



Republic of the Philippines  
**Department of Education**  
 REGION IX - ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

**Office of the Schools Division  
 Superintendent**

27 February 2026

**DIVISION MEMORANDUM**

No. 126, s. 2026

DepEd, Division of Zamboanga Sibugay	
NO: 49055	ORD: SECTION
BY: [Signature]	DATE: 2/27/2026
SED	

**DIVISION MONITORING AND VALIDATION OF LEARNING RESOURCES  
 DELIVERED TO DISTRICTS/SCHOOLS**

TO: Division Learning Resources Management Section Personnel  
 Public Schools District Supervisors and DICs  
 All School Heads  
 This Division

1. In line with the Department of Education's mandate to ensure the quality, relevance, and accessibility of learning resources, this Division shall conduct systematic monitoring and validation of materials directly delivered to districts and schools. This is pursuant to DepEd Order No. 21, s. 2019 (*Policy Guidelines on the K to 12 Basic Education Program Learning Resources*), and other related issuances that emphasize the importance of quality-assured instructional materials in supporting effective teaching and learning.

2. The monitoring and validation shall apply to all types of learning resources listed below:

- Textbooks, teacher's guides, and learner's materials aligned with the K to 12 curriculum;
- Self-Learning Modules (SLMs) and supplementary instructional materials;
- Non-text-based LRs (TVL equipment, Science apparatus, Math materials, manipulatives, etc.)
- Digital and printed resources provided by the Central Office, Regional Office, or external partners duly approved by DepEd.

The timeline of monitoring is *one week* after the Reporting Timeline.

3. Responsibilities

**Division Office**

- Lead the monitoring and validation activities.
- Consolidate district reports and submit findings to the Regional Office.
- Provide technical assistance to districts and schools regarding resource utilization.

**District Supervisors**

- Ensure proper distribution and utilization of learning resources within their jurisdiction.
- Conduct validation checks on content accuracy, curriculum alignment, and usability.



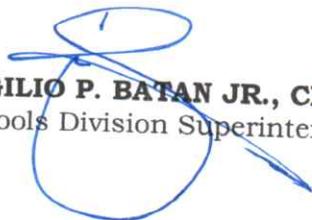
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- o Submit consolidated reports to the Division Office within prescribed timelines.
- School Heads
- o Oversee receipt, safekeeping, and distribution of resources.
  - o Facilitate teacher feedback on the appropriateness and effectiveness of materials.
  - o Report deficiencies, errors, or issues to the District Supervisor.
4. Monitoring and Validation Process
- Step 1: Inventory and acknowledgment of receipt at the school level.
  - Step 2: Teacher and school-level validation (accuracy, relevance, usability).
  - Step 3: District consolidation and review.
  - Step 4: Division validation and preparation of comprehensive reports.
  - Step 5: Submission of Division report to the Regional Office, with recommendations for corrective action or improvement.
5. Reporting Timeline
- Upon receipt of Learning Resources (LRs), schools shall submit both hard and soft copies of the delivery receipts to their respective district offices. Within **one week** of delivery, the district office shall submit the consolidated delivery receipts and Inventory Transfer Reports (ITRs) to the Division Office.
  - Electronic copies of Delivery Receipts and Inventory Transfer Reports shall be submitted using the link below:  
<https://tinyurl.com/LR-Delivery-Receipts>
  - When validation report is required, schools shall submit report to their respective districts within *two weeks* of receipt of resources. Districts shall forward consolidated reports to the Division Office within *three weeks*.
  - The Division Office shall submit reports to the Regional Office within *one month* from initial receipt of learning resources.
6. Compliance with and widest dissemination of this Memorandum is desired.

  
**VIRGILIO P. BATAN JR., CESO V**  
 Schools Division Superintendent

Encl.: As Stated  
 Reference: DO 21, s. 2019  
 To be indicated in the Perpetual Index  
 under the following subjects:  
 LEARNING RESOURCES  
 ZS-DM-CID-2026-02-40  
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