

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



LRMD-RM-2024-245


Regional Memorandum
No.245 s.2024

02 April 2024

**UTILIZATION OF LEARNING RESOURCE MANAGEMENT
MONITORING TOOL AND THE R4A
LR SUPERVISOR OFFICERS**

To **Schools Division Superintendents**

1. In the effort to efficiently facilitate and monitor the Learning Resource process in the region, this Office, through the Curriculum and Learning Management Division, announces the Utilization of a Monitoring Tool for Learning Resource Management.
2. This tool emphasizes participation in the LR portal; development, and quality assurance of LRs; production, delivery, storage, and maintenance; and learning resource facility. During the monitoring and observation visits, the LR Team is expected to provide instructional support or technical assistance to school heads.
3. Please see attached **Enclosure 1** for the Learning Resource Management Monitoring Tool. Meanwhile, the Region 4A-Learning Resource Supervisor Officers are attached in **Enclosure 2**.
4. The consolidated quarterly report of the Division LR Team shall be submitted every last week of the quarter through lrmd.calabarzon@deped.gov.ph.
5. For clarifications and queries, you may contact CLMD-LRMS, at (02) 8681-7249 local 420.
6. Immediate compliance and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

02/ROc2



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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Enclosure 1

**MONITORING AND EVALUATION TOOL FOR SCHOOL
 LEARNING RESOURCE MANAGEMENT**

Part I. School Profile

Directions: Fill in the required data.

School : _____
 Address: _____
 School Head : _____
 School Head's Contact No: _____
 School LR Coordinator: _____
 School LR Coordinator's email address: _____

School ID : _____
 District/Cluster/Sub-Office: _____
 Division : _____
 School's email address: _____
 School LR Coordinator's Contact No: _____

Category:

- ☐ Public
☐ Private

Level:

- ☐ Elementary
☐ Junior HS
☐ Senior HS

Size:

- ☐ Small
☐ Medium
☐ Large
☐ Mega

Part II. Learning Resource Components

Directions: Please check the appropriate columns from II-VII. Add remarks if there are any, and field-up comments, recommendation and technical assistance needed for Part III and IV respectively.

I. Participation and Utilization of the LR Portal					
a.	Total Number of Teachers	_____			
b.	Number of Registered Teachers in the DepEd LR Portal	Percentage of Participation: _____ (b/a x 100)			
c.	Number of Teachers who downloaded and utilized Learning Resources from the DepEd LR Portal	Percentage of Utilization: _____ (c/b x 100)			
II. Development/Contextualization of LRs					
Indicators		RESPONSE			
		YES	MOVs	NO	REMARKS
a.	Conducted needs analysis prior to development/ contextualization of learning resources.				
b.	Allocated funds for the development/contextualization of learning resources.				
c.	Oriented teachers on the LR technical specifications and the QA Tools to be used.				
d.	Presented work plan for the				



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development/contextualization of learning resources				
e. Used the following references in the development/contextualization of learning resources:				
1. Curriculum Guide/MELCs				
2. Social Content Guidelines				
3. DepEd Manual of Styles				
4. Budget of Work and Curriculum Maps				
5. Other references				
6. Conducted the development/contextualization of learning resources.				

III. Quality Assurance

Indicators	RESPONSE			
	YES	MOVs	NO	REMARKS
a. Assigned school learning resources quality assurance team (SLRQAT)				
b. Oriented/trained SLRQAT in the quality assurance of developed/contextualized learning resources				
c. Conducted school-based quality assurance of developed/contextualized learning resources using standard evaluation tools				
d. Revised the developed/contextualized learning resources prior to utilization				
e. Conducted the pilot testing of the materials				
f. Submitted necessary requirements/documents for division quality assurance				

