

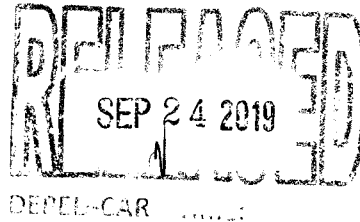


Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
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September 16, 2019

REGIONAL MEMORANDUM
No. 307 s. 2019



GUIDELINES ON THE TRANSFER OF DELIVERED LEARNING TOOLS AND EQUIPMENT

1. The Department of Education-Cordillera Administrative Region (DepEd-CAR) provides the enclosed guidelines on the transfer of learning tools and equipment procured and delivered to concerned schools in the Region.
2. These guidelines aim to ensure the maximum utilization of the procured learning tools and equipment being Government assets.
4. This policy shall take effect 15 days after its approval and after proper dissemination to the Schools Division Offices and concerned Schools.
5. For information, guidance and compliance of all concerned.


MAY B. ECLAR, Ph.D., CESO V
9/16 Regional Director 

CLMD/EMF/cdbjr.

GUIDELINES ON THE TRANSFER OF DELIVERED LEARNING TOOLS AND EQUIPMENT IN SCHOOLS TO ANOTHER

I. Rationale and Background

Learning Tools and Equipment (LTE) are indispensable mediums in the teaching-learning processes in school specially in Technical-Vocational Livelihood (TVL) Education where actual experience necessary to transfer skill competencies to the learner. To realize this principle, DepEd is exerting effort to provide the needed tools and equipment depending on the specialization/s the school is offering.

In School Years 2016-2017 and 2017-2018, TVL-LTE were procured and delivered to schools. Accordingly, procurement and deliveries were based on the SHS offerings reflected in the EBEIS accomplished by the schools prior to SHS opening in June 2016. As a result, there were some LTE packages that does match the school offerings since the actual offering of school is different from what was proposed or there was no enrolment in the specialization offered.

The LTE packages delivered to schools having different offerings were stocked while there are schools needing the same hence the need to realign said LTE to maximize its use.

II. Objectives:

1. To ensure the maximum and effective utilization of the procured and delivered Tools and Equipment
2. To facilitate the proper and immediate transfer of LTE from the relinquishing school (original recipient school) to the receiving school.

III. Scope and coverage

This guideline covers public schools that received TVL tools and equipment that are not aligned to their offerings for at least two (2) school years and no possibility of offering the specialization requiring the same tools and equipment in the near future.

Further, schools actively offering certain TVL specialization but have not received LTEs and were not included in the list of recipient schools for CY 2018 TVL LTE procurement.

Tools and equipment procured by DepEd or donated by private individuals or organizations that are not being used for at least two school years due to offering mismatch are also covered in this guideline.

IV. Definition of Terms

1. Original recipient school- school that first received the LTE from the supplier, Division office or Regional office but are not using the same due to non-offering of the specialization needing the LTE
2. Relinquishing school – original recipient school turning over the LTE to the receiving schools
3. Receiving school- school offering TVL specializations but had not received any or has insufficient LTE and is qualified to receive the same from the original recipient (relinquishing) school.
4. LTE Package – Set of LTE intended for a particular TVL specialization
5. DepEd Procured – LTEs procured from DepEd funds through the Regional office, SDOs or school.
6. Donations – those LTEs that were procured from sources other than DepEd and were turned-over to schools.

V. Policy Statement

DepEd's Team Vision states that,

“By 2022, DepEd is a modern, professional, pro-active, nimble, trusted and nurturing institution delivering quality, accessible, relevant and liberating K to 12 Education, enabling our learner to be nation loving, resilient and competent lifelong learners.”

Provision of adequate and appropriate learning tools and equipment to allow hands on experience by the learners to ensure transfer of learning. It is therefore among the commitment of DepEd-CAR to practice and advocate efficiency in the utilization of Government resources by ensuring that all human and non-human assets acquired for

the office are properly utilized and managed. Tools and equipment that were not used and stored in a stock room for long is a waste of Government resources thus counted as inefficiency and loss.

VI. Procedures

A. Specific Guidelines

Both schools must meet the following conditions:

1. Relinquishing schools;
 - a. no enrolment on the particular specialization for at least two years despite the advocacy effort exerted.
 - b. will not be offering same specialization in the next two school years.
2. Receiving schools;
 - a. Currently offering or with approved application for the specialization needing the LTE
 - b. not included the list of recipient schools for 2018 LTE procurement for a similar LTE specialization to that of what is about to be relinquished by the original recipient school
 - c. recipient of LTE but insufficient due to bigger population
 - d. must accomplish and submit necessary forms or documents relative to the transfer of LTE.
3. Schools property custodian shall facilitate the transfer and receipt of LTE in accordance to the DepEd Property Supply Management Manual.
4. SDOs shall submit to the Regional office attention: Asset Management Section consolidated reports attaching necessary documents such as inventory, transfer receipt, etc. in relation to the transactions
5. Only the functional or serviceable tools and equipment will be transferred. Should the receiving school be willing to receive defective but repairable LTE, same status must be indicated in the receipt.

