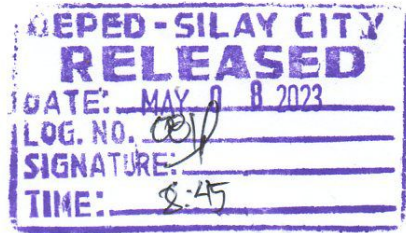




Republic of the Philippines  
**Department of Education**  
 REGION VI - WESTERN VISAYAS  
**SCHOOLS DIVISION OFFICE OF SILAY CITY**



May 5, 2023

DIVISION MEMORANDUM  
 NO. 146, S. 2023

**MONITORING AND EVALUATION TOOLS FOR LEARNING RESOURCES  
 AND SCHOOL LIBRARY/LEARNING RESOURCE CENTER**

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

1. The field is hereby informed that the Curriculum Implementation Division, through the Division Learning Resource Management Section (LRMS) hereby disseminates the **Learning Resources Monitoring and Evaluation Tool** and the **Monitoring and Evaluation Tool for School Library/Learning Resource Center** which can be accessed at:

<https://docs.google.com/forms/d/e/1FAIpQLSfRXa0UXmeai5evXqUceEihNCclRK8pT4vTHUI8FSPfCDg3aw/viewform>  
[https://docs.google.com/document/d/1hOAlwW1jZrYZI7MOcFpZbuExQvcaKqF/edit?fbclid=IwAR1iwu0OaEeU\\_D5CwrXtZefV\\_K3CJVUYZm5\\_iKjw2YGxNtfljdhbTJJzC2o](https://docs.google.com/document/d/1hOAlwW1jZrYZI7MOcFpZbuExQvcaKqF/edit?fbclid=IwAR1iwu0OaEeU_D5CwrXtZefV_K3CJVUYZm5_iKjw2YGxNtfljdhbTJJzC2o)

(Above links will be shared with PSDSs for easy access.)

2. To discuss how the tools shall be answered, **virtual** meetings will be held on the following dates: (Links will be shared before each meeting.)

Date/Time	Persons Involved
May 16, 2023 2:00 p.m.	School LR Coordinators
May 17, 2023 2:00 p.m.	School Library In-Charge

3. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Learning and Development interventions on account of age, school, gender, civil status, disability, religion or other similar factors and personal circumstances that run counter to the principles of equal opportunity.





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4. Immediate dissemination of this Memorandum is desired.

  
**SALVADOR O. OCHAVO JR. EdD, CESO V**  
Schools Division Superintendent 

Enclosure: Division LR Monitoring and Evaluation Tool  
Monitoring and Evaluation Tool for School Library/Learning Resource  
Center

Reference: None

To be indicated in the Perpetual Index under the following subjects:

LEARNING RESOURCES  
LIBRARY  
MEETINGS  
MONITORING AND EVALUATION



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**MONITORING AND EVALUATION  
 TOOL FOR SCHOOL LIBRARY / LEARNING RESOURCE CENTER**

School: \_\_\_\_\_

District: \_\_\_\_\_

Librarian/Library I-Charge: \_\_\_\_\_

Date Monitored: \_\_\_\_\_

Please check (✓) the appropriate column corresponding to the status of the observed indicators. Write under remarks the gaps/issues and concerns about why indicators or standards are not complied/met.

**Legend:**

Status	Description
• Completely Evident	Indicators are complied based on standards set
• Partially Evident	Indicators are complied with and partially met the standards
• Not Evident	Indicators are not complied at all

AREA OF CONCERN	MOV's / DOCUMENTED INFORMATION	Completely Evident	Partially Evident	Not Evident	Remarks
Seating Capacity	Tables and chairs can accommodate at least one (1) class				
Location	A separate room is provided for the library.				
Accessibility	Easily accessible and safe from flooding.				
Operation Hours	Provide library hours schedule.				
Activities	Conduct activities that promote library and information services.				
Services	Allow borrowing of books for home use.				
Information dissemination	Presence of Bulletin boards to promote library services/activities.				
Computer sets and internet connection	Availability of computers and reliable WIFI connection.				
Collection Access	List of collections and utilization records.				
Library organization	Library learning materials are properly organized on shelves				
SRM's Utilization	Borrowing of SRM's from Library Hub				



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Availability of Important Documents	Evident	Not Evident	Remarks
1. Accession Records/List of Collections			
2. Collection Utilization Records			
3. Library Utilization Logbook/Records			
4. Library Hour/s			
5. List of Activities Conducted			
6. Library Policy/Guidelines			
7. Library Profile			

Priority Areas of Concern	Technical Assistance
1.	
2.	
3.	

