROM :**  **DIOSDADO M. SAN ANTONIO**  
Undersecretary for Curriculum and Instruction

 **Atty. REVSEE A. ESCOBEDO**  
Undersecretary for Field Operations, Palarong Pambansa Secretariat and DEACO

**SUBJECT :** Submission of Learning Resources Inventory Forms for School Year 2021-2022

**DATE :** March 07, 2022

We express our appreciation for the provision of information on Self-Learning Modules, Learning Activity Sheets, and Contextualized Learning Resources for SY 2020-2021.

In continuing the implementation of the Basic Education Learning Continuity Plan (BE-LCP), all governance levels must be committed to efficiently and effectively monitor the implementation of the BE-LCP particularly the provision and utilization of the learning resources. Learning Resources (LRs) Inventory Forms will still be used to gather relevant information that will guide policymakers on policy and operational concerns related to the implementation of BE-LCP.

Given this, the DepEd ROs, SDOs, and schools must ensure compliance with pertinent rules in receiving, inspecting, keeping, and safeguarding learning resources to ensure that LRs are duly accounted for and maintained for booking up and inventory.

DMC, mail  
3/21/22

To account for the current situation of learning resources printed and delivered for SY 2021-2022, assigned personnel (**See Annex C**) shall gather accurate data to accomplish the Regional and Division Consolidated LR Inventory Report Forms to identify LR provision gaps and requirements needed for SY 2022-2023. Please note that only Regional and Division LR Supervisors and Supply Officers shall request for an access of links (**See Annex A**). They shall also accomplish the LR Inventory Directory Form (<https://tinyurl.com/LR-Inventory-Directory>) to document the members involved in the completion of the LR Inventory Report Forms for SY 2021-2022 on or before March 18, 2022.

The reporting and submission of the LR Inventory Reports shall be spearheaded by the Curriculum Learning and Management Division (CLMD) Chief and Regional Education Program Supervisor in charge of the LRMS. Please see attached **Annex B** for the **LR Inventory Process Flow** and **Annex C** for the **Terms of Responsibilities**.

The official submission of the accomplished Regional LR Inventory Summary Reports must be done via online using the links in Annex A and must be signed by the personnel reflected in the said forms. The Bureau of Learning Resources will communicate to the person in-charge of the LR Inventory Reports as to the status of the Regional and Division LR Inventory Reports. Please refer to **Annex D** for the **Schedule of Submission**.

If you have any concerns or clarifications regarding LR Inventory Forms, please email [blr.lrinventory@gmail.com](mailto:blr.lrinventory@gmail.com).

For information and appropriate action.

