
Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

October 4, 2021

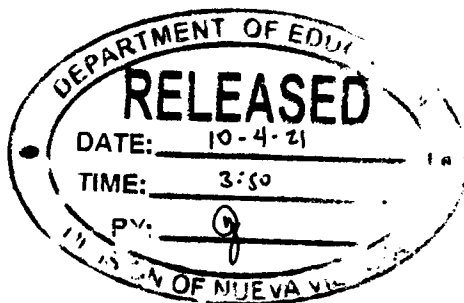
DIVISION MEMORANDUM


No. 306 s, 2021

**SUBMISSION OF THE ACCOMPLISHED LEARNING RESOURCE MANAGEMENT
AND DEVELOPMENT (LRMD) MONITORING AND EVALUATION TOOLS**

To: Officer In-Charge, Office of the Assistant Schools Division Superintendent
Curriculum Implementation Division (Chief and EPSs)
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. This office thru the CID-LRMS requests all school heads both elementary and secondary to accomplish the following LRMD monitoring and evaluation tools (**please see attached template**) and submit to their district:
 - a. Monitoring Tool for Teacher-Developed Learning Resources (TDLRs)
 - b. Monitoring Tool for the Implementation of school LRMD
 - c. Validation tool for learning resource processes in the school/district
2. The district LR coordinators shall gather and consolidate the accomplished tools.
3. The district head shall review and send the district consolidation to the LRMS email sdonvlrms@deped.gov.ph on or before October 8, 2021.
4. The above-mentioned tools shall serve as ready reference in monitoring and validating school LR-PAPs Implementation as well as basis in extending Technical Assistance (TA) to schools; hence, accurate entries or data are desired.
5. For information, dissemination, guidance, and compliance.




RACHEL R. LLANA, PhD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Encl.:

As stated



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| As of: | 01-09-2020 | Page: | 1 |





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MONITORING TOOL IN THE IMPLEMENTATION OF SCHOOL LRMS

School: _____ District: _____
 School Head: _____ Date monitored/Validated: _____

Directions: Please check the appropriate column and don't fail to accomplish column for Remarks/MOVs. Thank you.

| PARTICULARS | Evident | Not Evident | Remarks/MOVs |
|--|----------------|--------------------|---------------------|
| 1. Record on the TDLRs developed in the school level | | | |
| 2. Record on the Received Bond papers, transistor radio, TV, printers, USB, etc. | | | |
| 3. SF 3 (Books issued & returned) | | | |
| 4. Record on printed, distributed and retrieved SLMs/LAS | | | |
| 5. Presence of School Library/Learning Resource Center | | | |
| 6. With Full time librarian | | | |
| 7. Record of teachers/personnel registered at the DepEd LR Portal, and DepEd Commons | | | |
| 8. Updated School LR Situation Records | | | |
| 9. School LR QA Team w/ designation | | | |
| 10. With installed STARBOOKS | | | |
| 11. With Little Free Library | | | |

Other comments:

Prepared by:

Validated by:

NOTED:

 LR Coordinator/School Head

 District Head/EPS

EVELYN V. RAMOS
 Chief ES-CID



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VALIDATION TOOL FOR LEARNING RESOURCE PROCESSES IN THE SCHOOL/DISTRICT

School: _____
 District: _____

School Head: _____
 Date monitored/validated: _____

Directions: Please check the appropriate description that best reflects your observations on each activity enumerated regarding the learning resource processes expected to be done in the School/District.

The meaning of the descriptions are as follows:

VERY EVIDENT - the activity is regularly done and there is an obvious manifestation that the activity is habitually done. Thus, the activity becomes a standard.

SLIGHTLY EVIDENT - the activity is sometimes done and has manifestation that the activity is conducted in some instances. Thus, the activity is not an observed standard.

NOT EVIDENT - the activity is not observed because it is not done.

| ACTIVITIES | Very Evident | Slightly Evident | Not Evident | MOVs | REMARKS (Other Details/Observations) |
|--|--------------|------------------|-------------|------|---|
| A. On Design and Development | | | | | |
| 1. Needs Analysis is conducted prior to development of learning resources. | | | | | |
| 2. Teachers are oriented on how to develop learning resources. | | | | | |



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|---|--|--|--|--|--|
| 3. Time is allotted to develop learning resources. (e.g., writeshop). | | | | | |
| 4. The following references are used in the development of learning resource | | | | | |
| a. MELC | | | | | |
| b. Division Memoranda Nos. 156 and 256, s. 2021 | | | | | |
| c. Social Content Guidelines | | | | | |
| B. On Quality Assurance | | | | | |
| 1. Developed LRs in the School/District are quality assured/evaluated prior to utilization. | | | | | |
| 2. An Evaluator/reviewer is assigned to evaluate | | | | | |



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| Teacher Developed Learning Resources. | | | | | |
| 3. The assigned evaluator/reviewer is trained to evaluate/quality assure learning resources developed by teachers. | | | | | |
| 4. Standard evaluation tool is used to evaluate/quality assure teacher-developed LR. | | | | | |
| C. On Production, Delivery, Storage, and Maintenance | | | | | |
| 1. Developed LR in the School/District are reproduced for the use of the learners/teachers. | | | | | |
| 2. The School/District/Division provides funds for the reproduction. | | | | | |



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|--|--|--|--|--|--|
| 3. The School/District has equipment in printing LRs (e.g., computers and printers). | | | | | |
| 4. The School/District has equipment in reproducing LRs (e.g., photocopying machine, risograph, mimeograph). | | | | | |
| 5. The quality assured LRs in the School/District level are submitted to the Division Office for further QA and for possible uploading to the LR Portal. | | | | | |
| D. Utilization and Access | | | | | |
| 1. The developed LRs in the School/District level are used by the learners/teachers. | | | | | |



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|---|--|--|--|--|--|
| 2. The effectiveness of the utilization of developed LRs in the School/District level is assessed. | | | | | |
| 3. The developed LRs in the School/District level are compiled for future use/references | | | | | |
| 4. There is a centralized storage area where the developed LRs in the School/District Level are stored/displayed. | | | | | |

Other Comments:

Accomplished by:

Validated by:

Noted by:

School Head

Monitor/Validator

EVELYN V. RAMOS
Chief ES-CID



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