



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

AUG 01 2025

MEMORANDUM

**MONITORING ON THE UTILIZATION OF DISTRIBUTED LEARNING  
RESOURCES FOR SCHOOL YEAR 2025-2026**

TO: OIC- Asst. Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC – Chief Supervisor, School Governance and Operations Division  
Schools Heads- Elementary and Secondary Public Schools  
All Concerned

1. In line with the Department's commitment and DepEd NCR's top 2 priority, *to improve the foundational skills of the learners*, the LRMS shall conduct a random monitoring on the full utilization of all delivered learning resources to all elementary and secondary schools.
2. The main objective of this activity is to ensure that all delivered text and non-text learning resources to all public elementary and secondary schools/learning centers were distributed to the learners (textbooks, self – learning modules, learning activity sheets and other printed materials) and are fully utilized by both the teachers and the learners. Attached are the schedule and the monitoring tool to be used.
3. In addition, the status of registration of all teachers and learners in the Regional LR Portal shall also be part of this monitoring activity.
4. Immediate dissemination of this Memorandum is desired

  
**VIOLETA M. GONZALES**

Asst. Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl.: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

LEARNING RESOURCES      SCHOOLS      MONITORING  
GUU/ UNM MONITORING ON THE UTILIZATION OF DISTRIBUTED LEARNING RESOURCES FOR SCHOOL YEAR 2025-2026

323/August 1, 2025

UN-2025-323

323



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[depd-muntinlupa.com](http://depd-muntinlupa.com)



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

---

**MONITORING SCHEDULE**

<b>DATE</b>	<b>SCHOOL</b>	<b>SCHOOL HEAD</b>
<b>August 4, 2025</b>	Tunasan ES	Ms. Olivia Elloso
	Muntinlupa ES	Dr. Shella Navarro
	Putatan ES	Mr. Hilario Canasa
	Lakeview Integrated School	Dr. Louie Valdez
<b>August 5, 2025</b>	Victoria Homes ES	Mr. Reynaldo Comisario
	Poblacion ES	Dr. Raul T. Felix
	Poblacion National HS	Ms. Ma. Regaele Olarte



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

**Learning Resource Management Section  
Monitoring of the Delivery and Utilization of Learning Resources**

<b>School:</b>
<b>Schools Division Office:</b>
<b>Date of Monitoring:</b>

<b>Legend: O-Observed NO- Not Observed NA - Not Applicable</b>					
		<b>O</b>	<b>NO</b>	<b>NA</b>	<b>Remarks</b>
<b>I Delivery of Learning Resources</b>					
1	Delivery of LRs is properly coordinated				
2	Delivery of LRs is done as scheduled				
3	Delivered LRs achieve the 1:1 LRs per learner ratio				
4	Delivered LRs are in good condition				
5	Certificate of Acceptance is available				

<b>II Utilization of Learning Resources</b>					
1	LRs are effectively used in teaching and learning process				
2	LRs are used flexibly in the teaching and learning process				
3	LRs support self-directed learning				
4	CO distributed LRs are supplemented with other learning resources				
5	LRs are brought home by the learners				

<b>III Storage and Inventory</b>					
1	LRs are properly stored in the classrooms/ laboratories				
2	Conduct of orientation on proper handling and care				
3	In-place mechanism for lost or damaged LRs				
4	Conduct of periodic inventory of LRs				
5	Textbooks are covered				

MONITORING OFFICIAL:

\_\_\_\_\_  
Education Program Supervisor  
CID-LRMS

Noted by: \_\_\_\_\_  
School Head