



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

June 23, 2025

DIVISION MEMORANDUM

CID-2025 - 085

**MONITORING AND PROVISION OF TECHNICAL ASSISTANCE ON THE
UTILIZATION OF LEARNING RESOURCES, SUPPLEMENTARY READING
MATERIALS, LR PORTAL, AND MANAGEMENT AND OPERATIONS OF SCHOOL
LIBRARY**

To: OIC – Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Elementary and Secondary School Heads
This Division

1. To ensure the effective implementation on the utilization of all delivered learning resources, utilization of LR Portal and library management and operations in school, the Curriculum Implementation Division through the Learning Resource Management Section shall conduct school monitoring from June 24-2025 onwards.
2. This activity aims to:
 - a. monitor the status of the utilization of LR Portal and available learning resources,
 - b. provide technical assistance on library management and operations; and
 - c. address issues and concerns related to learning resources implementation and utilization
3. The monitoring team shall composed of the following:
 1. Ivy P. Lamintao-EPS LRMS
 2. Leonora R. Po-PDO II
 3. Delia P. Eliarda-Librarian II
 4. Vivien O. Lima-Administrative Officer IV
4. All schools are requested to prepare a copy of their LR Inventory Report both print and non-print materials.
5. Attached is the Monitoring tool for LR Portal and School Library.
6. For more details, please contact Ms. Ivy P. Lamintao, EPS, LRMS through her email address: ivy.lamintao@deped.gov.ph



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7. Immediate and wide dissemination of this memorandum is desired.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent 

Encls.: As stated

References: DO No. 56, s 2011

Allotment: None

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

**MONITORING TECHNICAL ASSISTANCE UTILIZATION LR PORTAL LEARNING RESOURCES
SCHOOL LIBRARY**

IPL/DPE/CID/DM/MONITORING AND PROVISION OF TECHNICAL ASSISTANCE ON THE UTILIZATION OF LEARNING RESOURCES, SUPPLEMENTARY READING MATERIALS, LR PORTAL, AND MANAGEMENT AND OPERATIONS OF SCHOOL LIBRARY/ /June 23, 2025



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Enclosure No. 1 to Division Memorandum CID-2025- 085

LR Portal Participation and Utilization
for the Month of _____

Name of School : _____
Name of LR Coor : _____
Contact No : _____
FB Account : _____

Participation Rate

No. of Teachers : _____
No. of LR Portal Registered Users : _____
Participation Rate : _____
No. of Duplicate Account : _____
No. of Active Account : _____
No. of Inactive Account : _____
No. of Registered Users using DepEd Email : _____
No. of Registered Users using non-DepEd Email : _____

Utilization Rate

No. of teachers with downloads : _____
No. of teachers without downloads : _____
Utilization Rate : _____
Total no. of downloads : _____

Issues & concerns requiring technical assistance



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Enclosure No. 2 to Division Memorandum CID-2025- 085

SCHOOL LIBRARY MONITORING FORM

FORM 1. SCHOOL LIBRARY PROFILE

Name of School : _____
School Address : _____
Schools Division : _____
Total School Enrollment: _____

PART A. PROFILE

Put a check mark (☑) on the appropriate blank before each item.

____ Elementary School (ELS) ____ Junior High School (JHS, Grades 7-10)
____ HS with Senior High (WSH, G7-12) ____ Stand Alone Senior HS (SASH)
____ Integrated School(ELS with JHS)
School Library Status: ____ Existing ____ No School Library

PART B. SCHOOL LIBRARY FUNCTIONALITY SURVEY

1. Space and Location

1.1 What best describes the space of the school library in terms of seating capacity? Please check only one.

- ____ The library can accommodate 10% or more of the total student population.
____ The library can accommodate 7-9% of the total student population.
____ The library can accommodate 4-6% of the total student population.
____ The library can accommodate 1-3% of the total student population.
____ The library can accommodate less than 1% of the total student population.

1.2 What is the size of your school library (in square meter)?

_____ m².

1.3 What best describes the library in terms of location? Please check only one.

- ____ The library is in a separate building.
____ The library occupies a separate room within a building.
____ The library shares space with another.
____ Others (please specify) _____



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1.4 How accessible is the school library to the users/students? Are the library collections safe from flooding? Please check only one.

