



Republic of the Philippines
Department of Education
CARAGA REGION



November 5, 2020

REGIONAL MEMORANDUM

No. 473, s. 2020

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**POLICY GUIDELINES ON THE TRANSFER OF UNUTILIZED SENIOR HIGH
SCHOOL TVL TOOLS AND EQUIPMENT**

1. The 2016 and 2018 delivery of SHS TVL tools and equipment to the recipient schools included the following specializations: Bread and Pastry Production, Cookery, Food and Beverage Services, Shielded Metal Arc Welding, Carpentry, Masonry and Tile Setting, Agri-Crop Productions NC II, Automotive Servicing, EIMs, CSS, Horticulture NC II, Animal Production NC II (Swine), Dressmaking NC II and Animation NC II.
2. However, during the recent inspection and random audit of the regional audit team, most of the 2016 and 2018 delivered tools and equipment were not utilized due to the following findings and justifications:
 - limited number of enrollees and/or lack of standard laboratory, rooms/facilities of the schools;
 - some of the said tools and equipment were either stored in abandoned comfort rooms, unsafe stock rooms; and
 - Storage as an open area prone to deterioration and damages.
3. In relation to the above-mentioned reasons, all Division Education Program Supervisors in EPP/TLE/TVL and SHS Coordinators are enjoined to conduct inventory of all the unutilized tools and equipment in all schools.
4. The division TLE/TVL Supervisor and SHS coordinator shall determine the number of unutilized tools and equipment per recipient school with the assistance of the school property custodian and the TVL teacher in-charge of the specialization. Likewise, they shall identify schools which are in need of tools and equipment and offer the same specialization in that school which was not included in the 2016 list of recipient schools.
5. The School Heads/Principals who are interested to avail the unutilized tools and equipment shall submit letter of request to the Schools Division Superintendent.
6. The Principals of both schools will do the transfer of necessary tools and equipment with supporting documents and Memorandum Receipt (MR). The said Principal shall also consider Transfer of Property Report approved by the Schools Division Superintendent.



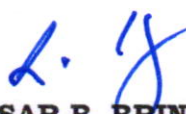
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7. A report shall be submitted to the Schools Division Superintendent copy furnished the Property Custodian and TVL Supervisors both in the division and regional office a week after the transaction.
8. The Principal of the now recipient school of tools and equipment shall be responsible and accountable for the care and use of said materials.
9. For any query, please contact the Curriculum and Learning Management Division through the TLE/TVL Coordinator Dr. Elizabeth A. Bautista at her CP No. 09296194223/09485611034.
10. Wide dissemination of this Memorandum to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
Regional Director *Bringas*

Encl.: None

Reference: Result of the COA Audit Observations
and Actual Ocular Inspection of the RO Team

To be indicated in the Perpetual Index under the following subjects:
SPECIALIZATIONS SHS TOOLS TVL

CLM/eab
10/05/2020