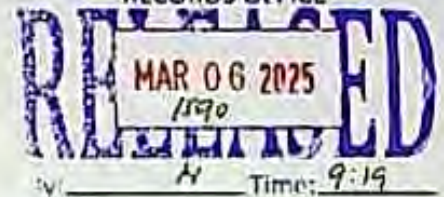




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

March 04, 2025

DIVISION MEMORANDUM

No.: 117, s. 2025

**Maximizing the Utilization of
Science Learning Tools and Equipment (Science LTE)**

To: Assistant Schools Division Superintendent
Chiefs of Functional Division- CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads
All Others Concerned

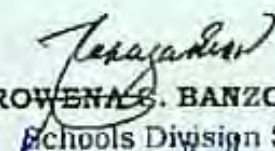
1. In line with our continuous efforts to enhance science education and experiential learning in schools, all Science teachers are reminded to maximize the utilization of available science apparatus and equipment in conducting laboratory activities and demonstrations. To ensure systematic and efficient use of these resources, the following guidelines shall be observed:
 - a. **Enhanced Scheduling for Tool Access** – School Heads, in coordination with Science Department Heads, School Science Coordinators, and Laboratory Managers, should improve the scheduling system to ensure that all teachers have fair and organized access to science laboratory and equipment.
 - b. **Documentation of Usage** – A logbook or digital record shall be maintained to systematically track the usage of science apparatus and equipment. Teachers must record details such as the date, time, equipment used, and purpose of usage.
 - c. **Regular Integration in Lessons** – Science teachers are encouraged to integrate laboratory activities into their lessons using the available tools to reinforce theoretical concepts and promote hands-on learning experiences.
 - d. **Proper Handling and Maintenance** – Users must adhere to safety protocols and proper handling procedures to ensure the longevity and optimal performance of the equipment. Schools are encouraged to develop and implement school-based Science LTE management policies, as well as risk management protocols, to promote efficient utilization, maintenance, and proper handling of laboratory resources.



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2. Schools shall establish and maintain a safe and secure instrumentation center to properly store and safeguard the tools and equipment acquired by the school. Additionally, schools must ensure a safe and secure storage and disposal facility for laboratory chemicals used in experimentation. Disposal mechanisms should strictly adhere to DENR guidelines and standards for handling expired chemicals and laboratory waste materials.
3. School Heads shall ensure that science tools and equipment are actively utilized by teachers and learners, properly maintained, and securely stored. These resources should not be left unused, idle, or forgotten in offices or supply rooms.
4. The regular monitoring and technical assistance provided by the Division Science Supervisor shall include assessing how science tools, equipment, and other resources are utilized and managed in schools. Likewise, schools must submit periodic reports detailing the status, condition, and utilization of these tools and equipment.
5. As references, the following DepEd policies shall guide the proper utilization of Science Learning Tools and Equipment:
 - a. **DepEd Order No. 48, s. 2006** – Emphasizes the observance of safety measures in science laboratories to ensure the proper management and use of laboratory equipment.
 - b. **K to 12 Science Curriculum Guide** – Provides standards and competencies for science education, highlighting the importance of utilizing laboratory tools and equipment to facilitate hands-on learning experiences.Furthermore, adherence to these practices aligns with the objectives of the MATATAG Curriculum in promoting interactive and inquiry-based learning.
6. The prompt implementation of this directive is expected to support the improvement of Science instruction across schools.
7. Immediate and wide dissemination of this Memorandum is directed.


ROWENA S. BANZON, EdD, CESO V
Schools Division Superintendent