



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**DIVISION MEMORANDUM**

No. 976, s. 2025

**ON-SITE MONITORING AND VALIDATION OF SUBMITTED  
SCHOOL LEARNING RESOURCES INVENTORIES AND UTILIZATION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors,  
Public Elementary & Secondary School Head  
All Others Concerned

1. Pursuant to Division Memorandum No. 696, s. 2025, titled "*Real-Time Monitoring and Updating of Learning Resources Inventory*," the Schools Division of Vigan City, through the Curriculum Implementation Division - Learning Resource Management Section (CID-LRMS), shall conduct on-site monitoring and validation of the Learning Resources (LR) inventories submitted by all schools in the Division.
2. The on-site monitoring intends to:
  - a. verify the completeness and accuracy of submitted inventories;
  - b. validate the physical condition and availability of learning resources;
  - c. ensure alignment between reported and actual LR holdings;
  - d. identify gaps, surpluses, distribution concerns, and needs for development or procurement;
  - e. reinforce compliance with DepEd standards in LR management and documentation.
  - f. gather best practices, issues, and concerns on LR implementation and utilization.
3. The LRM Team shall conduct school visits based on the **attached schedule (Enclosure No. 1)**. School Heads, LR Coordinators, and Administrative Officers are advised to ensure the availability and accessibility of their learning resources, as well as printed or digital copies of their updated LR inventories.
4. During the on-site validation, the LRMS Personnel shall conduct:
  - a. physical inspection of learning resources;
  - b. verification of inventory entries against actual holdings;
  - c. inspection of library/LR storage areas;
  - d. interviews with the School Head or LR Coordinator;
  - e. documentation through photographs and validation notes.
5. The consolidated results of the monitoring shall guide the Division in LR planning, procurement prioritization, and technical assistance for SY 2025-2026.
6. This memorandum shall serve as the locator slip of the LRM Personnel.



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7. Queries and clarifications may be directed to the LRMS through these numbers: 09399193783 / 09177965027 / 09975818517 or email: [lrmads.vigancity@deped.gov.ph](mailto:lrmads.vigancity@deped.gov.ph).

8. Immediate dissemination of this memorandum is desired.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent

Encl.: None  
Reference: DM No. 696, s. 2025  
To be indicated in the Perpetual Index  
Under the Subject:  
LEARNING RESOURCES

CID-LRMS/aqb/on-site validation on school learning resources inventories.  
November 18, 2025



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Enclosure No. 1

**Schedule of On-Site Monitoring and Validation of  
Learning Resources Inventory**

DATE	TIME	SCHOOL
November 25, 2025	9:00 AM – 10:00 AM	Raois ES
	10:10 AM – 11:10 AM	Rugsuanan-Puroc ES
	11:20 AM – 12:00 NN	San Julian ES
	1:00 PM – 2:00 PM	Nagsangalan ES
	2:10 PM – 3:10 PM	VNHSE
	3:20 PM – 4:20 PM	Capangpangan ES
November 26, 2025	9:00 AM – 10:00 AM	Cabaroan, Cabalangean ES
	10:10 AM – 11:10 AM	Camangaan ES
	11:20 AM – 12:00 NN	Tamag ES
	1:00 PM – 2:00 PM	Salindeg, Pong-ol, Barraca ES
	2:10 PM – 3:10 PM	Bulala-Paratong ES
November 27, 2025	3:20 PM – 4:20 PM	VNHSW
	9:00 AM – 10:00 AM	Governor ES
	10:10 AM – 11:10 AM	Mindoro ES
	11:20 AM – 12:00 NN	BMSE
	1:00 PM – 2:00 PM	Ayusan-Paoa ES
November 28, 2025	2:10 PM – 3:10 PM	BMSW
	3:20 PM – 4:20 PM	Jose Singson ES
	9:00 AM – 10:40 AM	Pantay Integrated School
	10:50 AM – 12:00 NN	Pantay Integrated School
	1:00 PM – 2:30 PM	Vigan Central School
2:40 PM – 5:00 PM	ISNHS JHS & SHS	



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**LEARNING RESOURCE MANAGEMENT (LRM) PLAN**  
**QUARTER 3-4 CY 2025-2026**

Objectives	Target	Activities	Time Frame	Persons Responsible	Funding Source	Indicators	MOV
To validate school LR inventories	21 schools validated	<ul style="list-style-type: none"> <li>Conduct onsite and offsite validation of school LR Inventory reports</li> <li>Consolidate and analyze LR Inventory reports</li> <li>Present and submit Summary of Findings</li> </ul>	September 2025	CID-LRMS	None	Number of schools LR inventories validated	<ul style="list-style-type: none"> <li>Locator slip</li> <li>Accomplished Validation tool</li> <li>Report on summary of findings</li> </ul>
To increase the number of supplementary learning materials aligned with MATATAG Curriculum	10 LRs developed/redeveloped	<ul style="list-style-type: none"> <li>Gather and consolidate the least mastered competencies from all learning areas as basis for development</li> <li>Call for submission of teacher-</li> </ul>	September -December 2025	CID, Teacher-Developers	To be determined based on availability of funds	<ul style="list-style-type: none"> <li>Number of subjects with consolidated LMCs</li> <li>Consolidated least mastered competencies (LMCs)</li> <li>Quality Assured LRs</li> </ul>	<ul style="list-style-type: none"> <li>List of LMCs in identified learning areas</li> <li>List of QAd LRs</li> </ul>



