



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
 No. 226 s. 2022

April 18, 2022

MONITORING ON ESTABLISHMENT OF THE SCHOOL LEARNING CENTER

To **Chief CID**
Public Schools District Supervisor
Elementary and Secondary School Heads
School LR Coordinator
School Library In-charge

1. Relative to strengthening and sustaining the School Learning Resource Center/School Library implementation under Learning Resource Management System (LRMDS), this office informs the field on the conduct of Division Monitoring on Establishment of School Learning Center on April-June 2022.
2. The activity aims to:
 - a. Inspect the functionality of the school learning centers;
 - b. Monitor proper storage of learning resources received from CO, RO and SDO;
 - c. Provide technical assistance to the School Library In-charge and LR Coordinators;
 - d. Identify best practices of the implementing schools; and
 - e. Ensure proper utilization, production and storage of all learning resources provided in the LRMDS portal.

3. Members of the division monitoring team are the following

Division Personnel/Monitors	Position
Mishel Cadungog	LR Manager
Myleen Robinos	PDO
Juvy Comaingking	SDO Librarian

4. All expenses relative to the conduct of this activity shall be charged against the Division MOOE subject to the usual accounting and auditing rules and regulations.
5. For immediate dissemination and compliance.

JepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
 22-83779
 DATE: APR 21 2022 TIME: 4:21 PM
 BY: [Signature]

CRISTY C. EPE
 Schools Division Superintendent



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**MONITORING AND EVALUATION TOOL
 OF LEARNING RESOURCE MANAGEMENT**

Division: _____
School: _____
Date Monitored: _____

I. Participation and Utilization of the LR Portal				
a. Number of Teachers	_____			
b. Number of Registered Teachers in the LR Portal	_____			
	Percentage of Participation: _____ (b/a x 100)			
c. Number of Teachers utilized and downloaded LRs	_____			
	Percentage of Utilization: _____ (c/b x 100)			
II. Development/Redevelopment/Modification/Contextualization of LRs				
Indicators	RESPONSE			
	YES	Evidence Presented	NO	REMARKS
a. Needs Analysis is conducted prior to development/redevelopment/modification/contextualization of learning resources.				
b. Teachers are oriented on the LR technical specifications and the QA Tools to be used.				
c. Time is allotted for the development/redevelopment/modification/contextualization of learning resources.				
d. The following references are used in the development/redevelopment/modification/contextualization of learning resources.				
1. Curriculum Guide				
2. Social Content Guidelines				
3. Others				
e. Funds are allocated for development/redevelopment/modification/contextualization of learning resources.				
f. Teacher-developed/redeveloped/modified/contextualized LRs are revised after evaluation/review				
III. Quality Assurance				
Indicators	RESPONSE			
	YES	Evidence Presented	NO	REMARKS
a. Developed/redeveloped/modified/contextualized LRs are quality-assured/evaluated prior to utilization.				
b. An evaluator/reviewer is assigned to evaluate teacher-developed/redeveloped/modified/contextualized LRs in school and division level.				

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c. The assigned evaluator/reviewer is trained to evaluate/quality-assure learning resources developed/redeveloped/modified/contextualized by teachers.				
d. Standard evaluation tools are used to evaluate/quality assure teacher developed/redeveloped/modified/contextualized LRs				
IV. Production, Delivery, Storage, and Maintenance				
Indicators	RESPONSE			
	YES	Evidence Presented	NO	REMARKS
a. Developed/redeveloped/modified/contextualized LRs are reproduced for the use of the learners.				
b. Funds are allocated for the reproduction of the developed/redeveloped/modified/contextualized LRs.				
c. Have equipment in printing the developed/redeveloped/modified/contextualized LRs (e.g. computers and printers).				
d. Have equipment in reproducing the developed/redeveloped/modified/contextualized LRs (e.g. photocopying machine, risograph, mimeograph)				
e. The Division Office reproduces and distributes the developed/redeveloped/modified/contextualized LRs to schools.				
f. The quality assured LRs in the Division level are submitted for publishing in the LR Portal.				
g. The school compiles, collects, and keeps all the developed/redeveloped/modified/contextualized LRs in the school.				
h. The school has a designated area where the developed/redeveloped/modified/contextualized LRs are stored/displayed.				
V. Utilization and Access				
Indicators	RESPONSE			
	YES	Evidence Presented	NO	REMARKS
a. The learners use the teacher developed/redeveloped/modified/contextualized LRs.				
b. The effectiveness of the utilization of teacher developed/redeveloped/modified/contextualized LRs is assessed.				
c. Other teachers utilize teacher-developed/redeveloped/modified/				

