



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

November 13, 2024

DIVISION MEMORANDUM
NO. 607 s. 2024

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

TO: Chiefs, CID & SGOD
All Education Program Supervisors
All Public Schools District Supervisors
Elementary and Secondary School Principals/Head Teachers/TICs
Division Supply Officer
All Others Concerned

1. In consonance with the **Regional Memorandum No. 1323, s. 2024**, dated **October 17, 2024**, this Office would like to inform the field on the **Conduct of Inter-Division Monitoring on the Distribution and Utilization of CO and RO Procured and Delivered Learning Resources (LRs) on November 18-25, 2024** with Northern Samar Division assigned monitoring team to SDO Calbayog City with the following objectives listed below:

- a. monitor and assess the status of the distribution and utilization of CO and RO Procured SLMs, SLRs, LTE SM-TVL in the schools;
- b. verify the utilization, safekeeping, and maintenance of LRs;
- c. check the obligation and on-time utilization of the downloaded funds in the division and schools;
- d. give technical assistance to schools if it is needed; and
- e. gather feedback on the best practices, issues and concerns related to the LR distribution and utilization.

2. There will be a total of six (6) monitors coming from SDO Northern Samar that includes their 3 LRMS Personnel, EPSs in Science, Mathematics and TLE/TVL who will compose the two teams. Each team will be monitoring 10 schools which will be chosen by them. Per team, they will monitor 1SHS, 3 JHSs, 2 CSs, 3 regular ESs, and 1 MG school, a total of 20 schools to be monitored.

3. The Team 1 will be monitoring Calbayog 1-6 districts, while Team 2 will be monitoring Tinambacan 1-3, Oquendo 1 and 2 districts.



Address: P2, Brgy. Hamarawon, Calbayog City, Samar
Email Address: Calbayogcity@deped.gov.ph
Website: <https://calbayogcity.deped.gov.ph>



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

4. Below is the schedule of Monitoring:

TEAM	DATE	DISTRICT	NO. OF SCHOOLS TO BE MONITORED	TYPE OF SCHOOL TO BE MONITORED	PSDS IN-CHARGE	SUPPLY OFFICE PERSONNEL IN-CHARGE
TEAM 1	Nov. 18, 2024	CALBAYOG 1	1 (am/pm)	Central Sch.	N. Capetillo	Generon Nabual and C1-C6 AO IIS/COS
	Nov. 19, 2024	CALBAYOG 2	1 (am)	JHS	A. Caber	Generon Nabual and C1-C6 AO IIS/COS
			1 (pm)	Regular ES		
	Nov. 20, 2024	CALBAYOG 3	1 (am)	SHS	A. Yangzon	Generon Nabual and C1-C6 AO IIS/COS
			1 (pm)	Regular ES		
	Nov. 21, 2024	CALBAYOG 4	1 (am)	Regular ES	J. Abon	Generon Nabual and C1-C6 AO IIS/COS
			1 (pm)	JHS		
	Nov. 22, 2024	CALBAYOG 5	1 (am)	Central sch.	R. Bernales	Generon Nabual and C1-C6 AO IIS/COS
1 (pm)			JHS			
Nov. 22, 2024	CALBAYOG 6	1 (am)	MG	T. Villa	Generon Nabual and C1-C6 AO IIS/COS	

TEAM	DATE	DISTRICT	NO. OF SCHOOLS TO BE MONITORED/TIME	TYPE OF SCHOOL TO BE MONITORED	PSDS IN-CHARGE	SUPPLY OFFICE PERSONNEL IN-CHARGE
TEAM 2	Nov. 18, 2024	TINAMBACAN 1	1 (am)	SHS	M. T. Simon	Sarah Kay Baloca and T1-T3 and O1-O3 AO IIS / COS
			1 (pm)	Central ES		
	Nov. 19, 2024	TINAMBACAN 2	1 (am)	JHS	E. Ongcal	Sarah Kay Baloca and T1-T3 and O1-O3 AO IIS / COS
			1 (pm)	Regular ES		
	Nov. 20, 2024	TINAMBACAN 3	1	Regular ES	E. Siozon	Sarah Kay Baloca and T1-T3 and O1-O3 AO IIS / COS
	Nov. 21, 2024	OQUENDO 1	1 (am)	JHS	N. Castante	Sarah Kay Baloca and T1-T3 and O1-O3 AO IIS / COS
1 (pm)			Regular ES			



