Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X—Northern Mindanao
DIVISION OF MISAMIS ORIENTAL

DIVISION MEMORANDUM

TO: 585 Public Schools District Supervisors
All Elementary School Heads
All Secondary School Heads

FROM: **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent

RE: **CONSOLIDATED INVENTORY OF LEARNING, TEACHING AND PROFESSIONAL DEVELOPMENT RESOURCES**

DATE: December 20, 2016

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1. You are advised to complete the **CONSOLIDATED INVENTORY OF LEARNING, TEACHING AND PROFESSIONAL DEVELOPMENT RESOURCES** as required by the Regional Office to be submitted on **December 29,** 2016. The data will then be presented and reported during the regional meeting of the Division Chiefs CID, EPS, LRMDS Managers, PSDS, and PDOIIs on January 11 2017.

2. This inventory aims to identify all learning resources and instructional materials (except textbook/general references) available in our division.

3. Attached in this memo is the sample template for you to reproduce, to fill in the necessary data and to complete. The sample template (titled **Inventory of LR & TR.doc**) can be downloaded from the DepEd Mis Or website http://www.depedmisor.net/downloadables

4. The completed form shall be signed by the school heads and forwarded to the division office for official documentation purposes. Kindly email the electronic copy in MS word format (no need for school head signature) to: **marygracegallana@yahoo.com and raymondric.tan@deped.gov.ph** on or before December 29, 2016.

5. Immediate and wide dissemination of this Memorandum to all concerned is highly enjoined.

CONSOLIDATED INVENTORY OF LEARNING, TEACHING AND PROFESSIONAL DEVELOPMENT RESOURCES

Division: _____ **No. of Schools**_____**Actual No. of Sch.** _____(*Submitted for Inventory*)

Instructions:

1. **Identify all resources available in your division.**
2. **Fill in the appropriate column with necessary information (except textbook/general references).**
3. **Indicate the grade levels, ADM, Basic Literacy and A & E for ALS.**
4. **Use the "Remarks" column for comments or suggestions you have about how to improve this instrument or you are interested to adopt, adapt, replicate or distribute.**
5. **Use the attached LEGEND in filling up the information.**

I. INSTRUCTIONAL MATERIALS

TITLE • *Author's Name* • *School* *(Write the above data, if teacher made LR/TR)*	**PRE-SCHOOL**	**SPED**	**Grade Level**		**Users/ Alternative**			**A. SUBJ. AREA**	**B..FORMAT**	**C. TYPES OF IM's**	**D.USE BY**	**E.OWNERSHIP**	**Date Published/ Publisher**	**F.Source of Funds**	**G.Utilization**	**H. Location**	**J.Accessibility**	**J.Alignment to Curr.**	Evaluator	Remarks
			ELEM.	**SEC.**	**ALS**	**ADM**	**TCHR.**													

Prepared & Submitted by:

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School Head

INVENTORY OF INVENTORY OF TEACHER MADE/SCHOOL LEARNING, TEACHING AND PROFESSIONAL DEVELOPMENT RESOURCES

School : _____ **Division:** _____ **District** _____ **School Head:** _____

Instructions:

1. **Identify all resources available in your school (except textbook/general references).**
2. **Fill in the appropriate column with necessary information.**
3. **Indicate the grade levels, ADM, Basic Literacy and A & E for ALS.**
4. **Use the "Remarks" column for comments or suggestions you have about how to improve this instrument or you are interested to adopt, adapt, replicate or distribute.**
5. **Use the attached LEGEND in filling up the information.**

I. INSTRUCTIONAL MATERIALS

Title of the Learning Resource • *Author's Name* • *School* *(Write the above data, if teacher made LR/TR)*	PRE-SCHOOL	SPED	Grade Level		Users/ Alternative			A.SUBJ. AREA	B.FORMAT	C. TYPES OF IM's	D.USE BY	E.OWNERSHIP	Date Published/ Publisher	F.Source of Funds	G.Utilization	H. Location	J.Accessibility	J.Alignment to Curr.	Evaluator	Remarks
			ELEM.	SEC.	ALS	ADM	TCHR.													

Prepared & Submitted by:

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School LR Coordinator

LEGEND:

A. SUBJECT AREA/ALTERNATIVE LEARNING											
A1= English	A2= Math	A3= Science	A4= TLE	A5 = Filipino	A6= A.P.	A7= MAPEH	A8= EsP	A.9= Comm. Skills (ALS)	A.10= Critical Thinking & Prob. Solving (ALS)	A.11= Sustainability use of Resources and Productivity (ALS)	A.12= Development of Self and Sense of Community (ALS)
A.13= Expanding One's World Vision (ALS}	A:14= English (ADM)	A:15= Math (ADM)	A:16= Science (ADM)	A:17= TLE (ADM)	A:18 = Filipino (ADM)	A:19= A.P. (ADM)	A:20= MAPEH (ADM)	A:21= EsP (ADM)	UK:LR= Preschool	S:LR= SPED	MTB :G1= Grade 1
MTB: G2= Grade 2	MTB: G3= Grade 3										

B. TYPES OF INTRUCTIONAL MATERIALS (IM's)											
B.1= Model LP	B.2= Tests	B.3= Brochure	B.4= Pamphlet	B.5= Storybook/ Big Book/Trade Book	B.6= Puzzles	B.7= Learning Modules	B.8= Worksheets	B.9= Flashcard	B.10= Poster	B.11= Wall charts	B.12= Games (Language/ Mathematical)
B.13 = Other Type											

C. FORMAT						D. USE BY					
C.I= VIDEO CD/DVD	C.2= Audio	C.3 = Paper Printed	C.4 = Computer Web Based/ Powerpoint	C.5= Manipulative		D.I= Teacher/s (Teaching)	D.2= Students (Learning)	D.3= Staff. Dev. (Training)	D.4= Both Teachers & Students	D.5= General Reference	

E. OWNERSHIP			F. SOURCE OF FUNDS								
E.1 = DepEd	E.2 = Non-DepEd	E.3= Teacher Made	E.4 = Commercial	E.5 = Non-Commercial	F.1 = National	F.2 = Local	F.3 = Sponsored (Specify)	F.4 = Personal	F.5 = School Fees		

G.UTILIZATION			H. ACCESSIBILITY								
G.1= Class	G.2= School	G.3= District	G.4= Division	G.5= Region	G.6= National	H.1= Hearing Impaired	H.2= Visually Impaired	H.3= Cognitive a. Higher Level b. Lower Level	H.5 = Physical		
I.LOCATION		J. ALIGNMENT TO CURRICULUM									
I.1 = Classroom	I.2 = Library	I.3 = Division	I.4 = Region	I.5 = Online	J.1 = Content	J.2 = Competencies	J.3 = NCBTS				