Department of Education
Region III
DIVISION OF PAMPANGA
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ICT

Division Memorandum
No. 030, S. 2018

To : Public Schools District Supervisors
Secondary School Principals / School Heads

From : **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Subject : **Textbooks and Teacher's Manual Inventory S.Y. 2017-2018 and Needs S.Y. 2018 – 2019 by Congressional District**

Date : January 18, 2017

As per Regional Memorandum No. 06, s. 2018 dated January 11, 2018 entitled Preparation and Submission of FY 2019 Budget Proposals, this Office is in the process of consolidating reports to be submitted to the Regional Office. One of the reports to be consolidated/submitted is the **Textbooks and Teacher's Manual Inventory S.Y. 2017-2018 and Needs S.Y. 2018-2019 by Congressional District**. In line with this, this Office is requesting that said inventory be submitted in hard (2 copies) and soft (CD format) copies **on or before January 23, 2017** (***Attention: MR. CORNELIUS F. DUCUT, Education Program Supervisor I, LRMDC Manager, Learning Resource Management and Development Center / SDO Library***).

Attached are the templates to be utilized in the submission of said inventory and needs.

Immediate action and compliance is earnestly desired.

LEONARDO G. ZAPANTA, Ed.D., CESO VI
Officer – In – Charge
Office of the Schools Division Superintendent

DISTRICT/NAME OF SCHOOL: _____

MUNICIPALITY: _____

CONGRESSIONAL DISTRICT: _____

Textbooks and Teacher's Manual Inventory
S.Y. 2017-2018

Subject	Title	Grade Level	Publication / Copyright Date	No. of Copies	Type of Materia (LM / TG / CG)

repared by:

_____

roperty Custodian

Noted:

_____

Public Schools District Supervisor / School Head

DISTRICT/NAME OF SCHOOL: _____

MUNICIPALITY: _____

CONGRESSIONAL DISTRICT: _____

Textbooks and Teacher's Manual Needs
S.Y. 2018-2019

Subject	Grade Level	No. of Copies	*(Optional)* **Specific Type of Material** *(Ex.: **LM / TG / CG / Reference**)*

Prepared by:

_____

Property Custodian

Noted:

_____

Public Schools District Supervisor / School Head