**List of Division and Regional Consolidated Forms Links**

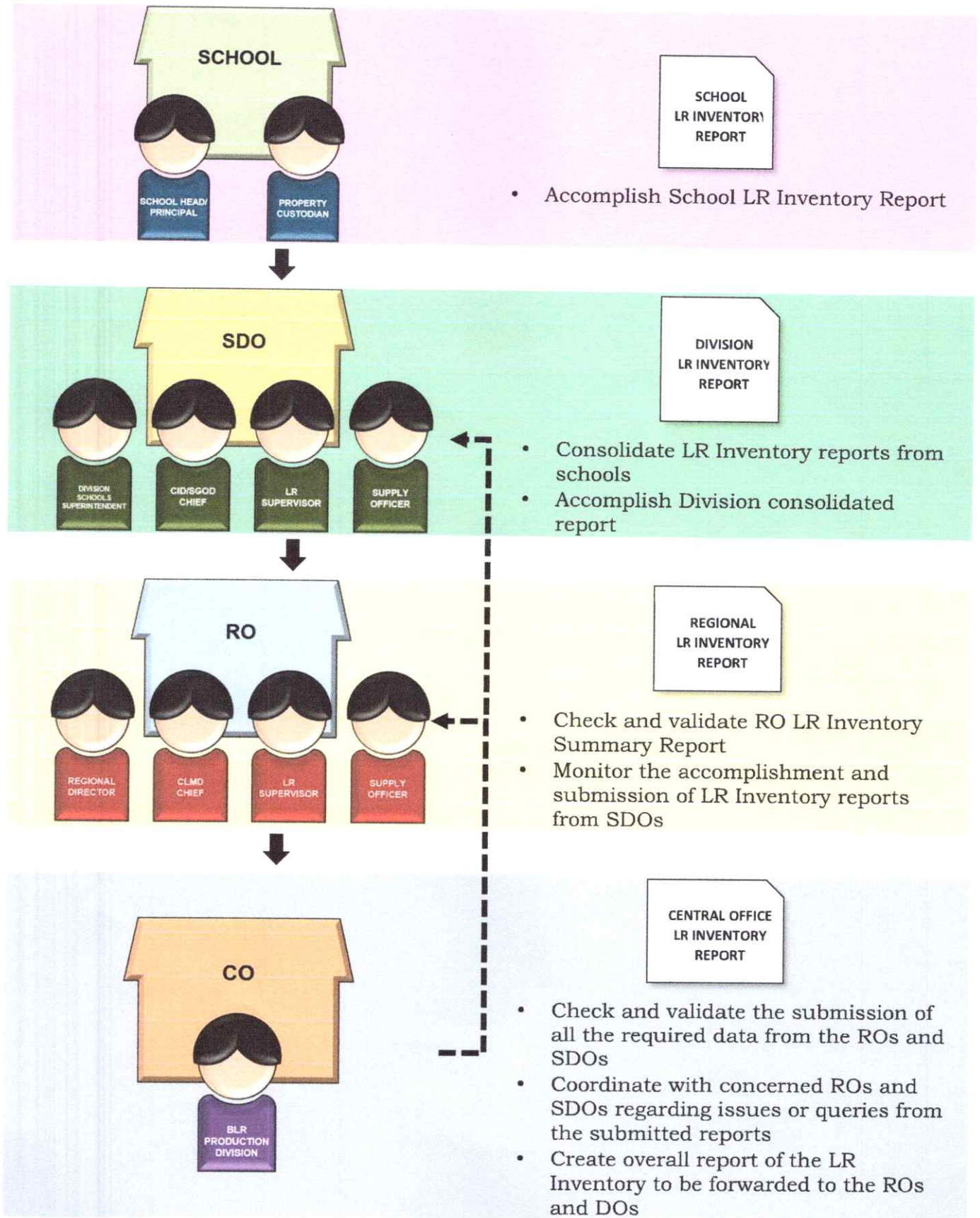
**A. Self - Learning Modules (SLMs)**

<b>REGION</b>	<b>QUARTER 1 and QUARTER 2</b>	<b>QUARTER 3 and QUARTER 4</b>
I	<a href="http://bit.ly/Region-I_SY2021-2022_Q1-Q2-ConsolForms_SLMs">http://bit.ly/Region-I_SY2021-2022_Q1-Q2-ConsolForms_SLMs</a>	<a href="http://bit.ly/Region-I_SY2021-2022_Q3-Q4-ConsolForms_SLMs">http://bit.ly/Region-I_SY2021-2022_Q3-Q4-ConsolForms_SLMs</a>
II	<a href="http://bit.ly/Region-II_SY2021-2022_Q1-Q2-ConsolForms_SLMs">http://bit.ly/Region-II_SY2021-2022_Q1-Q2-ConsolForms_SLMs</a>	<a href="http://bit.ly/Region-II_SY2021-2022_Q3-Q4-ConsolForms_SLMs">http://bit.ly/Region-II_SY2021-2022_Q3-Q4-ConsolForms_SLMs</a>
III	<a href="http://bit.ly/Region-III_SY2021-2022_Q1-Q2-ConsolForms_SLMs">http://bit.ly/Region-III_SY2021-2022_Q1-Q2-ConsolForms_SLMs</a>	<a href="http://bit.ly/Region-III_SY2021-2022_Q3-Q4-ConsolForms_SLMs">http://bit.ly/Region-III_SY2021-2022_Q3-Q4-ConsolForms_SLMs</a>
CAR	<a href="http://bit.ly/CAR_SY2021-2022_Q1-Q2-ConsolForms_SLMs">http://bit.ly/CAR_SY2021-2022_Q1-Q2-ConsolForms_SLMs</a>	<a href="http://bit.ly/CAR_SY2021-2022_Q3-Q4-ConsolForms_SLMs">http://bit.ly/CAR_SY2021-2022_Q3-Q4-ConsolForms_SLMs</a>
IV-A	<a href="http://bit.ly/Region-IV-A_SY2021-2022_Q1-Q2-ConsolForms_SLMs">http://bit.ly/Region-IV-A_SY2021-2022_Q1-Q2-ConsolForms_SLMs</a>	<a href="http://bit.ly/Region-IV-A_SY2021-2022_Q3-Q4-ConsolForms_SLMs">http://bit.ly/Region-IV-A_SY2021-2022_Q3-Q4-ConsolForms_SLMs</a>
IV-B	<a href="http://bit.ly/Region-IV-B_SY2021-2022_Q1-Q2-ConsolForms_SLMs">http://bit.ly/Region-IV-B_SY2021-2022_Q1-Q2-ConsolForms_SLMs</a>	<a href="http://bit.ly/Region-IV-B_SY2021-2022_Q3-Q4-ConsolForms_SLMs">http://bit.ly/Region-IV-B_SY2021-2022_Q3-Q4-ConsolForms_SLMs</a>
V	<a href="http://bit.ly/Region-V_SY2021-2022_Q1-Q2-ConsolForms_SLMs">http://bit.ly/Region-V_SY2021-2022_Q1-Q2-ConsolForms_SLMs</a>	<a href="http://bit.ly/Region-V_SY2021-2022_Q3-Q4-ConsolForms_SLMs">http://bit.ly/Region-V_SY2021-2022_Q3-Q4-ConsolForms_SLMs</a>
NCR	<a href="http://bit.ly/NCR_SY2021-2022_Q1-Q2-ConsolForms_SLMs">http://bit.ly/NCR_SY2021-2022_Q1-Q2-ConsolForms_SLMs</a>	<a href="http://bit.ly/NCR_SY2021-2022_Q3-Q4-ConsolForms_SLMs">http://bit.ly/NCR_SY2021-2022_Q3-Q4-ConsolForms_SLMs</a>
