



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DM- 2021-06-312  
DEPED MALAYBALAY CITY DIVISION  
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**DIVISION MEMORANDUM**

No. 312, s. 2021

**To:** Assistant Schools Division Superintendent  
Chief, CID and SGOD  
School Heads  
All Others Concerned  
This Division

**From:** VICTORIA V. GAZO, PhD, CESO V  
Schools Division Superintendent

**Subject:** ONLINE ORIENTATION FOR SCHOOL AND DISTRICT PROPERTY  
CUSTODIANS ON SELF-LEARNING MODULES INVENTORY FORMS

**Date:** June 14, 2021

1. Anent to the Regional Memorandum No. 258, s. 2021 re *Self-learning Modules (SLMs) Inventory Form* and DM-OUIC-2021-177 on the Submission of Self-Learning Modules Inventory Forms, this Office will conduct an Orientation on June 15, 2021 at 2:00Pm-4:00PM via google meet link [meet.google.com/noa-oemy-mju](https://meet.google.com/noa-oemy-mju) which shall be participated in by the School and District Property Custodians.
2. The Inventory form can be downloaded from [tinyurl.com/LRslnvtryFrm](https://tinyurl.com/LRslnvtryFrm) and the accomplished one shall be uploaded to this link: [tinyurl.com/SLMsReportDrive](https://tinyurl.com/SLMsReportDrive). The hard copy with signatures shall be submitted to, Attention: Darvy S. Dagumol, Division Supply Officer.
3. The following is the timeline for the inventory and submission:

DATE	ACTIVITY	Responsibility
June 15, 2021	Orientation	LRMS
June 16, 2021	School SLM	School Property Custodian



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	Inventory	
June 17, 2021	Submission to District and District Consolidation	School/District Property Custodian
June 18, 2021	Submission of Consolidated District Inventory to DO (Using the Sheet on Summary found in the same inventory form)	District Property Custodians
June 21, 2021	Submission of Consolidated SLMs Inventory to RO/CO	Division Supply Officer

4. Further, the Secondary School Property Custodians shall submit directly to the Division Office. Only the elementary schools inventory forms shall be consolidated in the districts.

5. Should there be queries, contact Darvy S. Dagumol – Division Supply Officer at 09267753812.

Copy furnished: Supply Section

TO BE POSTED IN THE WEBSITE



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