**TRANSMITTAL FORM**

|  |  |
| --- | --- |
| **Schools Division Office/Office** |  |
| **Title of Learning Resource Material** |  |
| **Type of Learning/Teaching Material** |  |
| **Author/s** |  |
| **Grade and Learning Area** |  |
| **Action to be taken** |  |
| **Form/s to be Accomplished** |  |
| **Transmitted to** | **Name of EPS-in-Charge/Evaluator**  Position  Name of Office |
| **Transmitted by** | **Name of EPS, LR-in-Charge**  Position |
| **From** | Learning Resource Management and Development Section |

Prepared by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position