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		initiated LR Proposals					
To process the issuance of specialty clearance for QAd LR	10 LR	<ul style="list-style-type: none"> <li>Call for development of LR</li> <li>Conduct <i>en banc</i> quality assurance of LR</li> </ul>	Year round	DQAT	None	Number of LR issued with specialty clearance	<ul style="list-style-type: none"> <li>Accomplished LR evaluation tools</li> <li>Signed Summary of Findings, Comments, and Recommendations</li> <li>List of LR with specialty clearance</li> </ul>
To monitor the utilization of the QAd LR	Monitored the utilization of 10 LR	<ul style="list-style-type: none"> <li>Conduct monitoring of LR Utilization in collaboration with EPS in-charge of learning area</li> </ul>	Quarterly Monitoring	CID-LRMS, CID-EPSs	None	Number of LR utilized	<ul style="list-style-type: none"> <li>Accomplished monitoring tool</li> <li>Utilization Report</li> </ul>
To ensure the functionality of school libraries and Learning Resource Centers (LRCs)	21 schools monitored	<ul style="list-style-type: none"> <li>Conduct monitoring of school libraries and LRCs</li> <li>Present and submit summary of findings</li> <li>Provide TA to the teachers in-charge of library/LRC management</li> </ul>	Quarterly Monitoring	CID-LRMS	None	<ul style="list-style-type: none"> <li>Number of school libraries/LRCs monitored</li> <li>Number of teacher in-charge / librarian provided TA</li> </ul>	<ul style="list-style-type: none"> <li>Locator slip</li> <li>Accomplished M&amp;E tool</li> <li>Report on summary of findings</li> <li>TA Report</li> </ul>
To capacitate and upskill the Learning Resource	21 developers trained	<ul style="list-style-type: none"> <li>Update the Human Resource Directory of Developers</li> </ul>	September to November 2025	CID	To be determined	Number of Developers upskilled and capacitated	<ul style="list-style-type: none"> <li>Division Memo</li> <li>Terminal Report</li> </ul>

Development Team		<ul style="list-style-type: none"> <li>• Conduct Capability Building of developers</li> </ul>					
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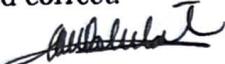
Prepared by:

  
**ROMMEL R. RABO**  
 Education Program Supervisor

  
**ALLAN C. BARRIENTOS**  
 Librarian II

  
**ALDRICH B. QUIOCHO**  
 Project Development Officer II

Certified correct:

  
**MARIE CHRISTINE L. NATIVIDAD**  
 Chief Education Supervisor

Recommending Approval by:

  
**ANNIE D. PAGDILAO, EdD, CESO VI**  
 Assistant Schools Division Superintendent

Approved:

  
**VILMA D. EDA, CESO V**  
 Schools Division Superintendent



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**MONITORING & EVALUATION TOOL FOR SCHOOL LIBRARIES**

**PART I**

School / Office: \_\_\_\_\_

School Head: \_\_\_\_\_

Name of Teacher-In-Charge: \_\_\_\_\_

Date of Monitoring: \_\_\_\_\_

**PART II**

<b>A. LIBRARY SPACE AND ACCESSIBILITY</b>			
<b>INDICATORS</b>	<b>MOVs</b>	<b>FINDINGS</b>	<b>REMARKS</b>
The library has a dedicated, accessible, and safe area		<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
Can accommodate at least 5–10% of the school population		<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	



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There are logbooks available for borrowers and visitors	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
The resources are being utilized	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
Computers, gadgets, printers, and other equipment are available for learners and teachers	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
<b>B. LIBRARY COLLECTION</b>		
The library has an updated and adequate collection aligned with the MATATAG curriculum	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
Locally developed/contextualized learning resources are present	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
Supplementary Learning Resources are available in the library (General References, Learning Area References, Storybooks/Fictions)	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
<b>C. ORGANIZATION &amp; MANAGEMENT</b>		
Learning Resources are accessioned, labelled, and arranged by subject or grade level	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
Borrowers' Logbooks are maintained	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
The inventory of LRs is regularly updated	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
Learning resources are properly organized or securely stored in bookshelves or cabinets with locks to prevent damage and loss.	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
<b>D. LIBRARY SERVICES &amp; UTILIZATION</b>		



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The library is open daily with a posted schedule	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
Conducts reading or LR-based activities	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	
Utilization reports are submitted quarterly	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident	

**III. Best Practices of the school in the utilization/safekeeping of learning resources**

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**IV. Challenges encountered in the utilization and housekeeping of Learning Resources**

