



Republika ng Pilipinas
Kagawaran ng Edukasyon
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

1. 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
4. 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

DM 31, s. 2019 LH Rev. 01



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Enclosure 1: Activity Matrix

A. 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 Quality Policy	AVR
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 Activities Documentation	LR and Science/Math Supervisors, PSDS, Recipient Schools Science teachers

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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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Enclosure 3: **Committees and Technical Working Group**

EXECUTIVE COMMITTEE

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

Committee on Secretariat			
Name	Designation	Terms of Reference	Output
Noel A. Balares	Chair	Preparation and management of the documentary requirements as needed in the turnover activities	Completed documentary requirements
Sanshine Repotante	Co-Chair		
Edna Marie C. Banta	member		
Committee on Delivery			
Name	Designation	Terms of Reference	Output
Emelita Canton	Chair	Preparation and management of the target listed SME and delivery of the items to recipient school	Delivery: SME transportation, and forwarding activities
Allan Leonim	Member		
Committee on Inventory Preparation			
Name	Designation	Terms of Reference	Output
School Principal	Chair	Lead in the preparation of inventory of delivered SME	Inventory of SME-LTE delivered
SME School in-charge	Co-Chair		
Committee on Turnover Activity Monitoring			
Maria Teresita Rentoy	Chair	Lead in the monitoring of Turnover activity	M&E Report
Nancy Morada	Co-Chair		
Committee on SME Utilization Monitoring			
Name	Designation	Terms of Reference	Output
Cesar Arriola	Chair	Lead in the monitoring of LTE utilization and maintenance in the schools	Utilization monitoring report
Margie Tuy	Co-Chair		
Committee on Finance			
Salvacion Verona	Chair	Lead in the preparation, obligation, and payment to the service providers of food and materials expense for the activity	Released payment for the food and material expense
Mary Ann Encila	Co-Chair		
Edna Porteria			

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