DEPARTMENT OF EDUCATION
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DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED
BY:
DATE: 11/03/2026
TIME: 9:25 am
LIGAO CITY DIVISION, LIGAO CITY

Republic of the Philippines
Department of Education
Region V– Bicol
**SCHOOLS DIVISION OFFICE OF LIGAO CITY**

*Office of the Schools Division Superintendent*

110326606

**November 3, 2026**

**DIVISION MEMORANDUM**
**No. 0521, s.2026**

**INTER-DISTRICT MONITORING AND VALIDATION OF LEARNING RESOURCES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, (CID/SGOD)
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Other Concerned

1. The Schools Division Office of Ligao City shall conduct the **Inter-District Monitoring and Validation of Learning Resources** on **November 16–19, 2026**, to strengthen the accountability, transparency, accuracy, and readiness of learning resources.

2. The activity aims to validate the status, availability, completeness, proper documentation, inventory, storage, distribution, and utilization of learning resources in schools and ensure that learning resources are properly accounted for and ready for instructional use.

3. All schools covered by the monitoring and validation shall prepare the necessary documents and records **in accordance with Division Memorandum No. 366, s. 2026, entitled "Strengthening Accountability, Transparency, and Effective Learning Resource Management Through the Preparation of the Inventory of Learning Resources & Continuous Improvement File Box."**

4. In particular, schools shall ensure that all required inventory records, supporting documents, monitoring files, and other pertinent evidence are updated, organized, readily accessible, and consistent with the prescribed requirements under the said memorandum. The preparation and presentation of documents during the monitoring shall follow the prescribed forms, templates, and documentary requirements.

5. The monitoring and validation teams are hereby constituted as follows:

| District | Monitoring Team |
|---|---|
| East District | Andy Sario, PSDS<br>Alex Alano, PSDS<br>Lourdes Morales, PSDS<br>Jay Bolaños, PDO-II |
| West District | Alvin Pocua, PSDS |

Binatagan, Ligao City, 4504
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| | |
|---|---|
| West District | Alvin Pocua, PSDS<br>Wilfredo Calacday, PSDS<br>Emile Prudente, PSDS<br>Rommel Carl Peralta, EPS-LRMS |
| South District | Ryan Casulang, PSDS<br>Joan Quipid, PSDS<br>Judy Madriaga, PSDS<br>Elwood Prias, PSDS<br>Grace Saret, Librarian II |

6. The Monitoring and Validation Teams shall perform the following functions:

a. Review and validate the completeness and accuracy of school-level learning resource inventory and related records;

b. Examine the physical availability and condition of learning resources against the submitted inventory and supporting documents;

c. Validate the organization, storage, distribution, issuance, and utilization of learning resources;

d. Check compliance with the documentary requirements and continuous improvement mechanisms prescribed under Division Memorandum No. 366, s. 2026;

e. Identify discrepancies, gaps, issues, and concerns in learning resource management and recommend appropriate corrective and improvement measures;

f. Document findings and observations using the prescribed monitoring and validation tools; and

g. Provide technical assistance and recommendations to schools to strengthen learning resource management practices.

7. School Heads, Learning Resource Coordinators, Supply Officers, and other concerned personnel shall ensure the availability of all relevant documents and evidence during the monitoring and validation. The documents shall be systematically arranged and readily accessible to facilitate efficient verification and validation.

8. The official templates of forms, monitoring and validation tools, and other reference materials may be accessed through this link: **https://tinyurl.com/LRmonitoring-files**. Schools are advised to download, accomplish, and prepare the prescribed forms before the scheduled monitoring.

9. The **safekeeping, availability, condition, and utilization of learning resources** shall be monitored and validated during the inter-district monitoring activity. The Monitoring and Validation Team shall verify the physical presence, proper storage,

organization, and accessibility of learning resources against the school's inventory and records.

10. The utilization of learning resources shall likewise be cross-validated against the lesson plans, Daily Lesson Logs (DLLs), Daily Lesson Preparation (DLP), or other appropriate teaching and learning documents of teachers, as applicable. The validation shall determine whether the learning resources recorded as available and issued to teachers are actually being utilized to support teaching and learning processes.

11. The cross-validation shall include, but shall not be limited to, checking the alignment between the identified learning resources and the learning competencies, lessons, activities, and instructional strategies reflected in teachers' lesson plans. This shall provide evidence of actual utilization and ensure that learning resources are not only properly accounted for and safely kept but are also effectively used to support learner achievement.

12. Findings on the safekeeping, availability, and utilization of learning resources, including identified gaps and areas requiring technical assistance, shall be documented in the prescribed Monitoring and Validation Tool and Technical Assistance Form. The accomplished forms shall be furnished to the School Head and filed under Folder N of the Learning Resource (LR) File Box, in accordance with Division Memorandum No. 366, s. 2026.

