



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

June 24, 2025

DIVISION MEMORANDUM

No. 189 s. 2025

**ORIENTATION AND CONDUCT OF INTER-DISTRICT/SCHOOL MONITORING ON THE
DISTRIBUTION AND UTILIZATION OF VARIOUS CO AND RO PROCURED AND
DELIVERED LEARNING RESOURCES (LRs)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Unit and Section Heads
Public Schools District Supervisors/Principals In-charge
All others concerned

1. In reference to Regional Memorandum No. 382, s. 2025, titled "Conduct of Inter-District/School Monitoring on the Distribution and Utilization of Various CO and RO Procured and Delivered Learning Resources (LRs)," this Office, through the Curriculum Implementation Division – Learning Resources Management Section shall conduct the Division Orientation on July 1, 2025 (Tuesday), 09:00 AM at the Bulwagan ng mga Guro, and the actual inter-district/school monitoring on July 2–3, 2025 (Wednesday and Thursday).
2. The activity aims to:
 - a. assess the extent of utilization of learning resources in schools.
 - b. evaluate equity in the distribution of learning materials.
 - c. examine the adequacy of storage and maintenance practices.
 - d. identify barriers to effective utilization of learning resources.
3. The orientation shall be attended by the designated monitoring teams composed of personnel from the Curriculum Implementation Division (CID), Learning Resource Management Section (LRMS), Supply Section, and selected district and school representatives (See Enclosure for the attached list of monitoring teams). During the actual monitoring, teams shall visit clustered districts as indicated in the attached team composition matrix. Each team is expected to submit proper documentation, a monitoring report, findings, and strategic recommendations.
4. Expenses incurred relative to the conduct of the activity such as travel and other incidental expenses of the participants shall be charged to the Local Funds, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum serves as the **Authority to Travel** for all participants.
6. For guidance and compliance of all concerned.

GAUDENCIO C. ALJIBE JR., PhD, CESO VI
Schools/Division Superintendent

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Department of Education

REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Enclosure No. 01 to DM No. 189

TEAM COMPOSITIONS

TEAMS	CLUSTERED DISTRICTS	District Representatives	CID PERSONEL	LR, SUPPLY PERSONEL
Team 1	San Vicente San Isidro 1 San Isidro II Victoria	District Head and 1 School Head per District	Lenore P. Salor, PSDS	Elvira Ribo Saif Fialde
Team 2	Capul San Antonio Allen I Allen II		Anecita B. Marzol, PSDS	
Team 3	Biri Lavezares I Lavezares II Rosario San Jose		Eleanor Bido, PSDS	
Team 4	Catarman I Catarman II Catarman III Catarman IV Catarman V Catarman VI Lope De Vega		Allan Acedera, PSDS	
Team 5	Mondragon I Mondragon II Mondragon III Silvino Lobos		Geroldo Lobos	Bea Olmedo Bembo Mijares
Team 6	San Roque Pambujan I Pambujan II Laoang II Laoang V		Sivlano S. Pinca, PSDS	
Team 7	Catubig I Catubig II Catubig III Las Navas I Las Navas II Las Navas III		Dr. Carlos Balanquit, PSDS	
Team 8	Bobon Laoang I Laoang III Laoang IV Palapag I Palapag III		Dr. Roberto Galono, PSDS	
Team 9	Palapag II Mapanas Gamay I Gamay II Lapinig		Dr. Rico Baladad, PSDS	Nestor B. Ada Andre Galias



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS

LEARNING RESOURCE UTILIZATION AND SAFEKEEPING MONITORING TOOL
(SLMs/Textbooks/E-Books/Other LR)

School: _____ District: _____ Division: _____

Directions: Tick the corresponding response as to Evident (E) or Not Evident (NE) in each indicator. Provide names of other Learning Resource if necessary. Indicate Evidence Requirements (ERs) and Remarks (CO/RO/DO Procured)/TA Provided & Agreement.

Key Stage 1: () Key Stage 2: () Key Stage 3: () Key Stage 4: ()

Factor	Indicator	Findings	SLM	Textbook	E-Book	Others____	Evidence Requirements	Remarks
Actual Teaching & Learning	Observation records of teachers using self-learning modules and other learning resources during classroom instruction	E						
		NE						
	Incorporation of LR utilization in Lesson Plan/DLL preparation	E						
		NE						
	Utilization of Learning resources in instances where the teacher is absent due to illness, attendance in seminars, etc.	E						
		NE						
During Calamities	Presentation of a Plan on utilizing Self-Learning Modules and other resources during calamities or unexpected disruptions	E						
		NE						
	Records of adaptations made to the resources during calamities, such as digitization or provision of alternative formats for remote learning	E						
		NE						

Factor	Indicator	Findings	SLM	Textbook	E-Book	Others__	Evidence Requirements	Remarks
	Records the achievement of learners in the utilization of the Learning Resources during calamities, done through student performance evaluations or surveys	E						
		NE						
Student Absence	Documentation of learning resources provided to absent students	E						
		NE						
Storage & Organization	Periodic Record/Inventory of Self-Learning Modules and other learning resources stored in the school classroom	E						
		NE						
	Proper labeling and categorization of resources for easy access and retrieval	E						
		NE						
Accessibility & Availability	Documentation of the distribution process to ensure all students receive the required Self-Learning Modules and other resources	E						
		NE						
	Monitoring and records of student access to digital resources or online platforms, addressing any technical or connectivity challenges	E						
		NE						
	List of additional copies or alternative resources provided to students with special needs or limited access to technology	E						
		NE						
	Registration and Utilization of Teachers in the LR Portal or other online platforms (e.g. Google Drive)	E						
		NE						

Factor	Indicator	Findings	SLM	Textbook	E-Book	Others ____	Evidence Requirements	Remarks
Funds Downloaded	Proper liquidation of funds downloaded to schools relative to the reproduction of learning resources	E						
		NE						

Monitor:

Concurred:

Position - Focal Person

Teacher/School Head

Division/District Supervisor/District In-Charge