B. Process flow on the implementation of the guideline.

Figure below shows the procedures in realigning LTE from the original recipient school to the receiving school. It further shows the role and function of every office involved.

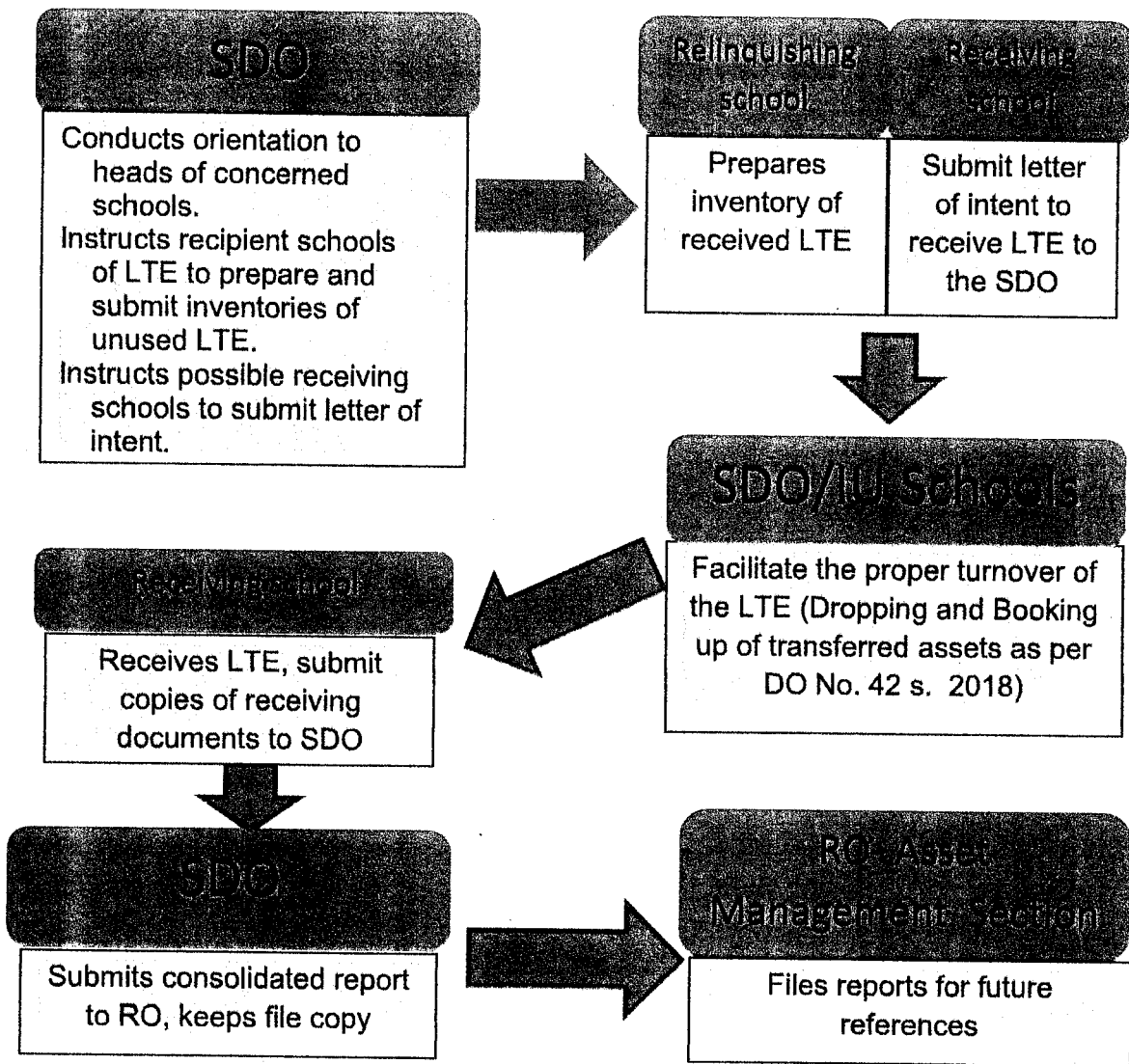


Figure 1. Process flow chart

VII. Monitoring and Evaluation

To ensure the immediate and smooth implementation of this policy and the utilization of the realigned LTE, Schools Division Offices through the Curriculum Implementation Division and the Asset Management Section shall closely monitor to ensure the implementation of this policy in the schools while the Regional Office through the Curriculum and Learning Management Division and the Asset Management Section shall monitor the SDOs on its monitoring activities on the implementation of the guidelines.

VIII. Effectivity

This guideline shall take effect immediately upon approval.

IX. References

- DO No. 08 s. 2016 – Guidelines on 2016 TVL LTE procurement
- DO No. 46, s. 2018 - Guidelines on 2018 TVL LTE procurement
- RA 9184 – “An act providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for other Purposes”
- DO No. 42, s. 2018 - Recording (Booking) of DepEd Procured Assets.