14. The results of the monitoring and validation shall serve as a basis for identifying areas for improvement, providing appropriate technical assistance, strengthening accountability mechanisms, and ensuring the effective management, utilization, and stewardship of learning resources across schools.

15. The transportation expenses and other necessary and incidental expenses relative to the conduct of the Monitoring and Validation of Learning Resources shall be charged against the Textbooks and Other Instructional Materials (TIMS) Fund, subject to the availability of funds and existing accounting and auditing rules and regulations.

15. For information, guidance, and strict compliance.

**NYMPHA D. GUEMO**
Schools Division Superintendent

# MONITORING, VALIDATION AND TECHNICAL ASSISTANCE TOOL ON LEARNING RESOURCE MANAGEMENT

## I. GENERAL INFORMATION

| Particulars | Details |
|---|---|
| Name of School | |
| District | ☐ East ☐ West ☐ South |
| School Head | |
| Supply Officer/Property Custodian | |
| Date of Monitoring | |
| School Classification | ☐ Elementary ☐ Secondary |
| Total School Enrollment | |
| Number of Teachers | |

## II. GENERAL INSTRUCTIONS:

Review each indicator based on the actual documents, physical evidence, records, and practices presented during the monitoring and validation. Assign the appropriate rating from 4 to 1 based on the level of compliance demonstrated. Select N/A (Not Applicable) only when the indicator does not apply to the school or the specific situation. Monitors shall provide clear and specific remarks or findings to support each rating, particularly for indicators rated **1**. Ratings shall be based on verifiable evidence and actual observations during the monitoring and validation activity.

| Rating | Description |
|---|---|
| **4** | **Fully Compliant** – Requirement is complete, updated, properly documented, and consistently implemented |
| **3** | **Substantially Compliant** – Requirement is substantially met with minor gaps |
| **2** | Partially Compliant – Requirement is partly met and requires improvement |
| **1** | **Not Compliant** – Requirement is not met, or no sufficient evidence is presented |
| **N/A** | **Not Applicable** |

## III. DOCUMENTARY AND RECORDS COMPLIANCE

| Folder | Required Contents | Validation Indicators | Rating | Remarks/Findings |
|---|---|---|---|---|
| A | Summary Inventory List of LRs | Summary inventory is updated, complete, and consistent with actual LRs | | |
| B | DepEd Orders, Memoranda, Advisories | Relevant issuances are available and properly filed | | |
| C | DR/ICS – Textbooks and Teachers' Manuals | Delivery/ICS records are complete and chronologically arranged | | |
| D | DR/ICS – Supplementary LRs | Supporting records are complete and properly filed | | |
| E | DR/ICS – LTE-SME | Records are available and properly maintained | | |
| F | DR/ICS – LTE-EPP/TLE/TVL | Records are available and properly maintained | | |
| G | DR/ICS – MAPEH & Sports | Records are available and properly maintained | | |
| H | DR/ICS – SNED LRs | Records are available and properly maintained | | |
| I | Donations and stakeholder-provided LRs | Deeds of Donation, acknowledgment receipts, ICS, and supporting documents are available | | |
| J | Issuance of Textbooks and Teachers' Manuals | Records of issuance to teachers are complete | | |
| K | SF3 – Book Issued and Returned | SF3 is properly accomplished and organized by grade level/learning area | | |

| | | | | |
|---|---|---|---|---|
| **L** | Inventory/Reconciliation/ Disposal/ Property Documents | Required inventory and property records are complete and updated | | |
| **M** | Technical Assistance Coaching Log for Teachers | Coaching/TA records are properly maintained | | |
| **N** | Monitoring, Validation, TA, and Inspection Reports | Reports from authorized monitoring teams are properly filed | | |

## IV. SAFEGUARDING, STORAGE, AND PHYSICAL MANAGEMENT OF LEARNING RESOURCES

| No. | Indicators | Evidence to Validate | Rating | Remarks/ Findings |
|---|---|---|---|---|
| 1 | LRs are stored in a secure and appropriate location. | Physical inspection | | |
| 2 | LRs are protected from water, heat, pests, dust, and other damaging factors. | Physical inspection | | |
| 3 | LRs are properly arranged and labeled for easy retrieval. | Physical inspection | | |
| 4 | Textbooks and other printed LRs are properly stacked/stored. | Physical inspection | | |
| 5 | Digital/electronic LRs are properly stored and protected. | Devices/storage systems | | |
| 6 | Learning resources are accessible to teachers when needed. | LR access/borrowing records | | |
| 7 | Borrowing and issuance procedures are properly implemented. | Borrower's/issuance records | | |
| 8 | Damaged or deteriorated LRs are properly segregated and documented. | Physical inspection and records | | |
| 9 | Unserviceable or obsolete resources are handled in | Documentation | | |

| | | | | |
|---|---|---|---|---|
| | accordance with applicable procedures. | | | |
| 10 | The school has measures to ensure the safe keeping and preservation of learning resources. | School procedures/evidence | | |

