



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Bldg., Sudlon, Lahug, Cebu City



May 7, 2019

DIVISION MEMORANDUM

No. 259, s. 2019

**DIVISION LEARNING RESOURCES (LR) DATA VALIDATION AND UTILIZATION
ASSESSMENT/PHYSICAL INVENTORY 2019**

TO : Assistant Superintendents
Chief Education Program Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs
Public Elementary and Secondary School Heads
All Other Concerned

1. In consonance with the mandate of the Learning Resource Management and Development System (LRMDS) **to provide quality learning resources to all learners of the public schools/learning centers** and as an integral part of the preparation of the school opening 2019, a Division Learning Resources (LR) Data Validation and Utilization Assessment/Physical Inventory will be conducted during the Brigada Eskwela 2019 from May 20 – 25, 2019 in every district for elementary and municipality for secondary.

2. This Division-wide Learning Resource (LR) Data Validation and Utilization Assessment/Physical Inventory is consistent and aligned with the function of the LR Office of the Division to:

- a. *Manage the implementation of policies, guidelines, standards, and specifications in the procurement, development, production, and utilization of LRs.*
- b. *Evaluate, quality assure, and approve localized LRs for the use of schools, learning centers and the school's division office.*
- c. *Develop materials for various delivery systems through the use of ICT-enabled solutions.*
- d. *Provide technical assistance to schools and learning centers in development, production, storage, distribution, and utilization of LRs in collaboration with the regional CLMD*
- e. *Oversee the utilization of processes to support access to teaching & learning resources.*

3. This Division-wide activity aims to

- a. validate the LR data submitted by the schools and districts during the training – workshop;
- b. assess the utilization of the learning resources by the students and the target users in the schools and the different learning centers;
- c. ascertain the extent of learning resources gaps and other related issues and concerns in the Division;

- d. establish a validated baseline data as basis in the establishment of a Division-wide technical assistance plan for learning resources management and utilization; and
- e. other related purposes germane to learning resource management and development.

4. The validation process will deputize the LR District Focal Persons for Elementary and Municipal Focal Persons for Secondary and some identified school focal persons to constitute and compose the District and Municipal Validating Team. For purposes of the preserving the validity of the assessment, the duly constituted District and Municipal Validating Team will be deployed to the district other than their own district and/or municipality. The list and the assignment of the district to be validated and the validators are shown in the attached list. The District and Municipal focal persons are hereby directed to identify from among the school LR focal persons who will join the team based on the prescribed number of validators proportionate to the number of schools to be validated.

5. The Team will use the submitted documents during the training-workshop as the primary basis of the validation; however, they are not precluded to see and inspect all other Learning Resources not reflected in the submitted reports. All their findings shall be reported using the prescribed templates. The Team shall annotate other findings that are relevant to LR management which are inadvertently not listed in the templates. All reports of the Team containing the findings shall be submitted to the LRMDs Center through the EPS for LRMDs. A feedback conference will be conducted after all reports are gathered and consolidated in the Division. The Team are not authorized to make advance pronouncement of the validation results and likewise are prohibited from taking any item from the schools.

6. All district and school officials are enjoined to give full assistance to the Validating Teams and shall ensure their safety while they are in their districts or schools. The district and municipality are likewise requested to assist the validators for their transportation to and from the schools that they are validating. Their specific schedule of school visit shall be arranged to ensure that their time is maximized. If the Team needs to stay overnight in a school to save time to travel for the next school to be validated, the host school is likewise requested to ensure their safety and provide modest and reasonable provision for accommodation.

7. All members of the validating team shall be given a Service Credit for the actual services rendered during the validation. For purposes of discussing the details of the validation and final instructions, a Conference of all District and Municipal Teams and Technical Working Group (TWG) will be conducted on May 15, 2019 at Ecotech Center, Cebu City.

8. Members of the LR – TWG will serve as area coordinating monitors and shall be excluded from the municipal and district validating team. They shall be assigned districts and municipalities to monitor. Their traveling expenses for the duration of the validation are chargeable against local/school/division MOOE funds subjects to its availability and the usual accounting and auditing rules and regulations. Service credits shall be granted for the actual services rendered during the validation. Compensatory Time Off (CTO) shall be granted for services rendered on Saturday/holiday for the non-teaching personnel.

9. All school LR focal persons and school property teachers are instructed to work together and organize their LR materials for easy access. They are likewise required to be present during the validation. They are to ensure that all LR materials are accounted for, segregating those delivered from DepEd Central Office and those materials locally procured or acquired including donated LRs.

10. The school LR focal person is required to prepare the folders containing the copy/ies of the reports submitted to the division during the training-workshop. After the validation, copy/ies of the LR reports shall be marked **VALIDATED** and signed by the validators in every page. The school LR focal person shall likewise sign the Division Copy marked **CONFORME** and hand in to the validators together with the validators' certificate of appearance.
11. This Memorandum serves as Travel Authority of all validating team members and LR – TWG members.
12. All expenses incurred in connection with the conduct of the validation can be chargeable against local school board funds/school MOOE/division MOOE funds subject to its availability and the usual accounting and auditing rules and regulations.
13. Immediate and wide dissemination of and strict compliance of the Memorandum is enjoined.


