



2504-1307

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 222, s. 2025

SUBMISSION OF INVENTORY OF TECHNICAL VOCATIONAL LIVELIHOOD (TVL) TOOLS, EQUIPMENT, WORKSHOP/LABORATORIES, AND PERSONNEL AUDIT OF TEACHERS

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
EPS-TVL In-Charge
ISNHS Principal IV
ISNHS TVL Subject Group Head
ISNHS-SHS School Property Custodian
All Others Concerned

1. In reference to Regional Memorandum No. 544, s. 2025, titled *Inventory of Technical- Vocational- Livelihood (TVL) Tools, Equipment, Workshop/Laboratories, and Personnel Audit of Teachers*, all concerned personnel are requested to accomplish the inventory template provided at <https://tinyurl.com/TVLLTEandTeachers>.
2. Kindly ensure that the accomplished inventory form is submitted **on or before May 13, 2025** for consolidation purposes.
3. For further inquiries or clarifications, please contact Ms. Amelyn P. Abella, Education Program Supervisor for SHS-TVL.
3. Immediate dissemination of this memorandum and strict compliance are expected.

Amelyn P. Abella
for **VILMA D. EDA, CESO V**
Schools Division Superintendent

Encl: Templates
Reference: RM No. 544, s. 2025
To be indicated in the Perpetual Index
Under the following subjects:

INVENTORY TVL SHS TOOLS



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