



Republic of the Philippines  
**Department of Education**  
REGION V  
**SCHOOLS DIVISION OF SORSOGON**

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October 14, 2020

**DIVISION MEMORANDUM**  
No. 157 s. 2020

**COMPOSITION AND FUNCTIONS OF DIVISION LEARNERS' MATERIALS (LMs)  
WATCH TEAM**

To: **Assistant Schools Division Superintendent**  
**Heads, Functional Division/Section/ Units**  
**Education Program Supervisors, Division Coordinators and Specialists**  
**Heads, Public Elementary and Secondary Schools**  
**All Others Concerned**

1. Pursuant to Department of Education's mandate to continuously provide quality, accessible, relevant and liberating basic education and to ensure utilization of Self-Learning Modules (SLMs), Learning Activity Sheets (LAS), Activity Performance Worksheets (APW), Self-Learning Kits (SLKs), Strategic Intervention Materials (SIMs), and Learners' Materials (LMs) for all Filipino learners despite the pandemic, the Schools Division of Sorsogon Province informs the field on the Composition of Division Learners' Materials Watch Team (DLMWT) for SY 2020-2021.
2. The DLMWT aims to ensure the quality of materials distributed to the schools despite the challenges posed by COVID-19 and to monitor and ensure the full utilization of the SLMs throughout the division.
3. The DLMWT shall perform the following functions:
  - 3.1 monitor the status and ratio of materials of SLMs in all schools in the division;
  - 3.2 oversee the content, language and design errors of the distributed materials through teachers for appropriate actions;
  - 3.3 coordinate with the school LR Coordinators and school heads on the materials' issues and concerns;
  - 3.4 gather the summary of findings of the schools per grade level per learning area; and
  - 3.5 retrieve the weekly report of the schools. (*see Enclosure no. 2*)
4. The composition of DLMWT is presented in Enclosure No. 1. Meanwhile, the template for the summary of findings for materials is presented in Enclosure No. 2.
5. All Learning Area-in-charge are requested to furnish the LRMDS Unit copy of the Summary of Findings for record purposes and reporting to the regional or national office.



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6. Expenses needed in the operation of the DLMWT shall be charged against the Division MOOE, subject to the usual accounting and auditing rules and regulations.
7. The functions of the DLMWT shall start upon the issuance of this Memorandum.
8. Immediate and strict compliance with this Memorandum is directed.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent 

Encl.: As stated  
Reference: OUA MEMO 00-1020-0138  
To be indicated in the Perpetual Index  
under the following subjects.

WATCH TEAM  
LEARNERS' MATERIALS  
CONTENT/LANGUAGE/DESIGN

MONITORING



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Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_, s. 2020

**DIVISION LEARNERS' MATERIALS WATCH ACTION TEAM**

Chairperson: **JOSE L. DONCILLO, SDS**  
Co-chairperson: **MA. JEANY T. ABAYON, ASDS**

Members:

ROLANDO F. EMBILE, CID Chief
GILBERT Z. APOSTOL, LR Manager
Kindergarten: LIBERTINE JOY G. BALDILLO
MTB: LILIA ZITA A. PURA
Filipino: SHARON VITO
English: MARICEL M. DINEROS
Math Elementary and 2 <sup>nd</sup> District Sec.: JERRY FIRMANES
Mathematics 1 <sup>st</sup> District Secondary: JOSEPHINE L. VILLARUEL
Science Elementary: ALVIN T. ROSARE
Science Secondary and STEM: MICHELLE H. GUADAMOR
EPP/TLE/TVL: RODEL E. PANCHO
MAPEH: REMUS H. ZUNIEGA
Araling Panlipunan Elementary: BEVELYN C. CARAMOAN
Araling Panlipunan Secondary: OWEN N. CASTILLO
EsP: NENNETH E. ALAMA
ALS: JOHNY J. SO and NICANOR P. BAILON

Enclosure No. 2 to Division Memorandum No. \_\_\_\_\_, s. 2020



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