- ☐ The library is *easily* accessible from any point in the campus and is safe from flooding.
- ☐ The library is *not easily* accessible from any point in the campus but is safe from flooding. (e.g., the library is at the 5th floor of a building)
- ☐ The library is *easily* accessible from any point in the campus and is not safe from flooding.

2. Services

How long does the school library operate daily to accommodate users?

- ☐ The school library operates from before the start of the earliest class period *with no noon break and extends after* the last class period.
- ☐ The school library operates from the start of the earliest class *with noon break and extends after* the last class period.
- ☐ The school library operates from the start of the earliest class period *with no noon break but it closes at the end* of the last class period.
- ☐ The school library operates from the start of the earliest class period *with noon break but it closes at the end of the last class period*.
- ☐ The school library operates daily *but has no fixed operating schedules* due to the availability of the In-Charge personnel.
- ☐ Others (please specify) _____

The following are activities and services that a school library provides. Put a check mark (☐) in the box beside the activities and services that your school library offers. Check all that apply.

| School Library Activities | |
|--|--|
| 1. Updates the Bulletin/Information Board to promote library and information services (Current Awareness). | |
| 2. Conducts orientation on the use of the library and its services for students and teachers. | |
| 3. Conducts regular activities that promote library and information services. | |
| 4. Conducts classroom visits to promote library and information services. | |
| 5. Uses social media to promote library and information services | |
| Others (Please specify): | |



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| School Library Services | |
|---|--|
| 1. The staff provides Selective Dissemination of Information to the faculty. | |
| 2. Allows borrowing of books for home use. | |
| 3. Allows students to use the computer for encoding, viewing, and the like. | |
| 4. Allows the students to bring books outside the library and returns within the day if not allowed for home use. | |
| 5. Allows students to use the computer for internet access. | |
| 6. Allows the faculty to use the computer for encoding, viewing, and the like. | |
| 7. Allows the faculty to use the computer for internet access. | |
| 8. The staff prepares clippings (for vertical files collection). | |
| 9. The staff does indexing. | |
| Others (please Specify): | |

Put a check mark (☐) in the appropriate box to indicate the collection access system that your school library practices. Choose one only.

| Collection Access System | | |
|---------------------------------|---|--|
| Open Shelf/Stack | Shelving in a library to which users have unrestricted access. | |
| Closed Shelf/Stack | Shelving area in a library to which only members of the library staff have access | |

3. Administration and Human Resources

3.2 Provide the following information regarding the personnel in-charge of the library:

Name of Staff : _____

Email : _____

Contact Number: _____

Gender _____ Male _____ Female

Highest Educational Attainment:

____ PhD ____ Masters ____ (College) Undergraduate Degree

Designation:

____ Licensed Librarian, License No. _____

____ Librarian (Not Licensed)

____ Library In-charge

____ Others (Please Specify) _____



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What is the appointment status?

- ☐ Permanent
☐ Contract of Service (COS)
☐ Others (Please specify): _____

If COS, what is the source of fund of the remuneration of the in charge of the library?

- ☐ MOOE
☐ Funded by the LGU
☐ Others

Other Staff assigned in the library (if any). Please provide information asked in questions 3.1.1-5 in another sheet.

| Name of the Staff | Designation | Highest Educational Attainment | Appointment Status | Source of Fund for the Remuneration |
|-------------------|-------------|--------------------------------|--------------------|-------------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

4. Collection Management

4.1 Put a check mark (☐) in the appropriate box to indicate the bibliographic processes that the school library follows.

| Bibliographic Processes | | |
|-------------------------|---|--|
| Accessioning | The process of assigning a unique number to a bibliographic item added to a library collection. | |
| Cataloging | The process of creating entries for a catalog (bibliographic description, subject analysis). | |
| Classification | The process of dividing objects or concepts into logically hierarchical classes, subclasses, and sub-subclasses based on the characteristics they have in common and those that distinguish them. | |
| Labelling | The process of putting call numbers of the books. | |
| No Processing | The books are displayed with no further bibliographic processing. | |



