Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

November 17, 2026

REGIONAL MEMORANDUM
No. 1541 s. 2026

ACCOMPLISHMENT REPORT TEMPLATE FOR THE YEAR-END CONSOLIDATION OF LRMS REPORTS

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. Relative to **RM No. 1242, s. 2026**, entitled *Year-End Consolidation of LRMS Accomplishments and Reports on CO-RO Procured Learning Resources, and Review of Fund Utilization*, scheduled on **December 1–3, 2026**, at **Punto Viajero Beach Resort, Sitio Cabadlungan, Brgy. Baras, Guiuan, Eastern Samar**, this Office has prepared a standardized **Accomplishment Report Template** for the Division LRMS personnel to use in preparing and presenting their respective reports during the activity.

2. The prescribed template, attached as **Enclosure 1**, shall serve as the common reporting format to ensure the systematic and consistent presentation of accomplishments, status of learning resources management and delivery, monitoring of inventory and utilization of provided learning resources, and utilization of downloaded support funds.

3. All Division LRMS personnel are directed to accomplish the template and ensure that the information provided is accurate and updated for submission during the activity.

4. For information, guidance, and compliance.

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SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OFFICE
RECEIVED
1541
By: 11-23-26

Enclosures: As stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects:

ACCOMPLISHMENT REPORT TEMPLATE

CLMD-LRMS-JBB

Enclosure: RM No. 1541, s. 2026

LRMS SCHOOLS DIVISION OFFICE ACCOMPLISHMENT REPORT

Implementation of Learning Resources Management and Development Processes and Utilization of Downloaded Support Funds

DEPARTMENT OF EDUCATION – **Division:** _____

I. GENERAL INFORMATION

Particulars	Details
Schools Division Office	_____
Reporting Period	_____
Name of Schools Division Superintendent	_____
LR Education Program Supervisor	_____
Designation	_____
Contact Information	_____
Date Submitted	_____

II. EXECUTIVE SUMMARY

Provide a concise overview of the SDO's accomplishments in implementing Learning Resources Management and Development Processes.

III. ACCOMPLISHMENTS IN LEARNING RESOURCES MANAGEMENT AND DEVELOPMENT

A. Development and Contextualization of Learning Resources

List of Division Activities	Learning Area/Grade Level	Target Outputs	Actual Outputs	% Accomplishment	Remarks
Development of Lesson Guides/ SPLGs					
Contextualization of LRs					

Narrative Accomplishment: Briefly describe the activities conducted, number of participating writers, completed outputs, and significant results.

B. Quality Assurance of Learning Resources

List of Division Activities	Learning Area/Grade Level	Target Outputs	Actual Outputs	% Accomplishment	Remarks

Narrative Accomplishment: Indicate the number of LRs reviewed, validated, revised, finalized, and recommended for utilization.

C. Procurement of Learning Resources

LR/Project Description	Approved Budget/Allocation (₱)	Quantity Targeted	Quantity Procured	Procurement Status	Remarks

Narrative Accomplishment: Discuss procurement activities undertaken, procurement status, significant milestones, and challenges encountered.

D. Delivery of Learning Resources (Enumerate whatever available delivered from CO, RO, and from your DO.)

D.1 – Textbooks and Teacher's Manuals

Grade Level	Learning area with Delivery	Without Delivery	Remarks
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			

Narrative Accomplishment: Describe the delivery arrangements, number of recipient schools, distribution mechanisms, and actions taken to address incomplete or delayed deliveries.

D.2 – Other LRs (List)

Grade Level	Quantity Allocated	Quantity Received	Remarks
Grade 1			
Grade 2			
Grade 3			
Grade 4			

Narrative Accomplishment: Describe the delivery arrangements, number of recipient schools, distribution mechanisms, and actions taken to address incomplete or delayed deliveries

IV. MONITORING OF DELIVERY, INVENTORY, AND UTILIZATION OF PROVIDED LEARNING RESOURCES

A. Consolidated Status of LR Delivery and Inventory

Provide appropriate table if needed

B. School-Level Monitoring Results

No.	Monitoring Indicators	Observations / Findings
1	Received Allocated LRs	
2	Completed LR Inventory/Filing of Records	
3	Proper LR Storage and Safekeeping	
4	Distributed LRs to Intended Learners/Teachers	
5	Utilization of Provided LRs in Classroom Instruction	
6	Documented LR Utilization Reports	

C. Utilization of Provided Learning Resources

Narrative Accomplishment: Explain how the provided LRs are being used by teachers and learners, their integration into classroom instruction, and the observed benefits to teaching and learning.

V. UTILIZATION OF DOWNLOADED SUPPORT FUNDS

This section shall present the financial and physical accomplishments of the SDO in utilizing funds downloaded by the Regional Office for the implementation of various Learning Resources programs and activities.

A. Detailed Utilization of Downloaded Support Funds (attached printed reports with signature,

Refer to this link: https://tinyurl.com/2026LRDownloaded-Fundsto13SDOs

Narrative Accomplishment: Discuss the utilization of downloaded funds, activities implemented, expenditures incurred, financial and physical accomplishments, and the status of liquidation or submission of required financial reports.

Include explanations for:

- Unobligated or unutilized balances;
- Delayed implementation of approved activities;
- Savings or cost efficiencies;
- Pending disbursements or liquidation requirements; and
- Proposed actions to ensure timely and appropriate utilization of remaining funds.

VI. ISSUES, CHALLENGES, AND INTERVENTIONS

Major Areas	Issues/Challenges Encountered	Actions/Interventions Undertaken	Recommendations/ Next Steps
LR Development			
Quality Assurance			
Procurement			
Delivery and Distribution			
Inventory and Safekeeping			
LR Utilization			
Fund Utilization			
Monitoring and Reporting			

VII. BEST PRACTICES AND SIGNIFICANT ACCOMPLISHMENTS

Identify at least three significant accomplishments or good practices that may be adopted or replicated by other SDOs.

Best Practice/Significant Accomplishment	Description/Implementation	Results/Benefits
1.		
2.		
3.		

IX. CONCLUSION

Provide a brief assessment of the overall accomplishments of the SDO in implementing Learning Resources Management and Development Processes. Highlight the extent to which the division has ensured the timely provision, proper inventory, equitable distribution, and effective utilization of quality-assured learning resources in schools, including the appropriate and timely utilization of downloaded support funds.

Prepared and submitted by:

_____ _____ _____

LR TEAM. EPS Librarian PDO

Date: _____

Reviewed by:

_____

Chief, Curriculum and Instruction Division / Authorized Reviewing Officer

Date: _____

Noted by:

_____
Assistant Schools Division Superintendent
Date: _____

Approved by:

_____
Schools Division Superintendent
Date: _____