



December 18, 2019

DIVISION MEMORANDUM
OSDS-CID-DM-448. 2019

SCHOOL LR STATUS REPORT

RELEASED

To: Chiefs, CID & SGOD
Education Program Supervisors
Public School District Supervisors
Elementary and Secondary School Heads
School Supply Officers
School Property Custodians
All concerned

DepEd, Division of Catanduanes
RECORDS SECTION
Date: DEC 18 2019
Time: 3:20 Pm
Initial/Signature: [Signature]

1. This Office through the Learning Resource Management Section requests School Property Custodians/Supply Officers to submit their **School LR Status Report** using the attached template on or before December 28, 2019.
2. The report will be used to determine the situation textbooks delivered from DepEd Central Office. This will serve as the basis for our request from the Bureau of Learning Resources to replace the losses or damages caused by Typhoon Tisoy.
3. Reports must be submitted in hard and softcopy to the following:
 - a. Peachie Roshele T. Chavez - peachieroshele.chavez@deped.gov.ph
(For Elementary Schools)
 - b. Jogene Alilly C. San Juan - jogenealilly.sanjuan@deped.gov.ph
(For Secondary schools)
4. Immediate dissemination and compliance of this Memorandum is desired.

DANILO E. DESPI
Schools Division Superintendent

Encl.:

References:

To be indicated in the Perpetual Index

Under the following subjects: textbooks learning resources losses damages

JCSJ/ DM SCHOOL LR STATUS REPORT
0001/ December 19, 2019



SCHOOLS DIVISION OFFICE OF CATANDUANES

School LR Status Report

School: _____ School ID No. _____
 District: _____

Grade Level	Subject	Title of LR	SY 2018-2019 Enrollment	Actual Quantity*	Damaged/Lost Textbooks

*Actual quantity of textbooks which are still in good or fair condition

Prepared by: _____
 Supply Officer or Property Custodian

 Date _____

Certified True and Correct:

 Public School Principal / School Head

 Date _____