



Republic of the Philippines  
 Department of Education  
 Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**  
 Tacloban City

**DIVISION MEMORANDUM**

No. 354, s. 2022

To: Chief, Curriculum Implementation Division  
 Education Program Supervisors  
 Public Schools District Supervisors  
 School Heads, Public Elementary & Secondary Schools  
 All Concerned

From: **MARIZA S. MAGAN EdD, CESO V**  
 Schools Division Superintendent

Subject: **IDENTIFYING LEARNING RESOURCE NEEDS AND GAPS IN PREPARATION FOR SCHOOL YEAR 2022-2023**

Date: July 27, 2022

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1. As part of the preparations for School Year 2022-2023, this Office hereby directs all schools to conduct an assessment on LR needs on **August 3 to 10, 2022**.
2. This activity aims to assist the schools in:
  - a. assessing the gaps in learning resources,
  - b. go over the needs in learning resource management,
  - c. present solutions on the gaps and needs identified, and
  - d. suggest technical assistance needed.
3. The LR Needs Assessment includes components which are crucial support to the learning delivery. Thus, the following comprise the areas to be evaluated and assessed:
  - Text-based Learning Resources
  - Non-Text based Learning Resources
  - Learning Support Environment/ Facilities
  - Capacity on LR Implementation and Management
4. To accomplish the LR Needs Assessment Analysis template (See Enclosure 1), the following processes and guidelines shall be observed:
  - a. The school head shall conduct a Focus Group Discussion (FGD) with the teachers representing all grade levels and/ or learning areas, LR Focal Person and School Property Custodian, to thresh out all issues concerning the different components.
  - b. In **Column 2** (Identified Gaps/Needs), specific issues as to its availability, readiness, obtainability and practice shall be enumerated or listed down on the spaces provide for.
  - c. In **Column 3** (Action/Solution/Plans/ Innovations to Address the Gaps), actions done by the school to address the gaps for each specific issue shall be listed down.
  - d. In **Column 4** (Needed assistance/TA from District, SDO, RO & CO), recommendations and suggestions to address the issue shall be clearly stated. Schools are advised to mention the specific office and/or focal person who may be able to assist a particular concern.



**RELEASED**  
 Date: 8/1/22  
 Time: 8:47  
 Signature: [Signature]

5. The signatories shall be the school head and all the teachers and school personnel who have been involved in the LR Assessment process.
6. Meanwhile, the Public District Supervisors shall take note of issues and technical assistance needed by the school and shall include these in the preparation of the District TA Plan or Supervisory Plan.
7. The **submission** of the accomplished Learning Resource Needs Analysis template shall be on **August 12, 2022**, to the LRMS Office.
8. All queries and clarifications relative to the preparation of the report may be posted on the Official Group Chat LRMS School Heads or a private message or text may be sent to Dr. Gretel Laura M. Cadiong, LR Manager/ Education Program Supervisor.
9. For guidance and strict compliance.





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SCHOOLS DIVISION OF TACLOBAN CITY  
\_\_\_\_\_  
(District)  
\_\_\_\_\_  
(School)  
Tacloban City

Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_ s. 2022

### LEARNING RESOURCE NEEDS ANALYSIS FOR SCHOOL YEAR 2022-2023

(Note: Please read thoroughly the instructions in the Division Memorandum before accomplishing the template.)

Identified LR Needs	Identified Gaps/ Needs	Action /Solution/ Plans/ Innovation of the school to address the gaps	Needed assistance/ TA from District, SDO, RO & CO
<b>I. Text-based LRs</b>			
A. Learner's Materials			
B. Teacher's Guide			
C. Self-Learning Modules			
D. Learning Activity Sheets			
E. Textbooks			
F. Teacher's Manuals			
G. Text-Based LRs for LSEs			
<b>II. Non-text based LRs</b>			
A. Video Learning Materials			
B. Science and Math Equipment			
C. Manipulative Toys (e.g., jigsaw puzzles, tangrams, building blocks, lacing beads, etc.)			
D. TVL tools and Equipment			
E. Tools & Equipment for LSEs			

<b>III. Learning Support Environment/Facilities</b>			
A. School Library			
B. Learning Resource Center			
C. Computer Laboratory			
D. TVL Workshops/ Laboratory			
<b>IV. Capacity on LR Implementation &amp; Management</b>			
A. Development of LRs			
B. Quality Assurance of LRs			
C. Reproduction of LRs			

Prepared by:

\_\_\_\_\_  
School Head

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Teacher

(Note: Please add more lines for signatories, if necessary)

Noted by:

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Public Schools District Supervisor