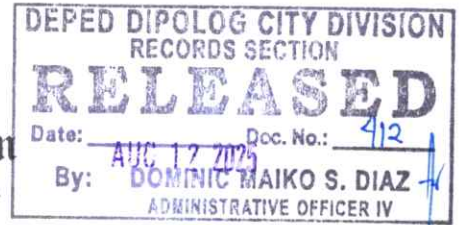




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



August 11, 2025

Division Memorandum

No. 412, s. 2025

CONDUCT OF EPP/ SPTVE/ TLE/ TVL INVENTORY REPORT OF TOOLS AND EQUIPMENT IN PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

To: Assistant Schools Division Superintendent
CID and SGOD Personnel
Education Program Supervisors
Public Schools District Supervisors
Public Secondary School Heads
Public Elementary School Heads
All Others Concerned

1. In accordance with the Department of Education's thrusts and initiatives to guarantee the preparedness and sufficiency of tools and equipment utilized in Edukasyong Pantahanan at Pangkabuhayan (EPP), Technical-Vocational-Livelihood (TVL), Technology and Livelihood Education (TLE), and Strengthened Technical-Vocational Education (SPTVE) programs, all public elementary and secondary schools within this division are hereby directed to conduct a thorough inventory of their available tools and equipment.
2. This inventory aims to:
 - a. Determine the current status, usability, and quantity of tools and equipment.
 - b. Identify gaps and needs for procurement or replacement.
 - c. Aid in the planning and distribution of learning resources for EPP/ TVL/ TLE/ SPTVE.
3. Timeline and Guidelines:
 - **Submission Deadline:** September 30, 2025 – Hardcopy.
 - **Format:** Sample Template Inventory Report (Annex A)
4. School heads are advised to coordinate closely with their respective department heads, school property custodians, and other EPP/ TLE/TVL focals.
5. Further queries and concerns, please contact Dexter A. Elumba – EPS-EPP/SPTVE/TLE/TVL, Contact Number: 09989815603 with fb messenger: Dex Elumba
6. Immediate dissemination of this memorandum is desired and compliance is expected.

MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent

Encl: Annex A
CID/EPS/DAE August 11, 2025



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Annex A - Template

Tools and Equipment Inventory Report (SPTVE/ TLE/ TVL)

Tool/ Equipment Name	Specialization Area (e.g., Cookery, EIM)	Quantity	Date/ Year of Acquisition	Condition (Functional, Damaged, Missing)	Source of Funds	Remarks
e.g. Electric Mixer	Cookery	2	2004	Functional	SEF	Good Working Condition

Submitted by:

Printed Name and Signature of School Property Custodian

Noted:

Printed Name and Signature of School Principal/ School Head