



Republic of the Philippines  
**Department of Education**  
 REGION IX, ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF DAPITAN CITY**

**Office of the Schools Division Superintendent**

20 April 2026

**DIVISION MEMORANDUM**

No. 216, s. 2026

**UTILIZATION OF MONITORING AND EVALUATION TOOL FOR THE SCHOOL LIBRARY/LIBRARY HUB, CONTEXTUALIZED LEARNING RESOURCES AND ALTERNATIVE LEARNING SYSTEM**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors – CID & SGOD  
 Education Program Supervisors  
 PSDSs and PICDs  
 EPSA, Librarian II & LRMS PDO II  
 Elementary & Secondary School Heads  
 All Others Concerned

1. With reference to Division Memorandum No. 148, s. 2026 re: Submission of Forms for Quality Management System (QMS) Document Control, Item No. 5, Step 5 – Conduct of Orientation and Distribute through issuance for implementation.
2. The activity aims to utilize the monitoring and evaluation tool in monitoring the School Library/Library Hub, Contextualized Learning Resources, and Alternative Learning System program.
3. All elementary, junior high school and senior high school heads are requested to be oriented on the items and indicators included on the said tool.
4. Attached is the approved copy of the monitoring and evaluation System for the Learning Resource Management System (LRMS) and Alternative Learning System (ALS).
5. For any clarification, please contact the LRMS and ALS Focal in the Curriculum and Implementation Division (CID).
6. For widest dissemination and guidance.

**JAY S. MONTEALTO, CESO VI**  
 Schools Division Superintendent

Department of Education  
 Division of Dapitan City  
**RELEASED**  
 No. 216 Date: 9/1/26  
 Time: 10:30 By: [Signature]



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Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	03.18.2026	Page	1 of 2





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**MONITORING & EVALUATION TOOL FOR THE SCHOOL LIBRARY/LIBRARY HUB**

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

School: \_\_\_\_\_

District: \_\_\_\_\_

Date: \_\_\_\_\_

	COMPONENT	EVIDENT	NOT EVIDENT	REMARKS
1.	Establish a library building, library hub, or library corner within the school premises.			
2.	Designate a school librarian and support staff to take charge of the library hub/corner.			
3.	Available text-based (print materials and non-print materials), non-text based/learning tools and equipment (LTE) and any relevant learning resources.			
4.	Ensure to store all text-based (print materials and non-print materials), non-text based/learning tools and equipment (LTE) and any relevant learning resources in a well-organized and well-ventilated space.			
5.	Adhere to the fundamental rules and regulations for borrowing printed materials.			
6.	Conduct periodic inventory of library collections, including text-based (print materials and non-print materials), non-text based/learning tools and equipment (LTE) and any relevant learning resources.			
7.	Make sure that the school library has the capacity to seat 10% of the total student population.			
8.	The school library furnished with functional and attractive designs to invite young readers.			
9.	The school library should establish connections with other resource centers nearby like schools and barangays to access more learning resources.			
10.	The school provides sufficient funding for staffing, resources, and supplies to support library programs.			
11.	The library provides enough space for the reading area, listening and viewing, as well as space for formal library instruction.			
12.	The school library shall be open before, during and after classes to meet the needs of the clientele and maximize the use of library resources.			

Evaluated by: \_\_\_\_\_

Conforme: \_\_\_\_\_

School Head/School Librarian Designate

Noted:

**MA. PERGA A. CADIENTE**  
 Education Program Supervisor, LRMS

**VICENTE JOSE V. SUAREZ II, EMD**  
 Chief Education Supervisor, (CID)



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**MONITORING & EVALUATION TOOL FOR CONTEXTUALIZED LEARNING RESOURCES**

School Head : \_\_\_\_\_  
 District: \_\_\_\_\_

School: \_\_\_\_\_  
 Date: \_\_\_\_\_

	COMPONENT	EVIDENT	NOT EVIDENT	REMARKS
1.	Monitors teachers in the creation of LRMDS accounts and manages the access/download of LR in the portal.			
2.	Checks/Evaluates the utilization of Learning Resources in the classroom.			
3.	Communicate with the teachers on the new developments and updates in the system.			
4.	Solicit teachers'/users' feedback and prepare monthly report to track the source of user difficulty as well as areas for system enhancement.			
5.	Apply basic security measures for the internet, helpdesk, and desktop operations to prevent hacking, viruses, and other security problems.			
6.	Organize School Learning Resource Development Team.			
7.	Coordinate and provide technical and administrative support to the Development Team in scheduling meetings/FGD.			
8.	Document outputs of the Development Team and manage the files and records for easy retrieval and status report.			
9.	Gather data and provide initial analysis and inputs to TA needs on the school LRMDS and plans to improve access to learning resources of school and learning center.			
10.	Provide technical support/interventions to the teachers to respond to the LR needs of the school/learning center.			

Monitored by: \_\_\_\_\_

Conformed: \_\_\_\_\_

SCHOOL HEAD/SCHOOL LRM

Noted:

**MA. PERGA A. CADIENTE**  
 Education Program Supervisor(LRMS)

**VICENTE JOSE V. SUAREZ II, EMD.**  
 Chief Education Supervisor (CID)





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**ALTERNATIVE LEARNING SYSTEM M & E TOOL**

CLC: \_\_\_\_\_

Date of Monitoring: \_\_\_\_\_

ALS: Teacher: \_\_\_\_\_

Position: Teacher: \_\_\_\_\_

Components	Evident	Not Evident	Remarks	Suggestions
<b>I. Pre-Implementation (Planning)</b>				
• ALS Literacy Map				
• Barangay Literacy Coordinating Council Organizational Structure				
• CLC (Type 1/2/3/4)				
• CLC Signage's				
• AF 1: Master List of Mapped & Potential Learners				
• ALS Session Program				
• CLC Occupancy Agreement/MOA				
<b>II. Implementation</b>				
• Learners Attendance Sheet				
• Learner's Portfolio				
• AF 2: ALS Enrolment				
• Functional Literacy Test (FLT)				
• Individual Learning Assessment				
• Recognition of Prior Learning				
• Recognition of Prior Learning RPL 1 Documents of Life Experience RPL 2 Record of Training RPL 3 Summary of Work History RPL 4 Learner's Checklist of Competencies				
• AF3 Master List of Enrolled Learners				
• AF4 Rank List of Presentation Portfolio Assessment				
• AF 5 Learner's Permanent Record				
• ALS Quarterly Report				
• Weekly Learning Plan				
• ALS Curriculum Guide				
• ALS Learning Modules: BLP Elementary, Junior High School				
<b>III. Post-Implementation</b>				
• Master List of Division Presentation Portfolio Assessment Passer				
• A & E Passer				

Evaluated by:

Conforme:

**EDNA C. QUIMIGUING**  
 EPSA-II

\_\_\_\_\_  
 ALS Teacher

Noted:

**ELSA O. ARANAS**  
 PSDS, ALS Focal

**VICENTE JOSE V. SUAREZ II, EMD**  
 Chief Education Supervisor (CID)



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