VI	<a href="http://bit.ly/Region-VI_SY2021-2022_Q1-Q2-ConsolForms_SLMs">http://bit.ly/Region-VI_SY2021-2022_Q1-Q2-ConsolForms_SLMs</a>	<a href="http://bit.ly/Region-VI_SY2021-2022_Q3-Q4-ConsolForms_SLMs">http://bit.ly/Region-VI_SY2021-2022_Q3-Q4-ConsolForms_SLMs</a>
VII	<a href="http://bit.ly/Region-VII_SY2021-2022_Q1-Q2-ConsolForms_SLMs">http://bit.ly/Region-VII_SY2021-2022_Q1-Q2-ConsolForms_SLMs</a>	<a href="http://bit.ly/Region-VII_SY2021-2022_Q3-Q4-ConsolForms_SLMs">http://bit.ly/Region-VII_SY2021-2022_Q3-Q4-ConsolForms_SLMs</a>
VIII	<a href="http://bit.ly/Region-VIII_SY2021-2022_Q1-Q2-ConsolForms_SLMs">http://bit.ly/Region-VIII_SY2021-2022_Q1-Q2-ConsolForms_SLMs</a>	<a href="http://bit.ly/Region-VIII_SY2021-2022_Q3-Q4-ConsolForms_SLMs">http://bit.ly/Region-VIII_SY2021-2022_Q3-Q4-ConsolForms_SLMs</a>
IX	<a href="http://bit.ly/Region-IX_SY2021-2022_Q1-Q2-ConsolForms_SLMs">http://bit.ly/Region-IX_SY2021-2022_Q1-Q2-ConsolForms_SLMs</a>	<a href="http://bit.ly/Region-IX_SY2021-2022_Q3-Q4-ConsolForms_SLMs">http://bit.ly/Region-IX_SY2021-2022_Q3-Q4-ConsolForms_SLMs</a>
X	<a href="http://bit.ly/Region-X_SY2021-2022_Q1-Q2-ConsolForms_SLMs">http://bit.ly/Region-X_SY2021-2022_Q1-Q2-ConsolForms_SLMs</a>	<a href="http://bit.ly/Region-X_SY2021-2022_Q3-Q4-ConsolForms_SLMs">http://bit.ly/Region-X_SY2021-2022_Q3-Q4-ConsolForms_SLMs</a>
XI	<a href="http://bit.ly/Region-XI_SY2021-2022_Q1-Q2-ConsolForms_SLMs">http://bit.ly/Region-XI_SY2021-2022_Q1-Q2-ConsolForms_SLMs</a>	<a href="http://bit.ly/Region-XI_SY2021-2022_Q3-Q4-ConsolForms_SLMs">http://bit.ly/Region-XI_SY2021-2022_Q3-Q4-ConsolForms_SLMs</a>
XII	<a href="http://bit.ly/Region-XII_SY2021-2022_Q1-Q2-ConsolForms_SLMs">http://bit.ly/Region-XII_SY2021-2022_Q1-Q2-ConsolForms_SLMs</a>	<a href="http://bit.ly/Region-XII_SY2021-2022_Q3-Q4-ConsolForms_SLMs">http://bit.ly/Region-XII_SY2021-2022_Q3-Q4-ConsolForms_SLMs</a>
CARAGA	<a href="http://bit.ly/CARAGA_SY2021-2022_Q1-Q2-ConsolForms_SLMs">http://bit.ly/CARAGA_SY2021-2022_Q1-Q2-ConsolForms_SLMs</a>	<a href="http://bit.ly/CARAGA_SY2021-2022_Q3-Q4-ConsolForms_SLMs">http://bit.ly/CARAGA_SY2021-2022_Q3-Q4-ConsolForms_SLMs</a>

