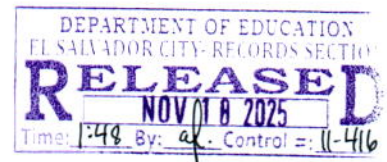




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



November 13, 2025

DIVISION MEMORANDUM
NO. 416, s. 2025

SCOPING AND FINALIZATION PROCESS FOR THE PROVISION OF SUPPLEMENTARY
LEARNING RESOURCES FOR PUBLIC SCHOOL LIBRARIES CUM REORIENTATION ON
THE SCHOOL-BASED LEARNING RESOURCE MANAGEMENT AND CAPACITY BUILDING
ON THE QUALITY ASSURANCE OF CONTEXTUALIZED LEARNING RESOURCES

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD & CID
Education Program Supervisors
School Heads
Administrative Officer II
School LR Coordinators
All Others Concerned

1. Pursuant to Section 5.h of Republic Act 10533 known as "Education Act of 2013" and in reference to DepEd Order No. 010, s. 2024 re Policy Guidelines on the Implementation of the MATATAG Curriculum, this Office initiates the conduct of a **Scoping and Finalization Process for the Provision of Supplementary Learning Resources (SLRs) for Public School Libraries cum Reorientation on the School-based Learning Resource Management and Capacity Building on the Quality Assurance of Learning Resources** for all Administrative Officer II and School Learning Resource Coordinators on November 21 at the Division Conference Room, DepEd El Salvador City.

2. This activity aims to capacitate key education stakeholders, specifically learning resource coordinators, administrative officers, and education program supervisors on the effective implementation of the Revised K – 12 Curriculum, while also strengthening understanding and application of the school-based Learning Resource Management (SLRM) systems. This initiative also seeks to streamline and finalize the listings for the provision of Supplementary Learning Resources (SLRs) intended to enrich instruction and support to learning delivery and reading development in public school libraries.

3. Specifically, this seeks to

- a. inform and capacitate School-Based Learning Resource managers and coordinators on the key features, changes, and implementation strategies of the Revised K – 12 Curriculum;
- b. reorient schools on the effective management, evaluation, and utilization of various learning resources; and
- c. lead in the consolidation and validation of accurate, needs-based listings of Supplementary Learning Resources to be provided to public school libraries for Division-wide dissemination and utilization.



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@deped.gov.ph
Website: depedelsalvadorcity.net

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4. In line with this, the identified school-based participants are advised to prepare and bring all the required documents listed below and save them in a google drive (indicating the name of the school e.g. LRMIS_AmorosES_DOCS):


- a. Copies of the Inventory Custodian Slip (ICS) for all books delivered by the Division Office;
- b. Copies of the Delivery Receipt, Inspection and Acceptance Report, and any Delivery Documents provided, for all books delivered directly to schools from the Regional and Central Offices;
- c. Inventory/Lists of MATATAG Books received for all Grade Levels (Pilot implementation of MATATAG Curriculum)
- d. Inventory/Lists of Books within five (5) years (starting from the most recent ones) for all Non-MATATAG Grade Levels; and
- e. Scanned copies of the Cover Page (Front only) for the abovementioned books.

5. Enclosed are the copies of the Matrix of Activities and the Lists of Participants. This Memorandum serves as **Authority to Travel** for all identified participants.

6. Participation to this activity shall be subject to the No-Disruption-of-Class policy stipulated in DepEd Order No. 9 s. 2005 titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance therewith; hence, school heads must ensure that classes will be taken cared of and teacher-participants must ensure that activities are well prepared for their learners' tasks.

7. This Office adheres to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. 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.

8. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH.: As stated
To be indicated in the **Perpetual Index**
under the following subject:

TRAININGS

LEARNING RESOURCES

RE: Scoping and Finalization Process for the Provision of Supplementary Learning Resources for Public School Libraries cum Reorientation on the School-Based Learning Resource Management and Capacity Building on the Quality Assurance of Contextualized Learning Resources

CID/mrv



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

Attachment No. 1 to Division Memorandum No. 416, s. 2025

Scoping and Finalization Process for the Provision of Supplementary Learning Resources (SLRs) for Public School Libraries cum Reorientation on the School-Based Learning Resource Management and Capacity Building on the Quality Assurance of Contextualized Learning Resources

MATRIX OF ACTIVITIES

Date	Time	Activity	Participant	Facilitator/In-Charge
November 21, 2025	8:00 a.m. – 12:00 p.m.	<ul style="list-style-type: none">• Opening Program• Topic 1: Orientation on the Policy Guidelines on the Implementation for Learning Resources (RA 10533, DO No. 010 s. 2024• Topic 2: Entry and Delivery Systems of Textbooks, Equipment and Other Materials• Topic 3: Overview of the Learning Resource Management and Inventory System• Topic 4: Orientation to Learning Resource Management and Quality Assurance Processes	<ul style="list-style-type: none">• Administrative Officer II• Select School Heads• Division Personnel• TWG	<ul style="list-style-type: none">• Margie R. Valmoria• Glenn John O. Isiderio• Emelie G. Yubuco• Alan T. Saculingan• Sherrie R. Dungog
	12:00 – 1:00 p.m.	Break		
	1:00 – 5:00 p.m.	<ul style="list-style-type: none">• Opening Program• Topic 1: Orientation on the Policy Guidelines on the Implementation for Learning Resources (RA 10533, DO No. 010 s. 2024• Topic 2: Presentation of Scoping and	<ul style="list-style-type: none">• School LR Coordinators• Select School Heads• Education Program Supervisors• Division Personnel	<ul style="list-style-type: none">• Margie R. Valmoria• Glenn John O. Isiderio• Emelie G. Yubuco



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		Finalization for the Provision of Supplementary Learning Resources to School Libraries • Topic 3: Utilization of Learning Resources in Library Hub and School Libraries • Topic 4: Orientation to Learning Resource Management and Quality Assurance Processes	• TWG	
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SCHOOLS DIVISION OF EL SALVADOR CITY

Attachment No. 2 to Division Memorandum No. 416, s. 2025

Scoping and Finalization Process for the Provision of Supplementary Learning Resources (SLRs) for Public School Libraries cum Reorientation on the School-based Learning Resource Management and Capacity Building on the Quality Assurance of Contextualized Learning Resources

LISTS OF PARTICIPANTS

No.	Name	Plantilla/Position	Official Station
1	Honey Luz S. Nacua	AO II	Amoros ES
2	Dianne L. Suguilon	AO II	Bolisong ES
3	Jon Louis O. Dacoco	AO II	Badiangon ES
4	Jenice Mae L. Malaco	AO II	Cogon ES
5	Ariel S. Padigos	AO II	Cogon NHS
6	Mary Rose P. Cortez	AO II	El Salvador City CS
7	Clark Airon G. Unson	AO II	El Salvador City NHS
8	Cherry Lou D. Asequia	AO II	Himaya ES
9	Nick C. Ratunil	AO II	Himaya NHS
10	Leah Mae C. Akut	AO II	Hinigdaan ES
11	Danel John R. Hamo	AO II	Hinigdaan NHS
12	Kemberly D. Oco	AO II	Kalabaylabay IS
13	Samantha M. Racho	AO II	Kibonbon ES
14	Marjorie T. Ras	AO II	Molugan CS
15	Leabeth P. Salva	AO II	Molugan NHS
16	Rodrigo R. Valmoria Jr.	AO II	PSB ES
17	Apple Kieth B. Arangoso	AO II	Sambulawan ES
18	Adrian Gabriel D. Labadan	AO II	Sambulawan NHS
19	Edjie P. Dagopioso	AO II	San Francisco de Asis ES
20	Adrian Kirby P. Saarinas	AO II	San Francisco de Asis NHS
21	Shiela Mae B. Acero	AO II	Sinaloc ES
22	Ruby Flor M. Sinco	AO II	Sinaloc NHS
23	Eulita M. Castillo	AO II	Taytay ES
24	Rosa Maria M. Rebusto	AO II	Ulaliman ES
25	Ellen P. Ebajay	Teacher I	Amoros ES
26	Cyra Jimma A. Melendez	Teacher I	Badiangon ES
27	Zarah Marie F. Bongolto	Teacher I	Bolisong ES
28	Ermita H. Balagosa	Teacher I	Cogon ES
29	Geraldine Leah A. Bendijo	Teacher III	El Salvador City CS
30	Andrie Cris L. Saguing	Teacher I	Himaya ES



