



Republic of the Philippines  
**Department of Education**  
 REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

April 3, 2023

**SCHOOLS DIVISION MEMORANDUM**

No. 161, s.2023

**MONITORING OF THE UTILIZATION AND FUNCTIONALITY OF SCIENCE AND MATH EQUIPMENT (SME)**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor-CID  
 Education Program Supervisors – Science and Math  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. Monitoring the utilization of Science and Math Equipment (SME) is essential to ensure that the equipment is being used effectively and efficiently. For this purpose, this Office announces the monitoring of the utilization and functionality of SME starting April 4, 2023, onwards.
2. The objectives of this activity are to:
  - a. ensure that all delivered SME in all schools are properly used, managed, and maintained;
  - b. integrate hands-on instruction in Science and Mathematics; and
  - c. facilitate the teaching and learning of Science and Mathematics using SME and tools.
3. Learning area supervisors in Science and Math shall monitor all public schools using the Monitoring Tool in Enclosure No. 1. Further, they are advised to consolidate and submit M & E Report and to provide relevant technical assistance to school heads in optimizing SME's availability and usage and in making well-informed decisions about the purchase, repair, or replacement of the equipment.
4. Wide dissemination of this Memorandum is hereby enjoined.

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 SCIENCE CITY OF MUÑOZ  
**RECEIVED**  
 APR 04 2023  
 by:

**JOHANNA R. GERVACIO, PhD, CESO V**  
 Schools Division Superintendent



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Enclosure No. 1 to the Division Memorandum No. 161, s. 2023

**MONITORING TOOL FOR CHECKING THE FUNCTIONALITY OF SCIENCE AND MATH EQUIPMENT**

Name of School: \_\_\_\_\_  
 School Head: \_\_\_\_\_

Indicators	Evident	Not Evident	Remarks
1. The school has allotted Science and Math laboratory/center.			
2. The S & M laboratory/center is well-maintained and equipped with necessary Science and Math Equipment (SME).			
3. The school has an updated inventory of the SME.			
4. The school is <b>keeping records</b> of the SME and its utilization including date, time, and duration of use, name of user and the lesson/ experiment/ activity performed.			
5. The school is using <b>sign-in sheets</b> to track who is using the equipment and when they are using it.			
6. The school is using a <b>tracking software</b> to monitor the usage of the equipment, including the number of times it is used, the duration of each use, and the user's name.			
7. The school is implementing a <b>reservation system</b> to ensure that the equipment is available when needed and to avoid conflicts with other users.			
8. The school is keeping maintenance history of the equipment, including when it was last serviced, any repairs made, and any parts that were replaced.			
9. The school has partnerships or collaborations with local Science and Math organizations or businesses, and they provide access to equipment and resources.			
10. The school is <b>gathering feedback</b> from users about the equipment's usability, accuracy, and effectiveness to identify any issues that need to be addressed.			



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11. The school has evidence of Science and Math experiments or projects being carried out in the classroom or laboratory/center, where the students used SME.			
12. The learners feel that they are getting enough hands-on experience with Science and Math equipment, and if they feel that it is helping them to learn better.			
13. The teachers have prepared lessons incorporating hands-on activities in their Science and Math classes.			
14. The teachers use SME in their classes.			

**Issues, Concerns and Challenges on SME**

Issues	Concerns	Challenges

**Recommendations:**

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**Monitored by:**

**NELIE D. SACMAN, PhD**  
 EPS-Science

**WINNIE W. POLI**  
 EPS-Math

Date monitored: \_\_\_\_\_

Conforme:

\_\_\_\_\_  
 School Head



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