



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

DM 2023-06-240
DEPED MALAYBALAY CITY DIVISION
REVEALED
DATE: 6/29/23 TIME: 10:24
BY: [Signature]

DIVISION MEMORANDUM

No. 240, s. 2023

**TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned**

FROM : CHERRY MAE LIMBACO-REYES
Schools Division Superintendent
[Signature]

DATE : June 27, 2023

SUBJECT: ONLINE SUBMISSION OF LEARNING RESOURCES SITUATION REPORT

1. To determine the number of reusable Learning Resources for the S.Y. 2022-2023, this Office conducts an Online Submission of Learners' Resources Situation Report through this link: bit.ly/3NNNPp0.

2. The following is the timeline for the submission:

Date	Activity	Responsibility
June 29, 2023 to July 14, 2023	School Inventory	AO-2/School Property Custodian
July 17, 2023 to July 28, 2023	Division Consolidation	Division LR Personnel

3. The School Property Custodians shall ensure that the following are observed:

- a. enter only data according to the number of Learning Resources available in each subject. If there are extra rows for unavailable modules these must be left as blank fields. However, if the rows are lacking, additional rows can





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be added with the green highlight;

- b. enter only data on the sheet intended for the school without visiting sheets of other schools and the summary sheet to avoid accidental loss or deletion of entries. Entering data under columns 'e' (ratio) and "g" (Shortage/Deficiency) shall be avoided; and
 - c. data for enrolment shall be consistent in all subjects in every grade level.
4. Further, Elementary and Secondary School Heads shall check the entries in the link for the authenticity of data.
5. Should there be queries contact Emelyn R. Togonon - Division Librarian II at 09061344997.

TO BE POSTED IN THE WEBSITE



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