



Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**



Office of the Schools Division Superintendent

July 11, 2025

**DIVISION MEMORANDUM**

No. **07-209**, 2025

**MONITORING TOOL FOR DISTRIBUTION AND UTILIZATION OF  
SUPPLEMENTARY LEARNING RESOURCES (SLRs) / SELF-LEARNING  
MODULES (SLMs)**

To: CID Chief  
EPSs/PSDSs  
Elementary and Secondary School Heads  
All concerned  
This Division

1. Pursuant to the Department of Education's thrust to ensure equitable access and effective delivery of quality learning resources, the Schools Division of Siargao issues this memorandum relative to the Monitoring Tool for the Distribution and Utilization of Supplementary Learning Resources (SLRs) and Self-Learning Modules (SLMs).
2. The monitoring tool is designed to collect accurate and timely data on the delivery, receipt, and actual use of SLRs and SLMs by schools and learners. This initiative aims to identify gaps in resource distribution and utilization to guide planning and improve resource management.
3. All school heads are directed to accomplish the monitoring tool completely and accurately. The form is enclosed with this memo and may be downloaded through this link: <https://tinyurl.com/LRtool2025>.
4. Please be informed that a validation process will follow. This validation shall include, but is not limited to:
  - a. random school visits
  - b. on-site validation of inventory records
  - c. interviews with school heads, teachers, and/or learners
  - d. review of supporting documents such as acknowledgment receipts, distribution logs, and usage reports
5. The validation process seeks to uphold transparency, ensure accountability, and promote the efficient and effective utilization of all distributed learning resources.
6. All schools are hereby enjoined to extend full cooperation to the assigned validators and make all necessary documents and personnel available upon request.



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7. For queries and further clarification, you may contact **NENIEL E. DUMANJOG, EPS-LRMDS** at email [neniel.dumanjog@deped.gov.ph](mailto:neniel.dumanjog@deped.gov.ph)
8. Immediate dissemination and strict compliance with this memorandum are hereby directed.

**MANUEL O. CABERTE**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl: As stated

Reference: As stated

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

**MONITORING    LEARNING RESOURCES                      UTILIZATION**

SGOD/nedumanjog  
07/11/25



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**Enclosure 1. Monitoring Tool**

**MONITORING TOOL FOR DISTRIBUTION AND UTILIZATION OF SUPPLEMENTARY  
LEARNING RESOURCES (SLRs)/SELF LEARNING MODULES (SLMs)**

Date of Monitoring: \_\_\_\_\_

School/Library Hub Name: \_\_\_\_\_

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

Name of School Head: \_\_\_\_\_

**I. Distribution of SLRs/SLMs**

Grade Level	Subject Area	Type of LR (SLR/SLM)	Title/Description	No. of Copies Received	Date Received	No. of Learners	Distribution Status (Distributed/Not Yet)

**II. Utilization of SLRs/SLMs**

Criteria	Status	MOVs	Remarks
1. Frequency use of Teachers:  (Determine how often teachers incorporate SLMs/ SLRs into their lesson plans and classroom activities)	(daily/ weekly/ monthly)		
2. Integration into Lesson Plans  (assess whether SLMs/ SLRs are explicitly referenced and integrated into the teachers' lesson plan)			



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3. Student Engagement with SLRs/SLMs  <i>(Evaluate the extent to which students actively engage with SLMs/SLRs during learning activity)</i>	<i>(High Engagement/ Moderate/ Low Engagement)</i>		
4. Challenges in Utilization (if any)			

**III. Additional Observations and Recommendations**

Indicator		Remarks
1. Teacher Feedback on Content Relevance  <i>(Evaluate how well the content of the SLMs/SLRs aligns with the curriculum and meets the needs of the students)</i>	<ul style="list-style-type: none"> <li>• Very Relevant</li> <li>• Relevant</li> <li>• Somewhat Relevant</li> <li>• Not Relevant</li> </ul>	
2. Perceived Effectiveness in Enhancing Learning  <i>(Assess teachers' perceptions of how effective SLMs/SLRs are in improving student understanding and performance.)</i>	<ul style="list-style-type: none"> <li>• Very Relevant</li> <li>• Relevant</li> <li>• Somewhat Relevant</li> <li>• Not Relevant</li> </ul>	
3. Availability and Accessibility of Resources  <i>(Determine the ease of access to SLMs/SLRs for both teachers and students, including physical availability and digital access)</i>		

**Recommendations for Improvement:**



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**IV. Technical Assistance Needed**

From the Division	From the Region

Monitored by:

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Date: 

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Conformee:

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Date: 


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