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Schools Division Superintendent 

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Allocation and Distribution of Validators

DISTRICT	Elem.	Sec.	IS	Total	No. of Validators	Validating Team	Coordg. Monitor
1. Alcantara	9	1	1	11	3	Moalboal	LR - TWG
2. Alcoy	8	2	1	11	3	Dalaguete 2	LR - TWG
3. Alegria	13	3	1	17	3	Malabuyoc	LR - TWG
4. Aloguinsan	15	3	2	20	4	Barili 1	LR - TWG
5. Argao I	22	4	0	26	4	Argao 2	LR - TWG
6. Argao II	25	4	1	30	4	Sibonga	LR - TWG
7. Asturias North	17	2	0	19	3	Asturias South	LR - TWG
8. Asturias South	13	2	0	15	3	Balamban 1	LR - TWG
9. Badian	25	2 (2)	1	28 (2)	4	Alegria	LR - TWG
10. Balamban I	12	7	1	20	4	Balamban 2	LR - TWG
11. Balamban II	19	3	0	22	4	Pinamungahan 2	LR - TWG
12. Bantayan I	6	4	6	16	3	Sta. Fe	LR - TWG
13. Bantayan II	11	1	2	15	3	Madridejos	LR - TWG
14. Barili I	16 (1)	4	0	20 (1)	4	Barili 2	LR - TWG
15. Barili II	17 (1)	6	1	24 (1)	4	Dumanjug 2	LR - TWG
16. Boljoon	11	3	0	14	3	Alcoy	LR - TWG
17. Carmen	19	4	0	23	4	Catmon	LR - TWG
18. Compostela	13	4	2	19	3	Carmen	LR - TWG
19. Cordova	10	1	1	12	3	Consolacion	LR - TWG
20. Daanbantayan I	15	7	1	23	4	Medillin	LR - TWG
21. Daanbantayan II	13	5	1	19	3	Daanbantayan 1	LR - TWG
22. Dalaguete I	20	4	0	24	4	Dalaguete 2	LR - TWG
23. Dalaguete II	22	4	0	26	4	Argao 2	LR - TWG
24. Dumanjug I	12	3	0	13	3	Ronda	LR - TWG
25. Dumanjug II	16 (1)	3	0	19 (1)	3	Dumanjug 1	LR - TWG
26. Ginatilan	8	2	3	13	3	Samboan	LR - TWG
27. Madridejos	14	2	2	18	3	Bantayan 2	LR - TWG
28. Malabuyoc	15	4	0	19	3	Ginatilan	LR - TWG
29. Minglanilla I	9	5	0	14	3	Minglanilla 2	LR - TWG
30. Minglanilla II	7	4	1	12	3	Cordova	LR - TWG
31. Moalboal	15	3	0	18	3	Badian	LR - TWG
32. Oslob	14	4	2	20	4	Boljoon	LR - TWG
33. Pinamungajan I	15	2	0	17	3	Aloguinsan	LR - TWG
34. Pinamungajan II	12	4	0	16	3	Pinamungahan 1	LR - TWG
35. Poro	16 (1)	3	0	19 (1)	3	San Francisco	LR - TWG
36. Ronda	10	2	0	12	3	Alcantara	LR - TWG
37. Samboan	15	4	1	20	4	Santander	LR - TWG
38. San Fernando I	10	3	3	16	3	Minglanilla 1	LR - TWG
39. San Fernando II	12	5	1	18	3	San Fernando 1	LR - TWG
40. San Francisco	19 (2)	5	1	25 (2)	4	Poro	LR - TWG
41. San Remegio I	10	2	1	13	3	San Remegio 2	LR - TWG
42. San Remegio II	10	4	6	20	4	Tabuelan	LR - TWG
43. Santander	9	2	0	11	3	Oslob	LR - TWG
44. Sibonga	26	6	0	32	4	San Fernando 2	LR - TWG
45. Sogod	22	4	1	27	4	Borbon	LR - TWG
46. Tabogon	20	8	1	29	4	Daan Bantayan 2	LR - TWG
47. Tabuelan	16	2	1	19	3	Tuburan 1	LR - TWG
48. Tuburan I	20	5	0	25	4	Tuburan 2	LR - TWG
49. Tuburan II	29	3	0	32	4	Asturias North	LR - TWG
50. Tudela	8 (3)	2	0	10 (3)	3	Pilar	LR - TWG
51. Pilar	11	4	0	15	3	Tudela	LR - TWG
52. Liloan	14	5	1	20	4	Compostela	LR - TWG
53. Consolacion	18	11	0	29	4	Liloan	LR - TWG

54. Catmon	18	3	1	22	4	Sogod	LR - TWG
55. Borbon	18	6	0	24	4	Tabogon	LR - TWG
56. Sta. Fe	9	3	1	12	3	Bantayan 1	LR - TWG
57. Medillin	16	6	4	26	4	San Remegio 1	LR - TWG
Coordinating Incharge (South)					Ma. Fatima C. Pelago – LRMDS PDO II		
Coordinating Incharge (North)					Karina Immaulada B. Apale – LRMDS Division Librarian II		
Overall Supervising Incharge					Isaiash T. Wagas – EPS LRMDS & SHS		