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**IV. Other Significant Findings, Observations & Agreements**

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**Conforme:**

\_\_\_\_\_  
 Teacher-in-charge

\_\_\_\_\_  
 School Head

\_\_\_\_\_  
 Division Librarian



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**MONITORING TOOL ON LRMS IMPLEMENTATION AND LR UTILIZATION IN SCHOOLS**

	<b>Name of School:</b>			
	<b>School Head:</b>			
<b>I</b>	<b>Verification Item</b>	<b>Observation/Finding</b>	<b>Status (Check ✓)</b>	<b>Remarks</b>
1.1	<b>Physical Count Accuracy</b>			
	Random sample of 10% of inventory items counted and compared against the Inventory Ledger/Database.		<input type="checkbox"/> Matched	
	Discrepancies identified (e.g., shortages, overages, misidentification).		<input type="checkbox"/> None <input type="checkbox"/> Identified	
1.2	<b>Documentation Check</b>			
	All recently delivered/procured resources are logged in the main inventory system.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Disposition/condemnation records match resources removed from the inventory list.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
1.3	<b>Resource Condition</b>			
	Condition of a sample of resources accurately recorded (e.g., New, Good, Fair, Poor).		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Resources classified as 'Unserviceable' are segregated and awaiting proper disposal.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>II.</b>	<b>Utilization Item</b>	<b>Observation/Finding</b>	<b>Status (Check ✓)</b>	<b>Remarks</b>
2.1	<b>Resource Availability and Access</b>			
	Learning resources are physically accessible (e.g., in a library, resource center, classroom shelf).		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Teachers and students are aware of the availability of newly procured resources.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.2	<b>Frequency of Use</b>			

	Circulation/Usage records show adequate usage of newly procured resources (e.g., target usage rate met).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Observation/Interviews confirm the use of resources in daily instruction (e.g., textbooks, supplementary materials).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.3	<b>Relevance and Appropriateness</b>		
	Resources are aligned with the current curriculum and learning objectives.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Resources are appropriate for the target grade level/learner profile (e.g., reading level, language).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
III.	<b>Issue/Concern Area</b>	<b>Description of Issue/Concern</b>	<b>Severity (Low/Medium/High)</b>
3.1	<b>Resource Quality/Durability</b>		
	Resources are easily damaged or of poor physical quality.	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	
	Content errors or outdated information found in the materials.	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	
3.2	<b>Management/Storage</b>		
	Storage facility is inadequate (e.g., exposed to moisture, pests, theft risk).	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	
	Personnel lack training on proper resource management and documentation.	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	
3.3	<b>Gaps/Sufficiency</b>		
	Insufficient number of resources for the student population (e.g., student-to-book ratio).	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	
	Specific subject areas (e.g., Science, Technology) lack appropriate/modern resources.	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	
3.4	<b>Qualitative Feedback</b>		
	Teacher/Learner feedback indicates resources are not engaging or motivating.	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	

IV. Other Issues and Concerns

- a. LR development: \_\_\_\_\_
- b. Quality Assurance of LR: \_\_\_\_\_
- c. Storage and Safekeeping of LRs: \_\_\_\_\_
- c. Disposition of LRs: \_\_\_\_\_

Monitored by:

Conforme:

Date:



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**I. Resource Information and Scope**

LR Title/Description:

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LR Type:

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Learning Area/Competency:

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Quarter used:

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Target Learners:

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Period Utilized:

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**II. Utilization and Quality Assessment**

Indicator	Evident	Not Evident	Remarks
The LR was highly aligned with the target learning competency and grade level curriculum.			
The local context used in the LR was meaningful and relevant to the students' lives and environment.			
The LR effectively facilitated appropriate teaching strategies (e.g., discussion, hands-on activity, problem-solving).			
The LR captured and sustained high learner engagement and motivation.			
The LR was easy to reproduce/use and free from errors (typos, grammatical, factual).			
The teacher made necessary adaptations or innovations to the original LR during use (e.g., modified activity, added local examples).			
The teacher collected feedback from learners on the effectiveness and clarity of the LR.			

**III. Impact on Student Learning and Practice**

Indicator

Percentage of students who achieved mastery (e.g.,  $\geq 80\%$ ) on post-utilization assessment (quiz, activity).

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Observable difference in student understanding or skills before and after the LR was used.

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Student ability to connect the LR's content to real-life situations in the community/local context.

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How did the LR influence your teaching practice? (e.g., led to more collaborative activities, changed assessment approach).

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IV. Challenges and Recommendations

Description of Challenge/Need	YES	NO	RECOMMENDATIONS
Issues encountered in creating, printing, or digitizing the resource.			
Need for training in contextualization, material development, or using the specific LR.			
Issues with storage, retrieval, or distribution of the LR.			

V. Best Practices on LR Utilization

Production/Replication

Teacher Capacity

Logistics/Storage

Others:

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Monitored by:

EPS LRMS

Conforme:

SCHOOL HEAD

Date:

Other Personnel Interviewed:

Name:

Position

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