

Kagawaran ng Edukaspon

REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

February 27, 2024

Division Memorandum No. 63, s. 2024

LEARNING RESOURCES MANAGEMENT: TURNOVER OF DELIVERED SCIENCE AND MATHEMATICS EQUIPMENT (SME) AND TOOLS TO RECIPIENT SCHOOL

To: Assistant Schools Division Superintendent

> Chief Education Supervisors CID, SGOD and OSDS Personnel

School Head of Del Rosario National High School

All Others Concerned

- With reference to OSEC-5-23-6980 dated 13-12-2023 re: Transfer of funds to cover funding requirements for the Freight, Handling, and Forwarding Services of FY 2021 SME stored at Transpac Cargo Logistics Inc. Warehouse to the recipient school, Del Rosario High School, delivery of the mentioned SME was completed to utilize the allocated funds as per Sub-Allotment Release Order No. RO-5-23-2714.
- 2. Relative to this, turnover activities of these SME and tools to science and mathematics teachers of the recipient school shall be conducted to facilitate the provision of technical assistance to the recipient school on SME and Tools inventory preparation, storage, safe-keeping, utilization practices in classroom instruction, and maintenance on February 29, 2024 at 2:00 P.M. in Del Rosario National High School.
- 3. Enclosures are included for reference purposes.

Enclosure 1: Activity Matrix

Enclosure 2: Expected Participants

Enclosure 3: Committees and Technical Working Group

All expenses relative to the conduct of the activity shall be charged against FY 2022 GAA Continuing Appropriation as per Sub-Allotment Release Order No. RO-5-23-2714 subject to the usual auditing and accounting rules and regulations.

5. Immediate dissemination of and strict compliance with this Memorandum is directed.



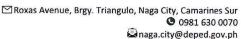
SUSAN S. COLLANO CESO V Schools Division Superintendent

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Enclosure 1: Activity Matrix

Turnover to the Recipient Schools

Activities	Involved	
Turnover Activity	EPS in Science and Math	
	School Head	
	Science and Math Teachers	
	School Supply Office/SME In-charge	
Program of Activities Phil National Anthem Prayer Recitation of DepEd	AVR	
Quality Policy		
Presentation of attendance	Gerald Eborde	
Statement of Purpose	Salvador Ferro II, School Head	
Welcome Address	Joretze Carandang, PSDS	
Presentation of delivered equipment and Tools	Cristina A. Atole	
Utilization Monitoring Tool	Cesar Arriola, EPS in Learning Resource Mgt	
Technical Assistance on Instructional Utilization Mathematics Science	Noel Balares, EPS in Mathematics Rhea Samino, EPS in Science	
Guidelines on Preparing Inventory of Science/Math Equipment and Tools Turnover of SME	Emelita Canton, Division Supply Officer	
Response	Salvador Ferro II	
Master of Ceremony	Julie Ann N. Nacario	
Preparation of Inventory of delivered SME	School SME Management in-charge	

B. Post-Implementation

Activities	Involved	
Utilization Monitoring	LR and Science/Math Supervisors, PSDS,	
Activities	Recipient Schools Science teachers	
Documentation		

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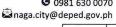
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Enclosure 2: Expected Participants

The following are expected to attend in the SME Turn-Over in Del Rosario National High School on February 29, 2024.

- 1. Noel Balares, EPS in Math
- 2. Rhea Samino, EPS in Science
- 3. Cesar Arriola, EPS in LRMS
- 4. Margie Tuy, Project Development Officer
- 5. Nancy Morada, EPS-II
- 6. Joretze Carandang, PSDS
- 7. Emelita Canton, Supply Officer
- 8. Allan Leonim
- 9. Salvador Ferro II, School Head
- 10. Science and Mathematics Teachers in Del Rosario National HS
- 11. School Supply Officer
- 12. School Administrative Officer
- 13. School PTA Representatives (2)
- 14. Other school personnel

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TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

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Enclosure 3: Committees and Technical Working Group

EXECUTIVE COMMITTEE

SUSAN S. COLLANO CESO V FERNANDO C. MACARAIG ANNA LIZA F. ABULOC MICHAEL A. DEL ROSARIO Schools Division Superintendent
Asst. Schools Division Superintendent

CID Chief

SGOD OIC-Chief

TECHNICAL WORKING GROUP

Salvador Ferro II Teacher-in-Charge, Del Rosario National High School Overall Chair

Rhea SB. Samino EPS in Science, Proponent

	Com	mitte	e on Secretariat	A STATE OF THE STA			
Name	Designation	Terr	ns of Reference	Output			
Noel A. Balares	Chair	Prep	paration and management of the	Completed			
Sanshine Repotante	Co-Chair	doc	umentary requirements as	documentary			
Edna Marie C. Banta	member	need	ded in the turnover activities	requirements			
Committee on Delivery							
Name	Designation		ns of Reference	Output			
Emelita Canton	Chair		paration and management of the et listed SME and delivery of the	Delivery: SME transportation,			
Allan Leonim	Member	item	s to recipient school	and forwarding activities			
Committee on Inventory Preparation							
Name	Designation		ns of Reference	Output			
School Principal	Chair	Lead	d in the preparation of inventory	Inventory of			
SME School in-	Co-Chair	of d	elivered SME	SME-LTE			
charge				delivered			
Committee on Turnover Activity Monitoring							
Maria Teresita	Chair	Lead	d in the monitoring of Turnover	M&E Report			
Rentoy		activ	activity				
Nancy Morada	Co-Chair						
	Committee o		E Utilization Monitoring				
Name	Designation		ns of Reference	Output			
Cesar Arriola	Chair		d in the monitoring of LTE zation and maintenance in the	Utilization monitoring			
Margie Tuy	Co-Chair	schools		report			
Committee on Finance							
Salvacion Verona	Chair		Lead in the preparation,	Released			
Mary Ann Encila	Co-Chair		obligation, and payment to the	payment for			
Edna Porteria			service providers of food and	the food and			
			materials expense for the	material			
			activity	expense			

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