



Republic of the Philippines
Department of Education
REGION X-NORTHERN MINDANAO
SCHOOLS DIVISION OF LANA DEL NORTE

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| DEPT. LANA DEL NORTE | | |
| RECORDS SECTION CONTROL NO. 04528 | | |
| RELEASED | | |
| 17 FEB 2025 | 1:50 | may |
| DATE | TIME | BY |

February 14, 2024

DIVISION MEMORANDUM

No. 107 s. 2025

**CONDUCT OF LEARNING RESOURCE (LR) INVENTORY
AND SUBMISSION OF LR NEEDS REPORT**

To: LRMDs Supervisor
Division Supply Officer
Public Schools District Supervisors/Coordinating School Principals
Public Secondary School Heads
Public Elementary School Heads
Supply Officers
District LR Coordinators
Administrative Officers
All Others Concerned

1. It is essential for educational institutions to ensure that both teachers and learners have all the necessary learning resources they need. Thus, an assessment of learning resource needs shall be conducted by the schools on February 17-19, 2025.
2. This activity aims to:
 - a. assess gaps in the learning resources,
 - b. present solutions on the gaps and needs identified, and
 - c. suggest technical assistance needed.
3. The assessment includes components that are critical to learning delivery. Thus, the following areas shall be evaluated and assessed:
 - a. text-based learning resources,
 - b. non-text-based learning resources,
 - c. learning support environment/facilities, and
 - d. capacity for learning resource implementation and management.
4. School heads shall download the LR Needs Assessment template at https://bit.ly/school_learning2025.
5. The Supply Officers/Administrative Officers and the District LR Coordinators, together with the Public Schools District Supervisors, must ensure the correctness of data of the district.

6. All District LR Lead Administrators shall convene on February 26, 2025 at Tubod Central Elementary School at 8:00 in the morning. They shall bring the following:
 - a. District Consolidated Needs Assessment Report,
 - b. laptop, and
 - c. extension cord
7. For consolidation of Division LR Needs Assessment, Division LRMDs Supervisor, EPS Carol R. Balwit and the Division Supply Officer, Cherrybeth A. Gupit, AO IV, shall facilitate the accomplishment of said report.
8. Travel expenses and other related expenses incurred relative to the preparation of the Division Consolidated Needs Assessment Report shall be charged against school MOOE and other local funds subject to usual accounting and auditing rules.
9. Non-compliance of said report can affect the allocation of learning resources of the schools and the division. Therefore, failure to comply shall be dealt with accordingly.
10. For your guidance and strict compliance.

EDWIN R. MARIBOJOC EdD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index

Under the following subjects:

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|---|--------------------|--------|------------------|
| CURRICULUM | LEARNING RESOURCES | SUPPLY | NEEDS ASSESSMENT |
| CRB/SUBMISSION OF ANNUAL INVENTORY REPORT OF LEARNING RESOURCES | | | |
| February 14, 2025 | | | |



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