

September 29, 2025

No. 48, s. 2025

DIVISION MONITORING OF LEARNING RESOURCES UTILIZATION AND FUNCTIONALITY OF LEARNING RESOURCE MANAGEMENT AND DEVELOPMENT CENTERS (LRMDC)

To: Assistant Schools Division Superintendent Chief Education Supervisors Public Schools District Supervisors School Heads of All Public Elementary and Secondary Schools All Others Concerned

- 1. The Department of Education (DepEd) continues to provide Learning Resources (LRs) to schools to ensure that teachers and learners are equipped with adequate, relevant, and quality instructional materials. To guarantee that these resources are not only delivered but also properly organized, accessed, and fully utilized in the teaching and learning process, the Schools Division of Bulacan shall conduct a systematic monitoring of the distributed materials. This initiative aims to strengthen accountability and support the effective use of government-provided resources in schools.
- 2. In reference to Division Memorandum No. 477, s. 2025 re: Distribution of Flexible Learning Options SLMs, Lesson Exemplars, and Worksheets to Identified Recipient Schools, selected schools are likewise directed to ensure the functionality of their Learning Resource Management and Development Centers (LRMDCs) or learning hubs in preparation for the incoming allocation of Learning Resources. The readiness and functionality of these LRMDCs or hubs shall form an essential part of the monitoring process to ensure that Learning Resources are properly housed, maintained, and made available for utilization.
- 3. The monitoring shall commence on October 1, 2025 and will be facilitated by the Division Learning Resource Management and Development Section composed of:
 - Marilene G. Ramos, LPT, EdD Education Program Supervisor (EPS-LRMDS), assigned to EDDIS I and II
 - Joannarie C. Garcia Librarian II, assigned to EDDIS V and VI
 - Glenda S. Constantino Project Development Officer II, assigned to EDDIS III & IV
- 4. To maximize coverage of information and ensure efficiency in monitoring, all schools are directed to accomplish the online monitoring tool entitled "Learning Resources Utilization and Readiness Monitoring Form" through the following Google Form link: https://forms.gle/3fpce11nZtzbo51B9
- 5. All Public Schools District Supervisors (PSDSes) and Education Program Supervisors (EPSes) are encouraged to include in their supervisory visits the checking of Learning Resource utilization in their specific subject areas and





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schools of assignment. Likewise, Senior Education Program Specialists (SEPSes) shall include this as part of their unit-related monitoring work under governance, so that the review of Learning Resources utilization is done simultaneously with their regular area monitoring, using the tool provided in Enclosure No. 1.

6. School heads are enjoined to:

a. Ensure that the distributed Learning Resources are organized, inventoried, and made accessible to teachers and learners;

b. Strengthen the functionality of their Learning Resource Management and Development Centers or learning hubs for effective storage, access, and use of these resources; and

c. Accomplish the online Learning Resources Utilization and Readiness Monitoring Form not later than five (5) working days after receipt of the materials.

7. This Memorandum shall take effect immediately. Strict compliance is enjoined.

Assistant Schools Division Superintendent Officer-in-Charge

Office of the Schools Division Superintendent

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Enclosure No. 1 to Division Memorandum No. ___, s. 2025

II LRMDS Monitoring Tool

Learning Resources Utilization and Functionality of Learning Resource Management and Development Centers (LRMDCs) or Learning Hubs

| Manag | Management and Development Centers (LRMDCs) or Learning Hubs | | |
|--|--|--|--|
| A. General Information | | | |
| | Name of School: | | |
| | District: | | |
| | Date of Monitoring: | | |
| | Type of Visit: | | |
| | □ EPS (Division Monitoring) | | |
| | □ PSDS (District Monitoring) | | |
| | ☐ SEPS (Governance Monitoring) | | |
| | ☐ Librarian II (Access & Custodianship Check) | | |
| | □ PDO II (Technical/Reporting Support) | | |
| _ | | | |
| | rning Resources Utilization | | |
| | Inventory and Record-keeping of distributed materials: | | |
| | □ Complete and updated | | |
| | □ Partial / Needs updating | | |
| | □ None | | |
| | Observed or reported use of Learning Resources (check all that apply): | | |
| | □ Classroom instruction | | |
| | ☐ Library/Hub-based activities | | |
| | □ Literacy/Reading Programs (e.g., Pasaporte BasÁRAL, ARAL) | | |
| | ☐ Home practice / take-home enrichment | | |
| | □ Others: | | |
| 3. | Frequency of use: | | |
| | □ Daily □ Weekly □ Monthly □ Rarely | | |
| | Teacher integration into lessons: | | |
| | □ Yes, fully □ Partly □ Not evident | | |
| 5. | Evidence of use (tick observed): | | |
| | ☐ Teachers using during lessons | | |
| | ☐ Learners using during library/hub activities | | |
| | ☐ Learners bringing home for practice | | |
| | □ Documented in reports/records | | |
| | □ Others: | | |
| | | | |
| C Fun | actionality of LPMDC / Learning Hub | | |
| C. Functionality of LRMDC / Learning Hub 1. Designated space for LRMDC/hub: | | | |
| | □ Functional and accessible | | |
| | ☐ Exists but needs improvement | | |
| | | | |
| | □ Not functional / no designated space | | |









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| 2. | Condition and management: |
|--------|---|
| | □ Organized and accessible to teachers/learners |
| | □ Needs reorganization / partial utilization |
| | □ Poorly maintained |
| 3. | Support personnel available: |
| | □ Librarian II |
| | ☐ Teacher-in-Charge |
| | □ PDO II support documented |
| | □ None |
| 4. | Integration with Division and school programs (check all that apply): |
| | ☐ Library Hour |
| | □ ARAL Program |
| | ☐ Pasaporte BasÁRAL (Learner/Personnel Edition) |
| | ☐ Other LR or literacy initiatives: |
| | |
| 5. | Photo Documentation uploaded? |
| | □ Yes □ No |
| D Ob | and the second Decilies 1 |
| D. Ob | servations and Feedback Strengths observed: |
| • | Sueliguis observed. |
| | |
| | |
| • | Challenges/issues noted: |
| | |
| | |
| | Recommendations for improvement: |
| | Recommendations for improvement. |
| | |
| | |
| | |
| | |
| D W-1 | |
| E. val | lidation |
| | Name of Monitor: |
| | Traine of Mornton. |
| • | Designation: |
| | □ EPS □ PSDS □ SEPS □ Librarian II □ PDO II |
| | |
| • | Signature: |



