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

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**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

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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/jey/ybm

RECORDS SECTION, SCHOOLS DIVISION OF 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	

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School Head

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Monitor