



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

June 25, 2025

**DIVISION MEMORANDUM**

No. 283, s. 2025

**PLANNING/ORIENTATION MEETING ON THE CONDUCT OF INTERDISTRICT/SCHOOL MONITORING ON THE DISTRIBUTION AND UTILIZATION OF VARIOUS CO AND RO PROCURED AND DELIVERED LEARNING RESOURCES**

**To:** Education Program Supervisors/District Adopters  
 Public Schools District Supervisors  
 Division Supply Officer  
 Administrative Officer II  
 All others Concerned

1. In consonance with the Regional Memorandum No. 382, s. 2025, dated March 31, 2025, as attached, the Curriculum Implementation Division through the Learning Resource Management Section (CID-LRMS) will conduct planning/orientation meeting regarding the Conduct of Interdistrict/School Monitoring on the Distribution and Utilization of Various CO and RO Procured and Delivered Learning Resources on June 27, 2025, 8:00 am, at the Bulwagan ng Sining at Kultura San Policarpo Central Elementary School.
2. The participants of this meeting are the EPSs, PSDSs, Division Supply Officer and Administrative Officer II of the Schools and the LRMS Staff.
3. The objectives of this meeting are the following:
  - a. discuss the process of the monitoring activities;
  - b. orient the participants on the monitoring tools to be used;
  - c. agree on date/schedule of the conduct of monitoring; and
  - d. other matters.
4. This Memorandum serves as Authority to Travel for all participants.
5. Immediate dissemination of and compliance with this Memorandum are highly desired.

**MARGARITO A. CADAYONA JR. PhD. CESO VI**

Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

For the Schools Division Superintendent:

*Phen P. Am*  
**ATTY. RHEA R. GUADO**  
 Legal Officer Designate  
 Office In - Charge

S-O # 045 s. 2025



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

March 31, 2025

**REGIONAL MEMORANDUM**

No. **382** s. 2025

**CONDUCT OF INTER-DISTRICT/SCHOOL 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. Following the recent inter-division monitoring on the distribution and utilization of learning resources from the Central Office (CO) and Regional Office (RO), this Office, through the Curriculum and Learning Management Division - Learning Resource Management Section (CLMD-LRMS), requires each division office to conduct an inter-district or school monitoring. This initiative is guided by the findings indicating that some resources are not being utilized or maintained properly.
2. This monitoring shall be conducted from April to July 2025. This timeframe allows for comprehensive assessment and data collection across all districts and schools within each division. The findings from this monitoring will be crucial in identifying areas for improvement and developing strategies to improve the utilization of learning resources.
3. The monitoring activities aim to:
  - a. **assess the extent of utilization of learning resources:** determine the percentage of delivered learning resources that are being actively used by teachers and students.
  - b. **evaluate the equity of distribution:** ensure that all schools and districts have received a fair share of learning resources based on their needs.
  - c. **examine the adequacy of storage and maintenance practices:** assess the condition of learning resources and determine if they are being stored and maintained properly.
  - d. **identify barriers to effective utilization:** determine the factors hindering the full utilization of learning resources and develop strategies to address these challenges.
4. The monitoring team shall be composed of representatives from the following offices: Curriculum and Instruction Division (CID), Learning Resource Management Section (LRMS) - Supply Section, district, and school personnel. They are required to submit proper documentation, a comprehensive report, findings with analysis, and recommendations.
5. The LR EPS and Supply Officer shall conduct an orientation before the monitoring activity.

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6. The division superintendent is authorized to approve the transfer of learning resources, tools, and equipment between schools to ensure equitable distribution and optimal utilization, as determined by monitoring results.
7. Following the inter-district or school monitoring, a Regional and Inter-Division Validation Monitoring will be conducted. This validation phase will involve analyzing the findings from the initial monitoring, identifying trends, and developing recommendations for improving the overall management of learning resources within the region.
8. The travel and other incidental expenses during monitoring shall be charged against **Division/School/BLR Downloaded Program Support/Funds**, subject to the existing accounting and auditing and rules and regulations.
9. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

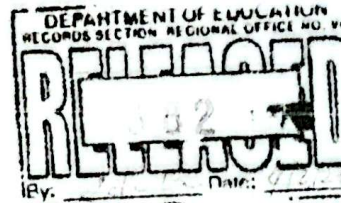
Enclosures: None

References: D.O. 20, s. 2022

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

MONITORING  
LEARNING RESOURCES

CLMD-LRMS-JBB



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