



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
 Superintendent**

DIVISION MEMORANDUM  
 No. 622 , s. 2024

**MONITORING ON THE UTILIZATION OF ALL AVAILABLE  
 LEARNING RESOURCES IN SCHOOL**

**September 09, 2024**

To: OIC- CID Chief  
 Education Program Supervisors  
 Public Elementary and Secondary School Principals  
 LRMS- PDO II  
 Division ITO  
 All Others Concerned

1. As part of the Division's compliance with the **COA Rules and Regulation and other Regulation** and the **Joint -Memorandum, DM- OUCT- 2023-014**, which is the Provision of Information and Reiteration of Policy Guidelines of the Department of Education and other Concerned National Government Agencies on Utilization, Useful Life and Storage and Maintenance of Self-Learning Modules (SLMs), Textbooks Digital Device, and Other Learning Resources, the office reiterates to do the following and exercise due diligence:

- a. Efficient distribution and utilization all existing learning resources including but not limited to textbooks and other digital devices/ resources.
- b. Safeguarding these resources from natural and human destructive elements.
- c. Right safekeeping, monitoring and proper recording.

2. In the continuing provision of monitoring and evaluation (M and E) system all these related process and activities shall be validated and monitored by the Learning Area Supervisors and by the Learning Resource Management Supervisor and through the guidance and assistance of the School Principals, Head Teachers and Department Heads to ensure quality, efficiency and timeliness aspects are observed. For this purpose, the schools, through their coordinators shall come up with the Utilization Plan and accomplished the quarterly monitoring report.

3. In order to ensure standardized and interpretation of the tool/ template there will be a meeting of all ICT, TVL/ TLE , Science, Mathematics and Speech Laboratory Coordinators/ In-Charge, Department Head/ School Heads on the following schedule;


Date, Time and Venue	Schools
<b>Cluster : District 1</b> Date : September 12, 2024 Time : 2:30 pm	<b>Elementary Schools</b> <ul style="list-style-type: none"> <li>• TCCES</li> <li>• SPED Center</li> <li>• Bool Elem. School</li> <li>• Cabawan Elem. School</li> </ul>



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 (038)427-6718; (038)544-2147  
 Email Address: tagbilarancity.division@deped.gov.ph

Date, Time and Venue	Schools
Venue : Tagbilaran City Central Library	<ul style="list-style-type: none"> <li>• City East Elem. School</li> <li>• Dampas Elem. School</li> <li>• Dao Elem. School</li> <li>• TCCES</li> <li>• Sped Center</li> <li>• San Isidro Elem. School</li> </ul> <p><b>Secondary Schools</b></p> <ul style="list-style-type: none"> <li>• DCPNHS- SHS</li> <li>• City of Tagbilaran NHS</li> <li>• Mansasa NHS</li> <li>• San Isidro NHS</li> <li>• TCSHS</li> </ul>
<p><b>Cluster : District 2</b>            Date : September 13, 2024            Time : 2:30 pm            Venue : Cogon Elem. Audio            Visual Hall</p>	<p><b>Elementary Schools</b></p> <ul style="list-style-type: none"> <li>• Booy Elem. School</li> <li>• Booy South Elem. School</li> <li>• Cogon Elem. School</li> <li>• Eastern Cogon Elem. School</li> <li>• Manga Elem . School</li> <li>• Taloto Elem. School</li> <li>• Tiptip Elem. School</li> <li>• Ubujan Elem. School</li> </ul> <p><b>Secondary Schools</b></p> <ul style="list-style-type: none"> <li>• Cogon NHS</li> <li>• DCPNHS – JHS</li> <li>• Manga NHS</li> <li>• Taloto NHS</li> </ul>

4. For information, guidance and compliance.

  
**WILFREDA D. BONGALOS PhD CESO V**  
 Schools Division Superintendent  
 Office of the Schools Division Superintendent

WDB/JAAL/CID/JTB/NSS



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