



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

JUL 22 2022


DIVISION MEMORANDUM

No. 212, s. 2022

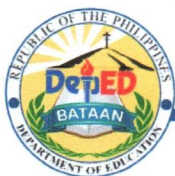
**REITERATION OF DIVISION MEMORANDUM NO. 240, S. 2022 ON THE
DESIGNATION OF DISTRICT AND SCHOOL LRMDs COORDINATORS**

To: Assistant Schools Division Superintendent
Chiefs of Division, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

1. Attached is the Division Memorandum No. 240, s. 2022 dated June 23, 2022.
2. In line with this, this Office reiterates item no. 3 of said Memorandum that all newly designated or re-designated LRMDs Coordinators must fill out the online Google Form <https://bit.ly/LRMDSCoordinator>.
3. The new date for accomplishing this Gform will be on or before **July 30, 2022**, to facilitate the housekeeping of the database directory.
4. Immediate dissemination of and strict compliance with this Memorandum is desired.


ROLAND M. FRONZA, EdD, CESO V
Assistant Schools Division Superintendent
Officer-in-Charge
Schools Division Superintendent

CI11/
July 13, 2022 *18*



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CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001109



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JUN 23 2022

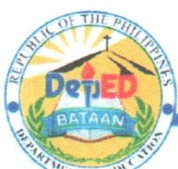
DIVISION MEMORANDUM

No. 240, s. 2022

DESIGNATION OF DISTRICT AND SCHOOL LRMDs COORDINATORS

To: Assistant Schools Division Superintendent
Chiefs of Division, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

1. Pursuant to the methodical implementation of the Learning Resources Management and Development System (LRMDS), and to improve the development, quality assurance, production, and distribution of all types of learning resources in all public schools, all District Supervisors, