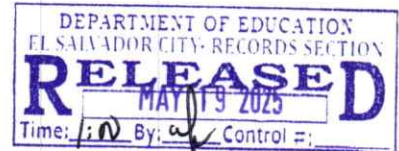




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



May 9, 2025

DIVISION MEMORANDUM
No. 158, s. 2025

MONITORING OF SCHOOL LEARNING RESOURCE MANAGEMENT AND SCHOOL
LIBRARY ALLOCATION, INVENTORY OF SLRs, AND DELIVERY OF BOOKS

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Education Program Supervisors
All Public Elementary and Secondary School Heads
All Public Elementary and Secondary Teachers
Others concerned
This Division

1. Regarding **Division Memorandum No. 520, s. 2024 re Allocation of Classroom per School for Library Facility**, the field is hereby informed of the monitoring of School Learning Resource Management and Allocation of School Library Facility on May 19-23, 2025. Moreover, the Inventory of Supplementary Learning Resources (SLRs) and delivery of books (SLRs) shall also be conducted during the said monitoring activities.
2. Monitoring tool and sample Means of Verifications (MOVs) are attached for information and guidance.
3. This Office shall adhere to Equal Opportunity Principle (EOP) in receiving the General Plan of Activities and Attending to clarification/queries relative to the abovementioned activity. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

CURRICULUM

LEARNING RESOURCES

CID/mrv



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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MONITORING AND EVALUATION TOOL
LEARNING RESOURCE MANAGEMENT AND SCHOOL LIBRARY

A. SCHOOL PROFILE

SCHOOL		SCHOOL YEAR	
SCHOOL HEAD		SCHOOL LR COORDINATOR/S	
NUMBER OF TEACHERS		NUMBER OF LEARNERS	
DATE MONITORED			

B. LEARNER'S READING PROFILE

ENROLMENT / GRADE	READING LEVEL							
	NR	%	FRUSTRATION	%	INSTRUCTIONAL	%	INDEPENDENT	%
GRADE 1								
GRADE 2								
GRADE 3								
GRADE 4								
GRADE 5								
GRADE 6								
GRADE 7								
GRADE 8								
GRADE 9								
GRADE 10								
GRADE 11								
GRADE 12								

C. SCHOOL MANAGEMENT OF LEARNING RESOURCES AND LIBRARY HUB

AREAS	INDICATORS	EVIDENT	NOT EVIDENT	MOV's
Utilization of DepEd LR Portal	Number of teachers registered in DepEd LR Portal			Teachers Registration Profile in DepEd Portal
	Number of teachers utilized and downloaded learning resource materials			File in folder the printouts of monthly utilization of LRs (both for records of teachers who utilized, and the materials downloaded for utilization)
Utilization of El Salvador LR Portal	Number of teachers registered in El Salvador LR Portal			Teachers Registration Profile in El Salvador LR Portal
	Number of teachers utilized and downloaded learning resource materials			File in folder the printouts of monthly utilization of LRs (both for records of teachers who utilized, and the materials downloaded for utilization)
	Contextualized LRs submitted and uploaded in El Salvador LR Portal			Copies of Developers Manual and Users Manual



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Development and/or Contextualization of Learning Resources	Needs Assessment for development and/or contextualization of learning resources			Consolidated Needs Assessment Results or Priority Lists for Development of LR
	Orientation of teachers for LR technical specifications/standards and QA tools			Approved Activity Design or Approved LAC Plan, Accomplishment Report, Documentation
	Workshop or Development Process of Contextualized LR			Approved Action Plan, Attendance, Reference materials (CG, MELCs, Social Content Guidelines, etc.) of Developed LR materials
	Revised Developed or Contextualized LR			Evaluation Review, and final manuscript of the developed or contextualized materials
	Funds allocation and sources			Activity Design, and other Records of Donations
Quality Assurance	Developed and contextualized LR materials are evaluated.			Consolidated record of evaluated developed or contextualized LR
	Standardized evaluation tools are used.			Filled-out evaluation and other QA tools used in the evaluation process
	Teacher-evaluators for the developed or contextualized LR are assigned.			Designation or profile of teacher-evaluator/s
	Teacher-evaluators for developed and/or contextualized LR are trained.			Trainings attended by teacher-evaluator/s (Profile)
Learning Resources Management	Evaluated and quality assured LR are reproduced for distribution in school.			Distribution List / Records of Recipients
	Storage is provided for the retrieved materials.			Space allocated in school
	Functional learning resources			Teachers' logbook who borrowed LR for teaching use
				Learners' logbook who borrowed LR for learning purposes
Library	A separate space is designated for a school library (<i>Based on Division Memorandum No. 520, s. 2024 re: Allocation of Classroom per School for Library Facility</i>).			Space allocated, including shelves - properly labelled using Dewey Decimal Classification (DDC), etc.
	The bulletin board is allocated to promote and communicate updates of available LR and other services.			Bulletin board with announcements
	Books (SLRs) from Division Library Hub are utilized both by teachers and learners.			Logbook or borrowers form



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	Borrowers form or logbook are available			Borrowers' logbook and borrowers form
	A teacher is designated as library in-charge.			Designation as library in-charge
	Library in charge is trained.			Trainings attended (profile) and/or LAC Plan that includes training regarding library operations
	Computer with internet connectivity is provided in the library for LR Portal use.			Computer set
	Organizational chart of School LR is placed at conspicuous place.			Posted organizational chart
Continuous Improvement and Support System	Assessment and analyses of LRs utilization and Library Hub effectiveness are communicated			Analysis Report, Powerpoint presentations, other documentations
	LRM plans and library concerns are part of the School Improvement Plan			School Improvement Plan

Action Taken/Recommendations:

Monitored by:

Conforme:

 (Designation)

 School Head

CID-LRMS/mrv



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