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contextualized LRs by their co-teachers.				
VI. Nontext-based Learning Resources				
Indicators	RESPONSE			
	YES	Evidence Presented	NO	REMARKS
a. The school receives nontext-based LRs.				
b. Teachers utilize the nontext-based LRs.				
c. The effectiveness of the utilization of nontext-based LRs is assessed.				
d. There is a centralized storage/area where nontext-based LRs are stored/displayed.				
1. Science laboratory for Science materials and equipment.				
2. Learning Resource Center for other nontext-based LRs (e.g. Math, TVL Tools)				
3. Other laboratories/rooms for specialized equipment				
e. There is assigned teacher/school personnel in the monitoring or borrowing and returning of nontext-based LRs.				
VII. School Library				
Indicators	RESPONSE			
	YES	Evidence Presented	NO	REMARKS
a. A separate space/area is designated for the school library.				
b. It is appropriately labelled and can be easily identified as a school library.				
c. It is accessible to the learners.				
d. It has a space that can accommodate at least 10% of the school's population.				
e. It operates from 7:30am to 5:00pm.				
f. It has a bulletin board to promote its services.				
g. Its services are communicated to the customers/users.				
h. The library collections are properly arranged in shelves and are labelled with call numbers.				
i. The library collections are catalogued/classified based on the Dewey Decimal Classification (DDC).				
j. It has a variety of titles in its library collection (e.g. general references, fictional materials, learning area references, audio/video collection, periodicals, etc.)				
k. The library collections are updated.				
l. It allows the borrowing of books for home use.				
m. It has computer set/s with internet access and are utilized by the learners and teachers.				

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n. There is a full-time librarian in the school library.				
o. A teacher is designated as in-charge of the school library.				
p. The librarian/teacher in-charge of the school library is knowledgeable in the processes of library operations.				
q. The Division provides training/technical assistance for the librarian/teacher in-charge.				
VIII. School Learning Resource Center				
Indicators	RESPONSE			
	YES	Evidence Presented	NO	REMARKS
a. There is a room exclusively used as LRC. <i>*If it is not exclusively for the LRC, for what other purposes is the shared space and facility used?</i>				
b. There is a School Learning Resource Coordinator in-charge of the SLRC.				
c. There is a School LR Team or Committee.				
d. The teachers are oriented on the LR activities and processes.				
e. There is a Visitor Monitoring/Logbook.				
f. There is a computer that serves as LR Portal.				
g. There is a reliable internet connection.				
h. There is a printer.				
i. There is an established schedule for users.				
IX. Support and Continuous Improvement				
Activities	RESPONSE			
	YES	Evidence Presented	NO	REMARKS
a. LR Plan and School Library are integrated in the School Improvement Plan.				
b. The Division/School has inventory of the learning resources (text and nontext-based) received.				
c. The Division/School has accomplished the LR Situation Report.				
d. The Division has the registry of its LR Key Players				
1. School LR Coordinators				
2. School Librarians/Library In-charge				
3. Writers				
4. Learning Resource Evaluators				
5. Illustrators				
6. Other LR Key Players				
e. The Division LRM Section orients the Division Personnel and the School about Learning				

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Resource Management.				
f. The Division conducts capability building for Learning Resource Management.				
g. The Division LRM Section has the data of the registered Division Personnel in the LR Portal. *a. Number of Division Personnel *b. Number of Registered Members Percentage: _____ (b/a x 100)				

Other LR Activities conducted by Division/School:

Suggestions/Recommendations:

Monitored by:

 Signature over printed name

Division LR Manager:

 Signature over printed name

School Principal:

 Signature over printed name

School LR Coordinator:

 Signature over printed name

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