



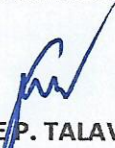
Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



DIVISION MEMORANDUM

No. 225 s. 2018

TO: OIC, ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, EDUCATION PROGRAM SUPERVISORS, CID AND SGOD
HEADS, PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY SCHOOL
SCHOOL LRMDs COORDINATORS AND DESIGNATED LIBRARIANS
ALL OTHER CONCERNED

FROM: CATHERINE P. TALAVERA CESO VI 
Schools Division Superintendent

SUBJECT: DESIGNATION OF SCHOOL LRMDs COORDINATORS AND DESIGNATED LIBRARIANS

DATE: JULY 13, 2018

1. Pursuant to the organized and systematic implementation of the Learning Resource Management and Development System (LRMDs) this Calendar Year 2018, and to improve the development, production and distribution of all types of learning resources (text-based, non-text-based, printed, digital, etc.) in all schools; all Elementary, Junior and Senior High School Heads are required to designate a new or re-designate the current LRMDs Coordinator in their respective schools.
2. The following attributes shall guide the School heads in designating a new or redesignating the current School LRMDs Coordinators and Designated Librarians:
 - Has the potential or technical skills 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 heads related to the use and access of learning resources;
 - Has the capability to lead and organize school level LRMDs programs, projects and activities
 - Proficient in common office productivity software like word processing, spreadsheets multimedia presentations, internet browser and other LRMDs- support technologies;
 - With technical competencies in downloading and or uploading digital files and setting up multimedia devices and gadgets, 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;
 - Capable of sending and receiving emails and other social media messaging;

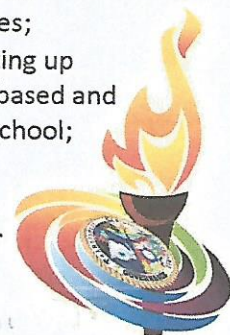
We are an emerging division where excellence is a habit and allegiance for quality is a pledge.

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- With proficient oral and written communication skills;
- Systematic in filing and managing files;
- Lead in the establishment, proper utilization and maintenance of school libraries and learning resource centers

3. Please submit to this office the designated LRMSD Coordinators and Librarians on or before July 20, 2018 following the given format attention: **Mrs Generosa F. Zubieta- Education Program Supervisor-LRMSD.**

Name of School	School ID	Name Of School Head	Name of LRMSD Coordinator/Librarian	Position	Contact Number	Email address

Immediate dissemination of and compliance with this memorandum is desired.

CID-LRMSD/ DESIGNATION of LRMSD COORDINATOR AND LIBRARIANS
DM Memo No. 225

