



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

15 JAN 2026

**DIVISION MEMORANDUM**

No. 022, s. 2026

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

To: Assistant Schools Division Superintendent  
OIC - Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
Elementary, Secondary and Integrated School BE and  
Partnership Focal Persons  
All Others Concerned

1. In accordance with **Republic Act No. 9155** (Governance of Basic Education Act of 2001), which mandates the Department of Education (DepEd) to promote the participation of non-government organizations (NGOs), local government units (LGUs), and other stakeholders in providing resources for education, and **Republic Act No. 8525** (Adopt-a-School Act of 1998), which encourages private sector participation in delivering quality education by assisting public schools in the Philippines, this Office requests all elementary, secondary, and integrated schools to conduct a school needs/resource gap assessment using the Resource Gap Analysis Tool. The results of the analysis will serve as a reference for identifying potential partners and stakeholders for DepEd programs, projects, and activities.
2. Attached is the School Needs/Resource Gap Analysis Tool to be accomplished by schools and districts. The soft copy of this tool may be downloaded through the following links:
  - a. template for schools:  
[https://bit.ly/2026\\_SchoolResourceGapAnalysisTool](https://bit.ly/2026_SchoolResourceGapAnalysisTool)
  - b. template for district consolidation:  
[https://bit.ly/2026District\\_CONSOLIDATIONREPORT\\_RESOURCEGAPANALYSIS](https://bit.ly/2026District_CONSOLIDATIONREPORT_RESOURCEGAPANALYSIS)
3. Secondary and Integrated Schools are requested to upload their accomplished School Needs/Resource Gap Analysis Tool to their respective folders. Furthermore, districts are advised to consolidate the reports from all schools within their district and upload the consolidated report to the designated district folder **on or before February 27, 2026**, via this link  
[https://bit.ly/2026\\_SCHOOLSRESOURCEGAPANALYSISRESULTS](https://bit.ly/2026_SCHOOLSRESOURCEGAPANALYSISRESULTS)



**Address:** Banica, Roxas City  
**Contact Number:** (036) 6518 456/0968-869-5867  
**Email Address:** capiz@deped.gov.ph  
**Website:** <http://depedcapiz.ph>



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4. Technical assistance regarding the said report will be conducted on January 23, 2025, from 8:30 a.m. to 12:00 noon, either face-to-face or virtually. If conducted face-to-face, the venue will be the SDO Capiz Multi-Purpose Hall. If conducted virtually, the MS Teams link will be shared in the ASP/Partnership GC. The participants for this activity are as follows:
  - a. 18 District Partnership Focal Persons;
  - b. 54 Secondary Schools Partnership Focal Persons; and
  - c. 26 Integrated Schools Partnership Focal Persons.
5. For more information about this report and activity, you may coordinate with Mr. Romar S. Jaravelo, SEPS, at Mobile No. 09128108586, or Ms. Ann Marie D. Villamor, EPS II, at Mobile No. 09399368303, of the Social Mobilization and Networking Unit, SGOD.
6. Immediate dissemination of and compliance with this Memorandum are desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Reference: Republic Act No. 9155 and Republic Act No. 8525  
Incl: As Stated  
To be indicated in the Perpetual Index  
under the following subjects

PARTNERSHIPS

ASSESSMENT

PROGRAMS



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No. 022 s. 2026

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**2026 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>								





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**Important Reminders:**

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

**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 2026 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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