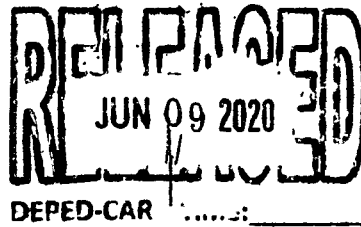




Republic of the Philippines
Department of Education
Cordillera Administrative Region

June 5, 2020

REGIONAL MEMORANDUM
NO. 155-2020



To: Assistant Regional Director
Regional Office Division Chiefs
Schools Division Superintendents
Supervisors in-charge of Learning Resource Management Section
All Others Concerned
All Divisions

**LEARNING RESOURCES CATALOGUING AND INVENTORY PROCEDURES
UNDER THE NEW NORMAL**

1. This is to inform the Regional Functional Divisions and Schools Division Offices of the process flow of LR cataloguing and LR tracking submitted to the Region for Quality Assurance and Publishing.
2. The CLMD-LRMS shall utilize the ISO Inventory system using **CAR-QF-CLMD-LRMDS-01** which shall be updated quarterly bearing all the necessary information about the Learning Resource.
3. It shall follow the consecutive number of cataloguing based on the flow process diagram presented in **Enclosure 1** of this Memorandum.
4. All ADM materials developed under the Regional Memorandum 90, s. 2020 and utilized the RM 91, s. 2020 template shall be placed under the banner project **LRMDS Para sa Bata Folder** (Learning Resource Materials Dapat at Sapat Para sa Bata) which were developed during Work from Home Arrangement-Enhanced Community Quarantine (WFH-ECQ).
5. Please send your queries relative to this Memorandum to clmd.depedcar@gmail.com or call LR Focal at mobile number 09189659179.
6. Immediate dissemination of and compliance with this Memorandum is directed.


MAY B. ECLAR PhD, CESO V
Regional Director

CLMD-LRMS/clm/gee



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ISO 9001:2015 Certified
Quality Management System
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