



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

October 17, 2024

REGIONAL MEMORANDUM

No. **1323** s. 2024

CONDUCT OF INTER-DIVISION MONITORING ON THE DISTRIBUTION AND UTILIZATION OF VARIOUS CO AND RO PROCURED AND DELIVERED LEARNING RESOURCES (LRs)

To: Schools Division Superintendent
 All Others Concerned

1. In relation to the delivery of various LR to the schools, this Office, through the Curriculum and Learning Management Division (CLMD)-Learning Resources Management Section (LRMS), informs the divisions to conduct inter-division monitoring on the distribution and utilization of various delivered learning resources from CO and RO.
2. The activity aims to:
 - a. monitor and assess the status of distribution and utilization of CO and RO SLRs, SLMs, and LTE SM-TVL in the schools;
 - b. verify the utilization, safekeeping, and maintenance of LR;
 - c. check the obligation and on-time utilization of the downloaded funds in the divisions and schools;
 - d. give technical assistance to the schools if it is needed; and
 - e. gather feedback on the best practices, issues, and concerns related to the LR distribution and utilization.
3. A total of six monitors from each division include the 3 LRMS Personnel and one EPS for the following subject areas: Science, Math, and TLE.
4. Refer to the table below for the assignment of the division to monitor:

Division	Assigned Division to Monitor	Dates and number of schools to be monitored
Baybay City	Maasin City	✓ The date of monitoring is to be agreed upon by assigned monitors and SDOs (contact in advance your assigned division) within the last week of October 2024 and the first week of December 2024 ✓ The monitoring team per division shall be divided into two to visit more schools ✓ Each team shall monitor at least 10 schools (1 SHS, 3 JHSs, 2 CSs, 3 regular elementary schools, and 1 MG school) ✓ The schools to be monitored shall be chosen randomly by the monitors ✓ The duration of the monitoring shall be at most 5 days
Biliran	So. Leyte	
Borongan City	Leyte	
Calbayog City	No. Samar	
Catbalogan City	Borongan City	
E. Samar	Calbayog City	
Leyte	Samar	
Maasin City	Biliran	
N. Samar	Catbalogan City	
Ormoc City	Tacloban City	
Samar	E. Samar	
So. Leyte	Baybay City	
Tacloban City	Ormoc City	



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5. The division, led by the LR EPS and Supply Officer, shall prepare the allocation list of all LRs delivered and downloaded funds to all schools and give it in advance to the assigned monitors. The division shall also assign at least one (1) personnel to accompany the monitoring team. The RO monitors may also join any of the division teams.
6. In preparation for this inter-division monitoring, a virtual coordination meeting shall be conducted on October 21, 2024, from 1:00 p.m. to 3:00 p.m. to be attended by the identified monitors. The link shall be shared in the GC.
7. The cost of meals, lodging, travel, and other incidental expenses during monitoring shall be charged against **BLR Downloaded Program Support Funds**, which shall be downloaded to the respective divisions upon submission of the individual computed and approved travel expenses, subject to the existing accounting and auditing and rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

Enclosures: Non

References: D.O. 20, s. 2022

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

MONITORING
LEARNING RESOURCES

CLMD-LRMS-JBB