Address: P2, Brgy. Hamorawon, Calbayog City, Samar
Email Address: Calbayogcity@deped.gov.ph
Website: <https://calbayogcity.deped.gov.ph>



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

Nov. 22, 2024	OQUENDO 2	1 (am)	MG	B. Merales	Sarah Kay Baloca and T1-T3 and O1-O3 AO IIs / COS
		1 (pm)	Central Sch.		
Nov. 22, 2024	OQUENDO 3	1	JHS	G. Moreno	Sarah Kay Baloca and T1-T3 and O1-O3 AO IIs / COS

5. The PSDS shall guide/prepare/decide which school in their district should be monitored and the Supply Office personnel shall assist the monitors on the distribution/utilization of LRs.

6. Enclosure 1 is the monitoring tool which will be used by SDO Northern Samar monitors. For further guidance, RM 1323s .2024 is attached as Enclosure No. 2.

7. Expenses incurred relative to this activity shall be charged against local funds subject to usual accounting and auditing rules and regulations.

8. This Memorandum serves as Travel Authority to all concerned personnel.

9. Immediate dissemination of and strict compliance with this memorandum are desired.

MARGARITO A. CADAYONA JR., PhD, CESO VI
OIC - Schools Division Superintendent



Address: P2, Brgy. Hamorawon, Calbayog City, Samar
Email Address: Calbayogcity@deped.gov.ph
Website: <https://calbayogcity.deped.gov.ph>



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

October 17, 2024

REGIONAL MEMORANDUM
 No. **1323** s. 2024

CONDUCT OF INTER-DIVISION MONITORING ON THE DISTRIBUTION AND UTILIZATION OF VARIOUS CO AND RO PROCURED AND DELIVERED LEARNING RESOURCES (LRs)

To: Schools Division Superintendent
 All Others Concerned

1. In relation to the delivery of various LRs to the schools, this Office, through the Curriculum and Learning Management Division (CLMD)-Learning Resources Management Section (LRMS), informs the divisions to conduct inter-division monitoring on the distribution and utilization of various delivered learning resources from CO and RO.
2. The activity aims to:
 - a. monitor and assess the status of distribution and utilization of CO and RO SLRs, SLMs, and LTE SM-TVL in the schools;
 - b. verify the utilization, safekeeping, and maintenance of LRs;
 - c. check the obligation and on-time utilization of the downloaded funds in the divisions and schools;
 - d. give technical assistance to the schools if it is needed; and
 - e. gather feedback on the best practices, issues, and concerns related to the LR distribution and utilization.
3. A total of six monitors from each division include the 3 LRMS Personnel and one EPS for the following subject areas: Science, Math, and TLE.
4. Refer to the table below for the assignment of the division to monitor:

Division	Assigned Division to Monitor	Dates and number of schools to be monitored
Baybay City	Maasin City	✓ The date of monitoring is to be agreed upon by assigned monitors and SDOs (contact in advance your assigned division) within the last week of October 2024 and the first week of December 2024 ✓ The monitoring team per division shall be divided into two to visit more schools ✓ Each team shall monitor at least 10 schools (1 SHS, 3 JHSs, 2 CSs, 3 regular elementary schools, and 1 MG school) ✓ The schools to be monitored shall be chosen randomly by the monitors ✓ The duration of the monitoring shall be at most 5 days
Biliran	So. Leyte	
Borongan City	Leyte	
Calbayog City	No. Samar	
Catbalogan City	Borongan City	
E. Samar	Calbayog City	
Leyte	Samar	
Maasin City	Hiliran	
N. Samar	Catbalogan City	
Ormoc City	Tacloban City	
Samar	E. Samar	
So. Leyte	Baybay City	
Tacloban City	Ormoc City	