Conforme:

\_\_\_\_\_  
Name and Signature of Librarian/Library In-charge

\_\_\_\_\_  
Name and Signature of School Head

Monitored by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**DIVISION LR MONITORING AND EVALUATION TOOL**  
**Accessibility and Utilization of SLMs, RBI/TBI Episodes and Division Quality Assured Supplementary Learning Materials**

**Objectives:**

1. Monitor the accessibility of school/teachers to the LR portal.
2. Monitor the accessibility of School LR coordinators to the Division LR google drive.
3. Monitor the utilization of RO/CO SLMs, RBI/TBI Episodes and Division Quality Assured Supplementary Learning Materials.
4. Provide onsite/virtual LR Technical Assistance to schools based on the results of the Division LR Monitoring.

School: \_\_\_\_\_ District: \_\_\_\_\_

Name of School LR Coordinator: \_\_\_\_\_ Date Monitored: \_\_\_\_\_

Put a check mark ( / ) in the appropriate column corresponding to the status of the observed indicators. Write under remarks the gaps/issues and concerns about why indicators or standards are not complied/met.

Status	Description
Completely Evident	Indicators are complied/met
Partially Evident	Indicators are partially complied/met
Not Evident	Indicators are not complied at all.

**A. Accessibility**

Indicators	MOVs/Documented Information	Completely Evident	Partially Evident	Not Evident	Remarks
1. School LR coordinator can access the Division LR google drive.	Downloaded RO/CO/Division Quality Assured SLMs, LRs/RBI&TBI Episodes				
2. Teachers have access to the LR portal.	Downloaded LRs				
3. Teachers have access to quality assured LRs/TRs, RBI and TBI episodes which they can use in their class.	Soft/hard copies of quality assured LRs used by the teachers in their class				



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Indicators	MOVs/Documented Information	Completely Evident	Partially Evident	Not Evident	Remarks
4. Teachers examined whether the types of learning resources used are aligned to K to 12 MELC Based competencies.	Learning Resources with MELC based competencies				
5. Teachers have acquired hard and soft copies of division quality assured LRs	Hard/soft copies of RO/CO SLMs, Division quality assured LRs/RBI and TBI Episodes				
6. Teachers can easily navigate and download digitized LRs/TRs/PDMs in the LR portal.	Downloaded digitized LRs/TRs/PDMs in the LR portal				
7. Teachers gain access to non-text learning resources (Science and Math Equipment)	Record book on borrowed Science and Math Equipment				

**B. Utilization**

Indicators	MOVs/Documented Information	Completely Evident	Partially Evident	Not Evident	Remarks
1. The School LR coordinator monitors the utilization of RO/CO SLMs, Division Quality Assured LRs/RBI and TBI episodes.	Online LR inventory Report				
2. The school has 1:1 SLMs-learner ratio	Online LR Inventory Report				
3. The school prepares a quarterly School LR inventory report.	Online LR inventory Report				
4. Teachers use the RO/CO procured SLMs.	Pictorials				
5. Teachers make use of different types of learning resources downloaded from the LR portal and Division LR google drive.	Soft/hard copies of LRs/TRs/PDMs downloaded from the LR portal				



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Indicators	MOVs/Documented Information	Completely Evident	Partially Evident	Not Evident	Remarks
6. Teachers use division quality assured localized LR/ TRs, RBI/TBI episodes in the conduct of their daily lessons.	Number of division quality assured localized LR/ TRs, RBI/TBI episodes use by the teachers				
7. Teachers utilize the quality assured LR/ TRs reproduced and distributed by the School Principal and School LR Coordinator.	Pictorials, Number of quality assured LR/ TRs reproduced, Distribution plans				
8. Teachers utilize the quality assured supplementary reading materials reproduced and distributed by the Division LR personnel.	Report on the Utilization of quality assured Supplementary Reading Materials				
9. Teachers use the text-based and digitized division quality assured LR/ TRs.	Report on the utilization of text-based and digitized LR/ TRs				
10. Teachers utilize the non-text learning resources stored in the Science Laboratory in the conduct of their daily lessons.	Record book on the borrowed Science and Math equipment				
11. Teachers utilize the existing useable K to 12 LR/ TRs in the conduct of their daily lessons.	Report on existing useable K to 12 LR/ TRs				
12. Teachers use the LR portal to search, browse and download learning and teaching resources.	Number of downloaded LR/ TRs/PDMs				



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**C. Best Practices as to the Accessibility and Utilization of LRs**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**D. Bottlenecks/Priority Areas of Concern and Technical Assistance Needed**

Priority Areas of Concern	Technical Assistance

**Conformed:**

\_\_\_\_\_  
Name and Signature of School LR Coordinator

\_\_\_\_\_  
Name and Signature of School Head