



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

2 JUNE 2022

DIVISION MEMORANDUM

No. 354 s. 2022

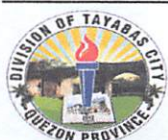
DESIGNATION OF SCHOOL LEARNING RESOURCE MANAGEMENT AND DEVELOPMENT SYSTEM (LRMDS) COORDINATORS

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. To establish a more systematic implementation of the Learning Resource Management and Development System (LRMDS) and improve the development, production, distribution and utilization of all types of learning resources in the school level, all school heads should designate new or re-designate the current LRMDS coordinator in their respective school and please submit **three (3) original copies of the designation paper on or before June 15, 2022.**

2. Relative to the LRMDS mandate, the School LRMDS Coordinator shall perform the following duties and responsibilities:

- Prepare, consolidate and submit accurate and updated LRMDS reports;
- Maintain smooth communication with the Division LRMDS Team on the implementation of the LRMDS policies, guidelines, and standards;
- Assist in the distribution of learning resources and lead in the utilization of LRs in the schools.
- Keep and update database of inventories of text-based and non-text-based learning resources in all grade levels and subject areas within the school level;
- Attend, participate actively and update his/her concerned School Head in all LRMDS meetings, seminars, and other related activities;
- Lead in the establishment, proper utilization and maintenance of School Libraries and Learning Resource Centers;
- Lead in advocating and assisting all teaching and non-teaching personnel in the school how to responsibly access the DepED Learning Resource Portal, the Schools Division Localized portal and the other LRMDS sites/links.
- Provide technical assistance to co-teachers in the development, production, and storage of learning resources;
- Organize the School Learning Resource (LR) Development Team and School LR Quality Assurance Team.



Brgy. Potol, Tayabas City



(042) 710-0329 or 797-0773



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- Perform other LRMS-related tasks.
3. The following attributes shall guide the school head in designating the School LRMS Coordinator:
- Has the potential or skill and familiarity in developing and evaluating learning resources of various formats and designs;
 - Has a positive working attitude and willing to assist and mentor other teachers/school head related to the use and access of LRs.
 - Has the capability to lead and organize school level LRMS programs/projects and activities;
 - Proficient in common office productivity software like word processing, spreadsheets, multimedia presentation, internet browser, online applications and other LRMS support technology;
 - With technical competence in downloading/uploading of digital files and setting up multimedia devices and gadgets;
 - Capable of sending and receiving emails and other social media messaging;
 - With proficient oral and written communication skills;
 - Systematic in filing and managing files.
3. Attached is a copy of the Designation Form to be accomplished in three original copies.
4. Immediate and wide dissemination of this memorandum is earnestly desired.

For:

NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent

By:


ANTONIO P. FAUSTINO, JR. /u.
OIC – Assistant Schools Division Superintendent

Encl.:
As stated





Republic of the Philippines
Department of Education
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CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS
(NAME OF SCHOOL)

Date: _____

DESIGNATION OF SCHOOL LRMSD COORDINATOR

Name: _____ Position: _____
School _____ Contact Number: _____
Email Address: _____

You are hereby expected to perform your duties and functions as School LRMSD Coordinator and other related task until such time that this designation is revoked.

Duties and Functions of School LRMSD Coordinator

1. Prepare, consolidate and submit accurate and updated LRMSD reports;
2. Maintain smooth communication with the Division LRMSD Team on the implementation of the LRMSD policies, guidelines, and standards;
3. Assist in the distribution of learning resources and lead in the utilization of LRs in the schools.
4. Keep and update database of inventories of text-based and non-text-based learning resources in all grade levels and subject areas within the school level;
5. Attend, participate actively and update his/her concerned School Head in all LRMSD meetings, seminars, and other related activities;
6. Lead in the establishment, proper utilization and maintenance of School Libraries and Learning Resource Centers;
7. Lead in advocating and assisting all teaching and non-teaching personnel in the school how to responsibly access the DepED Learning Resource Portal, the Schools Division Localized portal and the other LRMSD sites/links.
8. Provide technical assistance to co-teachers in the development, production, and storage of learning resources;
9. Organize the School Learning Resource (LR) Development Team and School LR Quality Assurance Team.
10. Perform other LRMSD-related tasks.

Prepared by:

Noted by :

School Head

GENEROSA F. ZUBIETA
EPS – LRMSD

Recommending Approval:



Approved by:

IMELDA C. RAYMUNDO
Chief Education Supervisor

NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent



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