



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



September 8, 2026

DIVISION MEMORANDUM

No. 786, s. 2026

TEXTBOOK INVENTORY PROFILING IN ALL PUBLIC SCHOOLS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Elementary, Secondary, and Integrated School Heads
All Others Concerned

1. In line with the Department of Education's commitment to ensuring the availability, proper management, and efficient utilization of textbooks and other learning resources, the Schools Division Office of Escalante City, through the **School Governance and Operations Division (SGOD) – Planning Section**, in coordination with the **Learning Resource Management System (LRMS) Focal Persons**, **Division Supply Officer**, and the **Information Technology Officer** shall conduct a **Textbook Inventory Profiling** on **September 10, 2026, 1:30 PM** at **Gabriela Hall, Old SDO Building, Escalante City**.
2. The activity aims to establish a comprehensive and updated inventory of textbooks available in all public elementary, secondary, and integrated schools in the division. Specifically, it seeks to determine the quantity, condition, utilization, and distribution of textbooks by grade level and learning area to support planning, resource allocation, and decision-making processes.
3. Participants in this activity are the **School Property Custodians (Non-Teaching Personnel/Administrative Officer II)**, who shall provide accurate and complete textbook inventory data and assist in the profiling and validation process.
4. Expenses incurred relative to the conduct of the activity shall be charged against available **School MOOE-LIS Registration Funds**, subject to existing government accounting, auditing, budgeting, and procurement rules and regulations.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

PETER J. GALIMBA

OIC, Schools Division Superintendent

Enclosure: None
Reference: Unnumbered memorandum
Allotment: Division Order No. 1, s. 2019
To be indicated in the Perpetual Index under the ff. subjects:
Textbooks Inventory
p5y/9/2026



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