## V. LEARNING RESOURCE UTILIZATION

| No. | Indicators | Evidence to Validate | Rating | Remarks/Findings |
|---|---|---|---|---|
| 1 | Teachers actually utilize available learning resources. | Lesson Plans | | |
| 2 | LR utilization is reflected in teachers' lesson plans or appropriate teaching documents. | Lesson Plans | | |
| 3 | The learning resources identified in lesson plans are available in the school. | Lesson plans + physical LR | | |
| 4 | The learning resources used are appropriate to the competency/topic being taught. | Lesson plans + LR | | |
| 5 | LRs are used to support learner activities and instructional strategies. | Lesson plans/learning activities | | |
| 6 | Teachers maximize the use of available contextualized and supplementary learning resources. | Lesson plans and sample LRs | | |
| 7 | Digital and technology-enabled learning resources are utilized when appropriate. | Lesson plans/ICT resources | | |
| 8 | Teachers access and borrow available LRs for instructional purposes. | Borrowing/issuance records | | |
| 9 | Learning resource utilization is monitored | Monitoring records | | |

| | | | | |
|---|---|---|---|---|
| | by the School Head/LR Coordinator. | | | |
| 10 | Evidence shows that LR utilization contributes to improving teaching and learning. | Lesson plans, outputs, assessment evidence | | |

## VI. CROSS-VALIDATION OF LR AVAILABILITY AND ACTUAL UTILIZATION

**Instruction:** The Monitoring Team shall select **sample** teachers/learning areas and cross-validate the learning resources recorded as available against the resources reflected in teachers' lesson plans and/or other appropriate teaching documents.

| **Teacher/ Grade/ Subject** | **Competency/ Topic** | **Name of LR Reflected in Lesson Plan** | **LR Physically Available?** | **Evidence of Actual Use** | **Findings** |
|---|---|---|---|---|---|
| | | | ☐ Yes<br>☐ No | | |
| | | | ☐ Yes<br>☐ No | | |
| | | | ☐ Yes<br>☐ No | | |
| | | | ☐ Yes<br>☐ No | | |
| | | | ☐ Yes<br>☐ No | | |

## VII. SUMMARY OF FINDINGS

**Instructions:** Based on the results of the monitoring and validation, the Monitoring Team shall check (✓) the appropriate column corresponding to the overall level of compliance observed for each area. The rating shall be based on the documentary evidence, physical verification, records review, actual practices, and cross-validation conducted during the monitoring activity. Only one column shall be checked for each area. The selected rating shall reflect the overall compliance of the school in the identified area. Any significant findings, gaps, or concerns identified shall be documented in the appropriate remarks/findings section of the monitoring tool and shall serve as a basis for the provision of technical assistance and recommended corrective actions.

| Area | Fully Compliant | Substantially Compliant | Partially Compliant | Not Compliant |
|---|---|---|---|---|
| Documentary Compliance | | | | |
| Inventory and Records | | | | |
| Safekeeping and Storage | | | | |
| LR Accessibility | | | | |
| LR Utilization | | | | |
| Cross-Validation with Lesson Plans | | | | |

**Overall Assessment**

☐ **Fully Compliant**
☐ **Substantially Compliant**
☐ **Partially Compliant**
☐ **Requires Immediate Technical Assistance**

## VIII. TECHNICAL ASSISTANCE AND CORRECTIVE ACTIONS

| Finding/ Gap Identified | Technical Assistance Provided | Recommended Action | Responsible Person | Target Date | Status |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

## IX. GOOD PRACTICES / INNOVATIONS OBSERVED

**Document notable practices, innovations, or strategies implemented by the school in managing, safeguarding, and utilizing learning resources.**

_____

_____

_____

_____

## X. CERTIFICATION AND ACKNOWLEDGMENT

We certify that the foregoing monitoring and validation were conducted based on the available records, documents, physical verification, and cross-validation of learning resource utilization in teachers' lesson plans and other appropriate teaching documents.

The School Head acknowledges receipt of a copy of the accomplished **Monitoring and Validation Tool and Technical Assistance Form** and agrees to maintain the same under **Folder N of the school's Learning Resource (LR) File Box**, in accordance with **Division Memorandum No. 366, s. 2026**.

**MONITORING AND VALIDATION TEAM**

**Signature:** _____
**Name:** _____
**Date:** _____

**Signature:** _____
**Name:** _____
**Date:** _____

**Signature:** _____
**Name:** _____
**Date:** _____

**Signature:** _____
**Name:** _____
**Date:** _____

**SCHOOL REPRESENTATIVE**

**Signature:** _____
**School Head:** _____
**Date:** _____

**Signature:** _____
**Supply Officer:** _____
**Date:** _____