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No.	Name	Plantilla/Position	Official Station
31	Jan Marie A. Gabule	SPET I	Hinigdaan ES
32	Kimberly A. Yabo	Teacher II	Kalabaylabay IS
33	Shela Joy H. Baculio	Teacher I	Kibonbon ES
34	Carfil B. Bitangcor	Teacher II	Molugan CS
35	Chrisleigh Aiko P. Wabe	Teacher III	Pedro Sa Baculio ES
36	Jeziel M. Balasabas	Teacher II	Sambulawan ES
37	Lindy O. Maestre	Teacher I	San Francisco de Asis ES
38	Maureen Grace V. Villareal	Teacher II	Sinaloc ES
39	Luzmin N. Gaid	Teacher III	Taytay ES
40	Clyde Kaye M. Picot	Teacher I	Ulaliman ES
41	Cyril N. Bahian	Teacher II	Cogon NHS
42	Jocelyn T. Bonayog	Master Teacher I	El Salvador City NHS
43	Kim J. Jurado	Teacher I	Himaya NHS
44	Sheila C. Baculio	Teacher 1	Hinigdaan NHS
45	Doreen P. Martinez	Master Teacher I	Kalabaylabay IS
46	Lea D. Deveza	Teacher III	Molugan NHS
47	Stephanie J. Cruz	Teacher II	Sambulawan NHS
48	Edwina Fabricante Balansag	Teacher I	San Francisco de Asis NHS
49	Jaen Kieth F. Rocios	Teacher I	Sinaloc NHS
50	Phoebe Joy M. Pacut	MT I / TIC - SHS	Cogon NHS
51	Melanie M. Fabrea	Principal I	Cogon NHS
52	Marivic S. Torres	Principal I	Molugan NHS
53	Delger M. Oco	JO – Library Hub / TWG	Division Office
54	Geramie R. Magnetico	JO – CID / TWG	Division Office
55	Sherrie R. Dungog	ITO	Division Office
56	Alan T. Saculingan	Supply Officer	Division Office
57	Emelie G. Yubuco	Librarian II	Division Office
58	Glenn John O. Isiderio	PDO II	Division Office
59	Margie R. Valmoria	EPSvr	Division Office
60	Lina C. Bejiga	EPSvr	Division Office
61	Marie Jade A. Cacayan	EPSvr	Division Office
62	Jovit D. Comon	EPSvr	Division Office
63	Lorna H. Estrosas	EPSvr	Division Office
64	Vanity Jade C. Lazaga	EPSvr	Division Office
65	Melanie M. Ligutom	EPSvr	Division Office
66	Genevieve E. Lusterio	EPSvr	Division Office



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No.	Name	Plantilla/Position	Official Station
67	Anabelle M. Mamacalay	EPSvr	Division Office
68	Roque R. Sabasaje	EPSvr	Division Office
69	Ninian A. Alcasid	Chief ES - CID	Division Office
70	Rolly B. Labis	Chief ES - SGOD	Division Office
71	Conniebel C. Nistal	Asst. Schools Division Superintendent	Division Office
72	Randolph B. Tortola	Schools Division Superintendent	Division Office