



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

April 30, 2024.

DIVISION MEMORANDUM
No. 337, s. 2024

LEARNING RESOURCE (LR) INVENTORY AND NEEDS ANALYSIS FOR SCHOOL YEAR 2024-2025

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 2024-2025 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 April 30 to May 31, 2025.

2. This activity aims to:

- Account the available and usable learning resources in all learning areas, across all grade levels;
- Check the learning facilities and equipment available and lacking in the school;
- 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 and 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 usable and non-usable learning resources and learning equipment and facilities shall be looked into by your school:

- Learner's Materials (LM)
- Teacher's Guides (TG)
- Self-Learning Modules (SLMs)
- Learner Activity Sheets (LAS)
- SDO-provided Big Books
- Science & Mathematics Equipment



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- g. TLE/EPP Equipment
 - h. TV Sets for instruction
 - i. SPED, STE, SPFL & SPA LRs if applicable to your school
 - j. ALS LRs
 - k. Portable Computer Tablets used for instruction
 - l. School Library / School Learning Resource Center & its resources
 - m. Other Supplementary LRs
5. To accomplish the inventory, the school should identify the usable the non-usable and the I
 6. 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 our 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 encoded on the Google Sheet which shall be shared to Official LRMS Facebook Group chat of the School Heads and the School LR Focal Persons. Deadline of encoding/submission is on or before **May 31, 2024**
 9. Expenses relative to the conduct of LR Inventory & Gap Analysis are charged against School MOOE, subject to the usual accounting and auditing rules and procedures
 10. For information, guidance and strict compliance.

Sherlita A. Palma
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dtg 4-30-2024
SHERLITA A. PALMA EdD CESO VI
Schools Division Superintendent, Officer-in-charge