## B. Learning Activity Sheets and Contextualized Learning Resources

REGION	QUARTER 1 and QUARTER 2	QUARTER 3 and QUARTER 4
I	<a href="http://bit.ly/Region-I_SY2021-2022_Q1-Q2-ConsolForms_LASandCLRs">http://bit.ly/Region-I_SY2021-2022_Q1-Q2-ConsolForms_LASandCLRs</a>	<a href="http://bit.ly/Region-I_SY2021-2022_Q3-Q4-ConsolForms_LASandCLRs">http://bit.ly/Region-I_SY2021-2022_Q3-Q4-ConsolForms_LASandCLRs</a>
II	<a href="http://bit.ly/Region-II_SY2021-2022_Q1-Q2-ConsolForms_LASandCLRs">http://bit.ly/Region-II_SY2021-2022_Q1-Q2-ConsolForms_LASandCLRs</a>	<a href="http://bit.ly/Region-II_SY2021-2022_Q3-Q4-ConsolForms_LASandCLRs">http://bit.ly/Region-II_SY2021-2022_Q3-Q4-ConsolForms_LASandCLRs</a>
III	<a href="http://bit.ly/Region-III_SY2021-2022_Q1-Q2-ConsolForms_LASandCLRs">http://bit.ly/Region-III_SY2021-2022_Q1-Q2-ConsolForms_LASandCLRs</a>	<a href="http://bit.ly/Region-III_SY2021-2022_Q3-Q4-ConsolForms_LASandCLRs">http://bit.ly/Region-III_SY2021-2022_Q3-Q4-ConsolForms_LASandCLRs</a>
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IV-A	<a href="http://bit.ly/Region-IV-A_SY2021-2022_Q1-Q2-ConsolForms_LASandCLRs">http://bit.ly/Region-IV-A_SY2021-2022_Q1-Q2-ConsolForms_LASandCLRs</a>	<a href="http://bit.ly/Region-IV-A_SY2021-2022_Q3-Q4-ConsolForms_LASandCLRs">http://bit.ly/Region-IV-A_SY2021-2022_Q3-Q4-ConsolForms_LASandCLRs</a>
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X	<a href="http://bit.ly/Region-X_SY2021-2022_Q1-Q2-ConsolForms_LASandCLRs">http://bit.ly/Region-X_SY2021-2022_Q1-Q2-ConsolForms_LASandCLRs</a>	<a href="http://bit.ly/Region-X_SY2021-2022_Q3-Q4-ConsolForms_LASandCLRs">http://bit.ly/Region-X_SY2021-2022_Q3-Q4-ConsolForms_LASandCLRs</a>
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LR Inventory Process Flow



