



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-0436

To : Chief of Curriculum Implementation Division (CID)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary Schools
Science Coordinators
All Concerned

Subject : **MONITORING OF THE UTILIZATION AND MANAGEMENT OF SCIENCE EQUIPMENT, MATERIALS, AND LEARNING SPACES**

Date : July 28, 2025

In pursuit of strengthening the delivery of Science instruction and promoting responsible stewardship of relevant learning resources, this Office, through the Curriculum Implementation Division, informs the conduct of the year-round Monitoring of the Utilization and Management of Science Equipment, Materials, and Learning Spaces

This monitoring aims to:

- ensure that science tools, equipment, and materials are maximized in support of learner engagement and hands-on learning;
- encourage the creation and maintenance of Science learning spaces, especially in schools without formal laboratories;
- provide data for informed decision-making regarding provision, replacement, and capacity building on science resource use; and
- identify best practices and areas needing technical assistance.

Attached is the monitoring tool.

For your guidance and strict compliance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

JUL 29 2025

Attached: As stated.
CID/je/ybm

RECORDS SECTION - SDO PANABO CITY
BY 



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**UTILIZATION AND MANAGEMENT OF SCIENCE EQUIPMENT,
MATERIALS, AND LEARNING SPACES MONITORING TOOL**

Name of School: _____ **Date:** _____
School Head: _____
Science Laboratory In-Charge: _____

A. Laboratory Facility/Learning Space Checklist

Item	Available (✓ / X)	Condition (Good/Fair/Poor)	Remarks/Action Needed
1. Dedicated Science Laboratory Room			
2. Ventilation (Windows/Exhaust Fan)			
3. Lighting			
4. Laboratory Tables with Non-flammable Surface			
5. Laboratory Chairs			
6. Water Source (Sink/Faucet)			
7. Drainage System			
8. Electricity (Sockets, Proper Wiring)			
9. Storage Cabinets (For Equipment/Chemicals)			
10. Fire Extinguisher			
11. First Aid Kit			
12. Safety Signages (e.g., No Eating, Exit)			

B. Science Equipment and Materials Inventory

Equipment/ Material	Items	Available (✓ / X)	Condition (Good/Fair/Poor)
1. Measuring Devices			
2. Glassware			
3. Heating Devices			
4. Microscopy Tools			
5. Chemical Supplies			
6. Biological and Physical Models			
7. Other Laboratory Apparatus			

8. Safety Items/ Consumables			
9. Storage and Maintenance Tools			

C. Utilization and Maintenance

Indicator	Yes/No	Remarks/Evidence
1. Laboratory used for at least 1 hands-on activity per quarter		
2. Laboratory equipment is checked and cleaned regularly		
3. A designated Science Lab Coordinator is assigned		
4. Proper documentation/logbook of equipment use is maintained		
5. Chemical inventory updated and labeled correctly		
6. Worn-out or broken materials reported for replacement		
7. Students oriented on laboratory safety protocols		

D. Recommendations/Action Plan

Issue/Gap Identified	
Recommended Action	
Person Responsible	
Timeline	

School Head

Monitor