Address: Government Center, Candahug, Palo, Leyte
 Telephone No.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: region8.deped.gov.ph



5. The division, led by the LR EPS and Supply Officer, shall prepare the allocation list of all LRs delivered and downloaded funds to all schools and give it in advance to the assigned monitors. The division shall also assign at least one (1) personnel to accompany the monitoring team. The RO monitors may also join any of the division teams.
6. In preparation for this inter-division monitoring, a virtual coordination meeting shall be conducted on October 21, 2024, from 1:00 p.m. to 3:00 p.m. to be attended by the identified monitors. The link shall be shared in the GC.
7. The cost of meals, lodging, travel, and other incidental expenses during monitoring shall be charged against **BLR Downloaded Program Support Funds**, which shall be downloaded to the respective divisions upon submission of the individual computed and approved travel expenses, subject to the existing accounting and auditing and rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

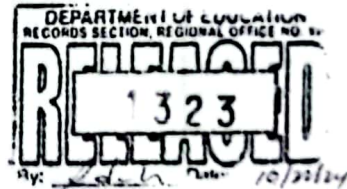
Enclosures: Non


References: D.O. 20, s. 2022

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

MONITORING
LEARNING RESOURCES

CLMD LRMS JBB




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

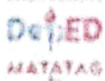
LEARNING RESOURCE UTILIZATION AND SAFEKEEPING MONITORING TOOL
 (EPP/TVL/TLE/Science & Mathematics Equipment)

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	Green Cabinets	EPP/TVL/TLE Equipment	Science & Mathematics Equipment	Evidence Requirements / MOVs	Remarks
Inventory and Documentation	Maintaining an updated inventory of all tools and equipment in school	E					
		NE					
	Proper labeling and documentation of each item (including details such as model, serial number, and condition)	E					
		NE					
	Regularly checks status to reconcile the inventory with actual items present in the designated area	E					
		NE					
Storage and Organization	Designated areas equipped with appropriate shelving or cabinets to store equipment (science and math instruments, TVL tools and equipment) securely	E					
		NE					

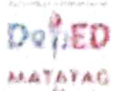


Address: Government Center, Candahug, Palo, Leyte
 Telephone No.: (053) 832-5758
 Email Address: region8@deped.gov.ph
 Website: region8.deped.gov.ph

Doc. Ref. Code	RO-VIII-2021	Rev.	00
Effectivity	05/10/21	Page	1/25




	Clear labeling and categorization of items for easy identification and retrieval	E					
		NE					
	Implementing a check-in and check-out system to track when items are borrowed or returned, ensuring accountability	E					
		NE					
Safekeeping and Maintenance	Periodic inspection and maintenance of science and math instruments, TVL tools, and equipment to ensure functionality and safety	E					
		NE					
	Documentation of maintenance activities, repairs, and replacement schedules	E					
		NE					
Orientation of teachers, learners, or staff members on proper handling, storage, and use of the materials to prevent damage or accidents	E						
	NE						
Record of Utilization	Maintenance of logbooks or records indicating when and by whom the science and math instruments, TVL tools, and equipment are utilized	E					
		NE					
	Record of utilization and purpose of usage,	E					



Address: Government Center, Candahug, Palo, Leyte
 Telephone No.: (053) 852-5738
 Email Address: region8@deped.gov.ph
 Website: region8.deped.gov.ph

Doc. Ref. Code	RD-0130-005	Rev.	01
Effectivity	05/15/24	Page	2 of 3




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

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

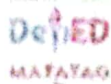
School: _____ District: _____ Division: _____

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	E						

	the resources during calamities, such as digitization or provision of alternative formats for remote learning	NE						
	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								



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph

Doc. Ref. Code	NC-PLACOPY	Rev.	00
Effectivity	02-10-21	Page	2 of 3