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4.2 Library Collection Inventory

| 4.2.1 General References | Copyright 2015-Present | | Copyright 2014-or Earlier | | Total | |
|--------------------------|---------------------------|------------------|------------------------------|------------------|------------------|------------------|
| | No. of Titles | No. of Copies | No. of Titles | No. of Copies | No. of Titles | No. of Copies |
| a. Encyclopedias | | | | | | |
| b. Dictionaries | | | | | | |
| c. Almanacs | | | | | | |
| d. Handbooks | | | | | | |
| e. Manuals | | | | | | |
| f. Atlases | | | | | | |
| g. Yearbooks | | | | | | |
| h. Directories | | | | | | |
| i. Thesaurus | | | | | | |
| Others | | | | | | |
| TOTAL | | | | | | |

| 4.2.2 General Collection (Subject Area Specific References) | | Copyright 2015-Present | | Copyright 2014-or Earlier | | Total | |
|--|--|---------------------------|------------------|------------------------------|------------------|------------------|------------------|
| Broad Subjects | No. of Titles | No. of Copies | No. of Titles | No. of Copies | No. of Titles | No. of Copies | No. of Titles |
| a. English & Literature | Books on Creative Writing, Oral Communica tion, Business Communica tion, Books on Literature, Grammar, Vocabulary, Journalism, etc | | | | | | |





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| 4.2.2 General Collection (Subject Area Specific References) | | Copyright 2018-Present | | Copyright 2018-or Earlier | | Total | |
|---|--|---------------------------|------------------|------------------------------|------------------|------------------|------------------|
| Broad Subje cts | No. of Titles | No. of Copies | No. of Titles | No. of Copies | No. of Titles | No. of Copies | No. of Titles |
| b. Filipino at Panitikan | Mga aklat ukol sa Malikhaing Pagsulat, Balarila, Retorika, Sining ng Pakikipagtal astasan, Malikhaing Pagsulat, Pamamahaya g, etc. | | | | | | |
| c. Science | Books on Chemistry, Biology, Physics, Astronomy, Oceanograp hy, Botany, Geology, Metallurgy, Zoology, Anatomy, etc. | | | | | | |
| d. Aral. Panlipun an | Politics & Governance, History, Places & Travels, Geography, Archeology, Economics, Sociology, Society & Culture, Law, Anthropology, etc. | | | | | | |
| e. Music | Musical Instruments, Composition s, Songs, | | | | | | |



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| | | | | | | | |
|-----------------------|--|--|--|--|--|--|--|
| | History of Music, etc. | | | | | | |
| f. Arts | Painting, Drawing, Photography, Dance, Sculpture, Theatre, Drama, etc. | | | | | | |
| g. Physical Education | Books on Martial Arts, Sports/Games, Body Building, etc. | | | | | | |

| 4.2.2 General Collection (Subject Area Specific References) | | Copyright 2009-Present | | Copyright 2008-or Earlier | | Total | |
|---|--|------------------------|---------------|---------------------------|---------------|---------------|---------------|
| Broad Subjects | Scope | No. of Titles | No. of Copies | No. of Titles | No. of Copies | No. of Titles | No. of Copies |
| h. Health | Books on Health, Diseases, Personal Hygiene, Drug Addiction, Medicine, Nursing, etc. | | | | | | |
| i. Edukasyon sa Pagpapakatao | Religion, Morality, Values Education, etc. | | | | | | |
| j. Mathematics | Business Math, Algebra, Trigonometry, Geometry, Calculus, Probability & Statistics, | | | | | | |
| k. Business | Books on Business, Marketing, Finance, Auditing, Banking, Accounting, Entrepreneurship, etc. | | | | | | |



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| | | | | | | | |
|---------------------------------|---|--|--|--|--|--|--|
| l. Management | Books on Organizational Management, Leadership, etc. | | | | | | |
| m. Computers/ Information Tech. | Books on Computers, Software, Hardware, Apps, Androids, Database, Programming, etc. | | | | | | |

| 4.2.2 General Collection (Subject Area Specific References) | | Copyright 2009-Present | | Copyright 2008-or Earlier | | Total | |
|---|---|------------------------|---------------|---------------------------|---------------|---------------|---------------|
| Broad Subjects | No. of Titles | No. of Copies | No. of Titles | No. of Copies | No. of Titles | No. of Copies | No. of Titles |
| n. Research | Books on Research, Thesis Writing, Feasibility Studies, Term Paper Writing, Theses, Dissertations, Investigatory Projects, etc. | | | | | | |
| o. Philosophy | Books on Philosophy, Logic, Ethics, etc. | | | | | | |
| p. Technical Vocation/TLE | Books on Carpentry/Woodworks, Agriculture, Machinery, Cookery, Home Economics, Metalcrafts, Handicrafts, Automotive, Architecture, Drafting, etc. | | | | | | |
| Others | Please specify the subject Area (You may add) | | | | | | |
| TOTAL | | | | | | | |