IV. Production, Delivery, Storage, and Maintenance

Indicators	RESPONSE			
	YES	MOVs	NO	REMARKS
a. Allocated funds for the reproduction of the developed/contextualized LR.				
b. Provided equipment in printing/reproducing the developed/contextualized LR (e.g. computers, printers, photocopying machines, risograph, mimeograph)				
c. Developed/contextualized LR are reproduced for the use of the learners and prepared a report on the total number of reproduced LR				
d. Reproduced and distributed the developed/contextualized LR to schools.				
e. Submitted the quality-assured LR at the Division level for publishing in the LR Portal.				
f. Compiled, collected, and kept all the developed/contextualized LR in the school.				
g. Stored/Displayed the developed/contextualized learning resources in a designated area				



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V. Utilization and Access				
Indicators	RESPONSE			
	YES	MOVs	NO	REMARKS
a. Identified the total number of learners who utilized the teacher-developed/contextualized LRs.				
b. Prepared and submitted utilization report on the developed/contextualized learning resources				
c. Provided technical assistance by the LRMS Personnel/School Head/LR coordinator on the utilization of teacher-developed/contextualized LRs				
VI. School Learning Resource Center/Facility				
Indicators	RESPONSE			
	YES	MOVs	NO	REMARKS
a. Established a room exclusively for LRC/facility. <i>*If it is not exclusively for the LRC, for what other purposes is the shared space and facility used?</i>				
b. Designated a School Learning Resource Coordinator in charge of the facility/center				
c. Organized a School LR Team or Committee.				
d. Oriented the teachers on the LR activities and processes.				
e. Presented the Visitor's Monitoring/Logbook to prove the implementation of school LRM				
f. Provided computers/gadgets/printers/other equipment that cater to the needs of the teachers in utilizing the DepEd LR Portal and other learning and teaching resources				
g. Provided reliable internet connection for the LR facility				
h. Established schedule for school LRMDL activities				
VII. Support and Continuous Improvement				
Activities	RESPONSE			
	YES	MOVs	NO	REMARKS
a. Integrated School LR Plan in the School Improvement Plan.				
b. Conducted School inventory of the learning resources or LR Situational Report (text and nontext-based) received.				
c. Oriented the SLRQAT about Learning Resource Management				
d. Conducted school capability building on Learning Resource Management.				
e. Submitted School LR Accomplishment based on the				



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LR Action Plan

Part III. COMMENTS AND RECOMMENDATIONS

Part IV. TECHNICAL ASSISTANCE NEEDED

From the Division:

From the Region:

Monitoring Official/s

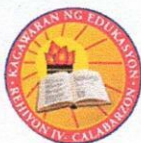
Conforme:

School Head:

School LR Coordinator:

Signature over Printed Name

Signature over Printed Name



Address: Gate 2, Karangalan Village, Cainta, Rizal
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Enclosure 2

R4A LR SUPERVISOR OFFICERS

	LR EPS	SDO
President	Rosalinda A. Mendoza	Batangas Province
V. President	Henry Contemplacion	San Pablo City
Secretary	Jackie Lou A. Almira	Cabuyao City
Asst. Secretary	Priscilla V. Salo	Antipolo City
Treasurer	Evelyn P. De Castro	Binan City
Asst. Treasurer	Leylanie V. Adao	Dasmariñas City
Auditor	Jee-Ann O. Borines	Quezon Province
Asst. Auditor	Edita Olan	Lipa City
PIO	Paul Ian Louie D. Robles	Rizal Province
PIO	Ma. Criscel R. Negosa	General Trias City
Board Members:	Alexander M. Morron Jr.	Bacoor City
	Aurelia G. Vivas	Batangas City
	Ricardo Makabenta	Cavite City
	Noel Ortega	Cavite Province
	Feliz A. Tayao	Imus City
	Rowena Cambel	Calamba City
	Mark Anthony P. Idang	Laguna
	Anicia J. Villaruel	Lucena City
	Hilarion B. Alcantara	San Pedro City
	Marigen N. Leosala	Sta Rosa City
	Mary Ann Quiatchon Clanor	Sto. Tomas City
	Irene L. Macalintal	Tanauan City
	Generosa F. Zubieta	Tayabas City