**LR Inventory Terms of Responsibilities**

<b>LEVEL OF GOVERNANCE</b>	<b>PERSON IN CHARGE</b>	<b>ROLES AND RESPONSIBILITIES</b>				
School Level	Property Custodian        School Principals or School Heads	<ul style="list-style-type: none"> <li>● Responsible for filling out the LR Inventory Report Forms by downloading the forms using the following links:                             <table border="1" data-bbox="810 523 1508 739"> <tr> <td data-bbox="810 523 1109 630">Quarter 1 and Quarter 2</td> <td data-bbox="1109 523 1508 630"><a href="https://tinyurl.com/Q1-Q2-LR-Inventory">https://tinyurl.com/Q1-Q2-LR-Inventory</a></td> </tr> <tr> <td data-bbox="810 630 1109 739">Quarter 3 and Quarter 4</td> <td data-bbox="1109 630 1508 739"><a href="https://tinyurl.com/Q3-Q4-LR-Inventory">https://tinyurl.com/Q3-Q4-LR-Inventory</a></td> </tr> </table> </li> <li>● Ensure the correctness and completeness of the filled-out forms</li> <li>● Review the data reflected on the accomplished School LR Inventory Form</li> <li>● Submit the accomplished and signed forms to their respective Division Supply Officers, Division LR Supervisor and/ or Division Schools Superintendent</li> </ul>	Quarter 1 and Quarter 2	<a href="https://tinyurl.com/Q1-Q2-LR-Inventory">https://tinyurl.com/Q1-Q2-LR-Inventory</a>	Quarter 3 and Quarter 4	<a href="https://tinyurl.com/Q3-Q4-LR-Inventory">https://tinyurl.com/Q3-Q4-LR-Inventory</a>
Quarter 1 and Quarter 2	<a href="https://tinyurl.com/Q1-Q2-LR-Inventory">https://tinyurl.com/Q1-Q2-LR-Inventory</a>					
Quarter 3 and Quarter 4	<a href="https://tinyurl.com/Q3-Q4-LR-Inventory">https://tinyurl.com/Q3-Q4-LR-Inventory</a>					
Division Level	Division Supply Officers        Division LR Supervisors    Curriculum and Instruction Division (CID) Chief and School Governance and Operations Division (SGOD) Chief Division Schools Superintendent	<ul style="list-style-type: none"> <li>● Consolidate the submitted reports of their respective schools</li> <li>● Accomplish the Division LR Inventory Report Forms together with the consolidated reports from their respective schools</li> <li>● Submit the accomplished and signed Division LR Inventory Report Forms to their respective Division LR Supervisors or Division Schools Superintendent</li> <li>● Monitor and assist in the accomplishment of the Division LR Inventory Report Forms</li> <li>● Review and check the correctness of learning resources data</li> <li>● Submit the accomplished and signed Division LR Inventory Report Forms to their respective Regional Supply Officers and Regional LR Supervisors</li> <li>● Ensure timeliness on the accomplishment and submission of the Division LR Inventory Report Forms</li> <li>● Approve the accomplished Division Consolidated Report Form</li> </ul>				

<b>LEVEL OF GOVERNANCE</b>	<b>PERSON IN CHARGE</b>	<b>ROLES AND RESPONSIBILITIES</b>
Regional Level	<p>Regional Supply Officers</p> <p>Regional Education Program Supervisors in charge of LRMS</p> <p>Curriculum Learning and Management Division (CLMD) Chiefs and/ or Administrative Office Chiefs</p> <p>Regional Director</p>	<ul style="list-style-type: none"> <li>• Check and validate Regional LR Inventory Summary Report Forms</li> <li>• Monitor the submission of Division LR Consolidated Inventory Report Forms</li> <li>• Submit the accomplished and signed forms through online google sheets using the link provided in the memorandum</li> <li>• Assist in checking and validating the Regional LR Inventory Summary Report Forms</li> <li>• Assist in the monitoring of the accomplishment of Division LR Consolidated Inventory Report Forms</li> <li>• Ensure timeliness on the accomplishment and submission of the Regional LR Inventory Summary Reports</li> <li>• Approve the validated Regional LR Inventory Summary Reports</li> </ul>
Central Office Level	Bureau of Learning Resources-Production Division	<ul style="list-style-type: none"> <li>• Address concerns and questions related to the LR Inventory Report Forms</li> <li>• Coordinate with concerned ROs and SDOs for the accomplishment and timely submission of the LR Inventory Report Forms</li> <li>• Monitor the accomplishment of the LR Inventory Reports Forms</li> <li>• Check and validate the submission of all the required data from the ROs and SDOs</li> <li>• Issue summary of findings regarding the submitted reports of ROs and SDOs</li> <li>• Create overall report for all the LR Inventory collected data</li> <li>• Provide ROs and SDOs a copy of the final report to be used for planning, development, and procurement of LRs for succeeding quarters or school years</li> </ul>

**Schedule of Submission of the LR Inventory Forms Division and Regional Consolidated Reports for SY 2021-2022**

<b>Coverage</b>	<b>Date of Submission</b>	
	<b>Online Encoding (via Google Sheet)</b>	<b>Submission of Signed Online LR Inventory Forms</b>
1 <sup>st</sup> Quarter	March 15, 2022	April 18, 2022
2 <sup>nd</sup> Quarter	April 19, 2022	May 19, 2022
3 <sup>rd</sup> Quarter	May 20, 2022	June 20, 2022
4 <sup>th</sup> Quarter	June 21, 2022	July 21, 2022