



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF CAPIZ

February 14, 2024

**DIVISION MEMORANDUM**

No. 093, s. 2024

**SUBMISSION OF SCHOOL NEEDS/RESOURCE GAPS ANALYSIS**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. In support of the three (3) components of DepEd MATATAG Agenda which are **TA**ke steps to accelerate the delivery of basic education services and provision of facilities, **TA**ke good care of learners by promoting learner well-being, inclusive education, and a positive learning environment and **GI**ve support to teachers to teach better, this Office is requesting all elementary, secondary and integrated schools to conduct school needs/resource gap assessment using the Resource Gap Analysis Tool as reference to find possible stakeholders and partners. This aims to strengthen partnerships and linkages among internal and external stakeholders and partners in implementing DepEd programs, projects and activities.
2. Attached is the School Needs/Resource Gap Analysis Tool to be accomplished by schools. The soft copy of this tool may be downloaded through the link: <http://tinyurl.com/RESOURCEGAPANALYSISTOOL>.
3. Results of the analysis shall be submitted on or before March 1, 2024 through this link: <http://tinyurl.com/2024SCHOOLSRESOURCEGAPANALYSIS>.
4. For more information about this report, kindly coordinate with Mr. Romar S. Jaravelo, EPS II, OIC – Office of the SEPS, SM & N at Mobile No. 09128108586.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent 

Reference: None

Incl: As Stated

To be indicated in the Perpetual Index  
under the following subjects

PARTNERSHIPS

ASSESSMENT

PROGRAMS



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**SCHOOL RESOURCE GAP ANALYSIS TOOL**

**School:** \_\_\_\_\_  
**School Head:** \_\_\_\_\_ **Email Ad:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_  
**District:** \_\_\_\_\_

Resources	Current State	Desired State	Needed	Existing	Budgeted	Resource Gap	Factors Responsible for the Gaps	Possible Ways to Address Resource Gap
<b>Access</b>								
i.e. Complete Set of School Supplies for Learners	50 learners with complete set of school supplies	225 learners with complete set of school supplies	175 learners with complete set of school supplies	50 learners with complete set of school supplies	20 learners with complete set of school supplies allocated from School MOOE	105 sets of school supplies for learners	<ul style="list-style-type: none"> <li>▪ Lack of resources</li> <li>▪ No available fund</li> </ul>	<ul style="list-style-type: none"> <li>▪ Look for stakeholders /partners</li> </ul>
<b>Quality</b>								
<b>Equity</b>								
<b>Resiliency and Well Being</b>								
<b>Governance</b>								

- Important Reminders:**
- Please refer to School Improvement Plan (SIP)
  - If needed, you can add more rows.



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*Definitions:*

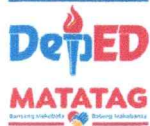
- a. *Resources* – quantitative components items needed for the implementation of programs/projects/activities.
- b. *Current state* – current visible/observable and quantitative characteristics/situation of the resource.
- c. *Desired state* - future visible/observable and quantitative characteristics/situation of the resource.
- d. *Needed* – total quantity of resource needed for the implementation of programs/projects/activities.
- e. *Existing* – total amount/quantity of resources that are present and shown in your inventory.
- f. *Budgeted* – total amount of resources allocated to any given appropriation i.e. School MOOE, Special Education Fund (SEF), General Appropriations Act, General Fund, Donations etc...
- g. *Resource gap* – total insufficient/inadequate of resources need which is the difference between the resources needed and the sum of the existing and budgeted resources [ $\text{Resource Gap} = \text{Needed} - (\text{Existing} + \text{Budgeted})$ ]
- h. *Factors Responsible for the Gaps* – comments regarding the potential causes of the resources gap.
- i. *Possible Ways to Address Resource Gaps* – strategies or sources of the identified resource gaps.

Prepared by:

(Signature over printed name)

School Head

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



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**DISTRICT CONSOLIDATION REPORT ON RESOURCE GAP ANALYSIS**

**District:** \_\_\_\_\_

No. of Schools	Resources	Current State	Desired State	Needed	Existing	Budgeted	Resource Gap	Factors Responsible for the Gaps	Possible Ways to Address Resource Gap
<b>Access</b>									
Example: 2 Elementary Schools, to wit: 1. 2.	Complete Set of School Supplies for Learners	500 learners with complete set of school supplies	2250 learners with complete set of school supplies	1750 learners with complete set of school supplies	500 learners with complete set of school supplies	250 learners with complete set of school supplies allocated from School MOOE	1000 sets of school supplies for learners	<ul style="list-style-type: none"> <li>▪ Lack of resources</li> <li>▪ No available fund</li> </ul>	<ul style="list-style-type: none"> <li>▪ Look for stakeholders/partners</li> </ul>
<b>Quality</b>									
<b>Equity</b>									
<b>Resiliency and Well Being</b>									
<b>Governance</b>									

Prepared by: \_\_\_\_\_  
(Signature over printed name)  
School Head  
Date: \_\_\_\_\_

Noted by: \_\_\_\_\_  
(Signature over printed name)  
PSDS  
Date: \_\_\_\_\_



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# MATATAG

Sansang Makabata Batang Makabansa

## MA

Make the curriculum relevant to produce job-ready, active, and responsible citizens



## TA

Take steps to accelerate the delivery of basic education services and provision of facilities



## TA

Take good care of learners by promoting learner well-being, inclusive education, and a positive learning environment



## G

Give support for teachers to teach better



DepED

