DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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REGIONAL MEMORANDUM
No. 1416 s. 2026

ADDENDUM TO REGIONAL MEMORANDUM NO. 1334, S. 2026 TITLED "CONDUCT OF LEARNING RESOURCES MONITORING AND EVALUATION: VALIDATION OF INVENTORY AND DELIVERY OF LEARNING RESOURCES"

To: Schools Division Superintendents
Chiefs, Curriculum Implementation Division
Education Program Supervisors- LRMS
Supply Officers
All other concerned

1. In reference to Regional Memorandum No. 1334 s. 2026, titled *Conduct of Learning Resources Monitoring and Evaluation: Validation of Inventory and Delivery of Learning Resources,* this Office hereby issues this Addendum to provide additional provisions and instructions relative to the implementation of the aforementioned activity.

2. The following additional provisions as discussed during the online orientation conducted by the Bureau of Learning Resources with the monitors and hosts, including Supply Officers shall be observed:

a. Ensure that required personnel (Supply, Property) are scheduled and available on validation days;

b. Before deployment, ensure that what are encoded in the LRMIS are expected to match the delivery documents (IARs) and the actual stocks in storage. Deliveries encoded after the cutoff will be noted, not ignored;

c. Keep an offline copy of the data set and the tool;

d. Host SDOs and schools should have these ready before the monitoring team arrives:

* DR/IAR of all received titles of Textbooks, Teacher's Manuals, TLE-SMEs, Ibong Adarna and Florante at Laura; Noli and Fili, manipulatives, and laptops for LSEN, with reckoning year of 2024;
* Allocation Lists (including ARAL LRs and SSHS LRs);
* Distribution Lists;
* Locally-provided LRs (delivered, expected delivery, procured)

e. Ensure that the following are considered in identifying schools to be monitored:

e.1. School Classification
* All Offering
* Elementary school with High School (either JHS or SHS)
* JHS with SHS
* Purely elementary school
* Purely SHS

e.2. School Size (small, medium, large, mega)

e.3. *Feasibility of travel* (geography, security, resources, schedule)

f. During deployment, four days per wave are expected with the following details:

f.1. Day 1: Travel to the SDO, courtesy call, if needed, required, or feasible; initial field visits;

f.2. Days 2 and 3: Full monitoring days
f.3. Day 4: Additional monitoring, report preparation, travel back.

g. Host SDOs shall prepare the following:
* Access to storage areas and to delivery documents (IARs, delivery receipts);
* A workspace with power and internet for encoding and report writing;
* 18 nominated schools, three per school type, with at least one GIDA;
* **Focal person and local transport to SDO/schools.**

h. For travel and funding
* Each monitoring unit/SDO was downloaded with Program Support Fund of Forty-Five Thousand Pesos that covers airfare, accommodation, per diem, local transport, hosting augmentation. **The hosting augmentation covers coordination, documentation support, reproduction of tools and local facilitation, and other hosting and monitoring requirements.** SDOs may likewise use available local funds, and, where allowed, balances from previously downloaded LR-related funds whose authorized purposes cover monitoring activities, subject to existing budgeting, accounting, and auditing rules and regulations.

i. The LRMS personnel of the Schools Division Offices and the Regional Office are requested to provide the necessary assistance to the monitors to facilitate the successful conduct of the activity. Their accommodation, travel expenses, per diem and other expenses may be charged against the downloaded PSF or other savings from downloaded LR-related funds where, as mentioned in the preceding paragraph, authorized purposes cover monitoring activities.

j. After deployment, accomplished monitoring tools plus the report summary shall be submitted to the BLR Team one week after the wave. Region I monitors assigned to do the monitoring in the different Schools Division Offices in CARAGA Region shall submit the required reports on or before November 13, 2026.

k. All other provisions of the aforementioned Regional Memorandum that are consistent with this Addendum shall remain in full force and effect.

3. For information and compliance.

ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

Enclosure: None
Reference: As stated
To be included in the Perpetual Index
Under the following subjects:

LEARNING RESOURCES
MONITORING

DepEd RO1 Documan
LRMDS260458

CLMD-LRMS/DCB.gaa/RM_AddendumConductofLRMonitoringandEvaluation:ValidationofInventory andDeliveryofLearningResources
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