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| 4.2.3 Additional Supplementary Readers | Copyright 2015-Present | | Copyright 2014-or Earlier | | Total | |
|--|---------------------------|------------------|------------------------------|------------------|------------------|------------------|
| | No. of Titles | No. of Copies | No. of Titles | No. of Copies | No. of Titles | No. of Copies |
| a. Biographies | | | | | | |
| b. Novels | | | | | | |
| c. Collections/Anthology of Short Stories | | | | | | |
| d. Collection/Compilation of Poetry | | | | | | |
| e. Others (Please specify) | | | | | | |
| TOTAL | | | | | | |

| 4.2.4 Non-Print Collection | Copyright 2015-Present | Copyright 2014-or Earlier | Combined Total No. of Titles |
|---|---------------------------|---------------------------------|------------------------------------|
| | Total No. of Titles | Total No. of Titles | |
| a. Digital File Collection | | | |
| i. E-Book Collection (in e- pub, pdf, word formats saved in DVD/Desktop, etc.) | | | |
| ii. CD/DVD Collection of Movies, Documentaries, etc. | | | |
| b. Braille Collection | | | |
| c. Microfilm Collection | | | |
| d. Others (Please specify) | | | |
| TOTAL | | | |

| 4.2.5 Periodical Subscription | Year Subscribed | Locally Published | Internationally Published | Total No. of Subscriptions |
|----------------------------------|--------------------|--------------------------------|------------------------------|----------------------------------|
| | | No. of Titles Subscribed | No. of Titles Subscribed | |
| a. Newspapers | Year 2024 | | | |
| | Year 2023 | | | |
| | Year 2021 | | | |
| b. Tabloids | Year 2024 | | | |
| | Year 2023 | | | |
| | Year 2021 | | | |



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| | | | | |
|--------------|-----------|--|--|--|
| c. Magazines | Year 2024 | | | |
| | Year 2023 | | | |
| | Year 2021 | | | |
| d. Journals | Year 2024 | | | |
| | Year 2023 | | | |
| | Year 2021 | | | |
| TOTAL | | | | |

5. Acquisition

5.1 Put a check mark (☐) on the appropriate box to indicate the school library's means for books acquisition. Check all that apply.

| School Library Means of Book Acquisition | | Estimated Value/Cost of Acquisition from the Source |
|--|--------------------------|---|
| a. MOOE | <input type="checkbox"/> | |
| b. LGU | <input type="checkbox"/> | |
| c. NGO | <input type="checkbox"/> | |
| d. PTA | <input type="checkbox"/> | |
| e. DepEd (Central Office/Division/District Office) | <input type="checkbox"/> | |
| f. Alumni | <input type="checkbox"/> | |
| g. Others (Please specify): | <input type="checkbox"/> | |

5.2 Put a check mark (☐) on the appropriate box to indicate the source of the school library budget. Check all that apply.

| Sources of School Library Budget | Budget Allocation | |
|--|--------------------------|-------------|
| | Amount | Fiscal Year |
| a. No Budget | <input type="checkbox"/> | |
| b. LGU | <input type="checkbox"/> | |
| c. NGO | <input type="checkbox"/> | |
| d. PTA | <input type="checkbox"/> | |
| e. DepEd (Central Office/Division/District Office) | <input type="checkbox"/> | |
| f. Alumni | <input type="checkbox"/> | |
| g. MOOE | <input type="checkbox"/> | |





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6. Facilities

6.1 Put a check mark (☐) on the appropriate box to indicate collection access facility the library has. Check all that apply.

- ___ OPAC (Online Public Access Catalog)
___ Card Catalog Cabinet with Catalog Cards
___ None

6.2 Put a check mark (☐) on the appropriate box to indicate ICT facilities available in your library have. Check all that apply.

| ICT Facilities | |
|------------------------------|--|
| a. Computer Set | |
| b. Projector | |
| c. Document Camera | |
| d. DVD Player | |
| e. Photocopier | |
| f. Scanner | |
| g. Printer | |
| h. Printer with Scanner | |
| i. Telephone | |
| j. Internet Connection/Modem | |
| k. Television | |
| Others (Please specify): | |

Best Practices:

Issues and Concerns:



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Recommendation/s:

Name and Signature of Monitor/s



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