



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2024- *514*

To : Curriculum Implementation Division Chief
Public Schools District Supervisors
School Heads
School Librarian Designate

Subject : **SUBMISSION OF 2024 SCHOOL LIBRARY MONITORING REPORT**

Date : November 6, 2024

In adherence to the MATATAG framework of Education particularly the **Take** steps to accelerate the delivery of basic education facilities and services, this office informs the regular monitoring of the status of all school libraries in the division.

Relative to this, CID-LRMS shall conduct the monitoring using the existing M & E tool to ensure the functionality of all school libraries, assess the needs and determine the technical assistance needed.

Division Librarian must consolidate report and must submit it to the Regional Librarian on December 6, 2024. Deadline of submission in the division level will be on **November 29, 2024**.

Attach herewith is the Learning Resource monitoring tool or access it in the Division LR website @ <https://sites.google.com/depd.gov.ph/lrmsdigoscity/home>

Immediate dissemination and compliance of this memorandum is directed

For and in the absence of the
Schools Division Superintendent

[Signature] 11/7/24
SOLLIE B. OLIVER, JD, MATE

Chief- School Governance and Operations Division
Officer-In-Charge

[Signature]
Division of Schools Division of Digos City

RECORDS SECTION

RELEASED
24-77204

DATE: NOV 08 2024 TIME: 11:25 a
BY: *[Signature]*

Enclosed: As stated,
CID/LR/tts



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
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DEPARTMENT OF EDUCATION
REGION XI
 Davao City



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 Website: www.depedroxi.ph

**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 LR				
IV. Production, Delivery, Storage, and Maintenance				
Indicators	RESPONSE			
	YES	Evidence Presented	NO	REMARKS
a. Developed/redeveloped/modified/contextualized LR are reproduced for the use of the learners.				
b. Funds are allocated for the reproduction of the developed/redeveloped/modified/contextualized LR.				
c. Have equipment in printing the developed/redeveloped/modified/contextualized LR (e.g. computers and printers).				
d. Have equipment in reproducing the developed/redeveloped/modified/contextualized LR (e.g. photocopying machine, risograph, mimeograph)				
e. The Division Office reproduces and distributes the developed/redeveloped/modified/contextualized LR to schools.				
f. The quality assured LR 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 LR in the school.				
h. The school has a designated area where the developed/redeveloped/modified/contextualized LR are stored/displayed.				
V. Utilization and Access				
Indicators	RESPONSE			
	YES	Evidence Presented	NO	REMARKS
a. The learners use the teacher developed/redeveloped/modified/contextualized LR.				
b. The effectiveness of the utilization of teacher developed/redeveloped/modified/contextualized LR is assessed.				
c. Other teachers utilize teacher-developed/redeveloped/modified/				

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contextualized LR by their co-teachers.				
VI. Nontext-based Learning Resources				
Indicators	RESPONSE			
	YES	Evidence Presented	NO	REMARKS
a. The school receives nontext-based LR.				
b. Teachers utilize the nontext-based LR.				
c. The effectiveness of the utilization of nontext-based LR is assessed.				
d. There is a centralized storage/area where nontext-based LR are stored/displayed.				
1. Science laboratory for Science materials and equipment.				
2. Learning Resource Center for other nontext-based LR (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 LR.				
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: (Div. Librarian/PDO)

Signature over printed name

Division LR Manager:

Signature over printed name

School Principal:

Signature over printed name

School LR Coordinator/Library In-Charge:

Signature over printed name

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Records



Republic of the Philippines
Department of Education
DAVAO REGION

Schools Division of Digos City
RECORDS SECTION
RECEIVED
DATE: 31 OCT 2024
TIME: 10:45
71254

October 28, 2024

REGIONAL MEMORANDUM
CLMD-2024-714

SUBMISSION OF 2024 SCHOOL LIBRARY MONITORING REPORT

To: Schools Division Superintendents

1. In adherence to the MATATAG framework of the Department of Education particularly **Take** steps to accelerate the delivery of basic education facilities and services, this Office shall regularly monitor the status of school libraries making every school library functional basis for needs assessment and technical assistance.
2. Anent to this, SDOs through the CID-Learning Resource Management Section shall conduct the monitoring using the existing M&E tool. Deadline of submission will be on December 6, 2024 to the Regional Librarian.
3. Immediate dissemination and compliance of this Memorandum is directed.

ALLAN G. FARNAZO
Director LRM

RO12/aca

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED

By: [Signature]

Date: 10-31-24

40797



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