



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

June 17, 2023

DIVISION MEMORANDUM
No. 424, s. 2023

LEARNING RESOURCE (LR) INVENTORY AND NEEDS ANALYSIS FOR SCHOOL YEAR 2023-2024

To: CID Chief
Education Program Supervisors
Public Schools District Supervisors
School Heads, Public Elementary and Secondary Schools
All Concerned

1. To ensure the preparedness of schools for School Year 2023-2024 on the availability and viability of learning resources, the Schools Division of Tacloban City directs all schools to carry out the LR inventory and conduct gap analysis on this concern starting July 26 to 31, 2023.
2. The activity aims to:
 - a. account the available and usable learning resources in all learning areas, across all grade levels;
 - b. check the learning facilities and equipment available and lacking in the school;
 - c. prepare and make feasible measures to address the gaps in learning resources, facilities and equipment in preparation for the incoming school year.
3. The following school personnel shall manage and take account of the LR Inventory & Gap Analysis activity:

| | | |
|------------------|---|--|
| Chairperson | : | School Head |
| Co-Chairpersons: | | School Administrative Officer and/or School Property Custodian |
| Members | : | 1. LR Focal Person |
| | | 2. Grade Chairpersons (all grade levels) |
4. The following learning resources and learning equipment and facilities shall be looked into:
 - a. Learner's Materials (LM)
 - b. Teacher's Guides (TG)
 - c. Self-Learning Modules (SLMs)
 - d. Learning Activity Sheets
 - e. SDO-provided Big Books
 - f. Science & Math. Equipment
 - g. TLE/EPP Equipment
 - h. TV sets for instruction
 - i. School Library / School Learning Resource Center and its resources
 - j. Other Supplementary LRs

5. To accomplish the inventory, the prescribed templates should be utilized. (See Enclosure 1)
6. A Focus Group Discussion should likewise be conducted by the school head to thresh out issues and concerns regarding learning resources. Each grade level shall be represented by grade level chairpersons who would bring out concerns on behalf of the grade level.
7. Meanwhile, the Public Schools District Supervisors (PSDs) shall require the submission of the LR Inventory Report to take note of issues and to plan for the technical assistance needed by the schools.
8. The submission of the report shall be uploaded to the Google link which will be shared to the Official GC of the school heads and the School LR Focal Persons. Deadline of submission is on or before **August 18, 2023**.
9. Expenses relative to the conduct of LR Inventory and Gap Analysis are charged against School MOOE, subject to the usual accounting and auditing rules and procedures.
10. For information, guidance and strict compliance.


JUDELLA R. LUMPAS, EdD, CESO VI
Schools Division Superintendent

Enclosure: As stated

Reference: Regional Memorandum No. 741, s. 2023

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

Curriculum

Learning Resources



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