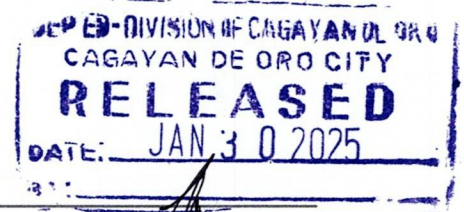




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



30 Jan 2025

DIVISION MEMORANDUM
No. 94 s. 2025

LEARNING RESOURCES UTILIZATION AND LRMS MONITORING TOOL

TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
All Curriculum Implementation Division Personnel
Elementary and Secondary Public School Heads and Principals
This Division

1. Regarding Division Memorandum 674, s. 2024 and 759, s. 2024 on the Reiteration of the Policy on No Disruption and Conduct of Intensive Monitoring and Instructional Supervision in schools, the field is hereby reminded of the utilization of learning resources (LRs).
2. Curriculum Implementation Division personnel shall include in the monitoring and instructional supervision the utilization of LR which includes textbooks, Supplementary Learning Resources (SLRs) from library hub and Schools Division Office, access to LRMS portal, Science Mathematics Equipment (SME), and EPP/TLE/TVL tools.
3. LRMS monitoring tool which can be used in part as applicable is Enclosure 1.
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. This Office directs immediate and wide dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent



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Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:

LEARNING RESOURCES LRMDs MONITORING

DM-009-CID-IM-LR-RAL / learning resources utilization and LRMDs monitoring tool
January 30, 2025



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Learning Resources Management and Development System (LRMDS) Monitoring Tool

School: _____ **Date Monitored:** _____

School Principal: _____

Part 1. Learning Resources Physical Facilities

Physical Facilities <i>(check only those facilities that apply)</i>	Fully Functional	Functional	Remarks/TA
1. School Library			
2. Learning Resource Center (LRC)			
3. Science Laboratory			
4. Mathematics Laboratory			
5. EPP/TLE/TVL Laboratories			
6. ICT Laboratory			
7. Reading Parks			
8. Reading Corners			
9. Assessment Bank (in school/grade level/learning area)			
10. Archive Section/School Museum			

Part 2. Utilization of LRMDS Portal

1. Number of teachers		Remarks/TA
2. Number of teachers who are registered in LRMDS Portal	% of participation (2/1*100)	
3. Number of teachers who downloaded and utilized LRs from LRMDS portal	% of utilization (3/2*100)	
4. Type of LRs usually downloaded (check all that applies) ___ SLMs ___ Multimedia Presentation ___ Worksheets ___ DLL ___ Test ___ others (specify) _____		

Part 3. Utilization of Supplementary Learning Resources (SLRs)

1. Number of teachers		Remarks/TA
2. Number of teachers who borrowed SLRs from Library Hub	% of participation (2/1*100) _____	
3. Number of teachers who utilized SLRs from Library Hub	% of utilization (3/2*100) _____	
4. School and Classroom Activities where SLRs are utilized (check all that applies): ___ RAEG ___ Integrating Reading in other learning areas ___ Class Remediation ___ Classroom Exercises ___ Rhapsody for Youth ___ others (specify) _____		



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Part 4: Provision and Utilization of LRs

4.a On text-based materials

Indicator	Response Options	Remarks/TA
1. DepEd-provided text-based LRs to cover the number of students is sufficient.	Student-Textbook Ratio: _____ Teacher-TG Ratio: _____ Teacher-LE Ratio: _____ Student-LAS Ratio: _____	
2. Overall condition of the DepEd-provided text-based LRs currently available in your school.	☐ Excellent ☐ Good ☐ Poor ☐ Very Poor	
3. System for tracking and managing the textbooks issued to students.	☐ Yes, we have an organized system ☐ No, tracking system is not well established ☐ It's a manual process but works adequately	
4. % of the DepEd-provided textbooks utilized by teachers in the classroom (TGs and LEs)	☐ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-100%	Reason/s for the gap:
5. % of the DepEd-provided textbooks are utilized by students in the classroom (LMs and LAS)	☐ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-100%	Reason/s for the gap:
6. Updated inventory of textbook (report from Supply Office/Property Custodian)	☐ Updated ☐ Need to be updated ☐ No school inventory made	

4b. On Science and Mathematics Equipment (SME)

Indicator	Response Options	Remarks/TA
1. Updated inventory of SME (report from Supply Office/Property Custodian)	☐ Updated ☐ Need to be updated ☐ No school inventory made	
2. Properly stored and labeled with corresponding topic or learning competencies applicable	☐ Stored and labeled properly ☐ Stored without label ☐ Stored with no trace of utilization	
3. Sufficiency of SME to all science and mathematics classes	☐ More than Enough equipment is available ☐ Enough equipment is available ☐ Inadequate, some equipment needs to be shared	
4. General condition of the science and mathematics equipment available in the school	☐ Very good condition ☐ Good condition ☐ Fair condition ☐ Poor condition ☐ Very poor condition	
5. System for tracking and managing the SME borrowed within the school.	☐ Yes, we have an organized system ☐ No, tracking system is not well established ☐ It's a manual process but works adequately	
6. Maintenance schedule for the science and mathematics equipment	☐ Regular schedule ☐ On need basis ☐ No regular schedule	
7. Teacher's competence in using the SME during teaching and learning process	☐ All teachers know how to use the available SME ☐ Few teachers know how to use the available SME ☐ No teacher knows how to use the SME	



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4c. On EPP, TLE, and TVL Equipment

Indicator	Response Options	Remarks/TA
1. Updated inventory of EPP/TLE/TVL equipment <i>(report from Supply Office/Property Custodian)</i>	☐ Updated ☐ Need to be updated ☐ No school inventory made	
2. Properly stored and labeled with corresponding topic or learning competencies applicable	☐ Stored and labeled properly ☐ Stored without label ☐ Stored with no trace of utilization	
3. Sufficiency of EPP/TLE/TVL equipment to all classes	☐ More than Enough equipment is available ☐ Enough equipment is available ☐ Inadequate, some equipment needs to be shared	
4. General condition of the EPP/TLE/TVL equipment available in the school	☐ Very good condition ☐ Good condition ☐ Fair condition ☐ Poor condition ☐ Very poor condition	
5. System for tracking and managing the EPP/TLE/TVL equipment borrowed within the school.	☐ Yes, we have an organized system ☐ No, tracking system is not well established ☐ It's a manual process but works adequately	
6. Maintenance schedule for the EPP/TLE/TVL equipment	☐ Regular schedule ☐ On need basis ☐ No regular schedule	
7. Teacher's competence in using the SME during teaching and learning process	☐ All teachers know how to use the available EPP/TLE/TVL equipment ☐ Few teachers know how to use the available EPP/TLE/TVL equipment ☐ No teacher knows how to use the EPP/TLE/TVL equipment	

Part 5: Learning Resources in Support to Learning Outcomes

Indicator	Provide Descriptions/Relevant Data or MOVs	Remarks/TA
Learning resources utilization in support to increasing learning achievement <i>(example: use of SLRs for reading enhancement)</i>		
Community support in provision of supplementary learning resources <i>(example: partnership tutorials)</i>		

Part 6: LR Utilization Challenges

Indicator	Provide Descriptions/Relevant Data	Remarks/TA
What are the challenges you have encountered in utilizing the learning resources effectively?		

Name and Signature of School Head

Name and Signature of Monitoring Personnel



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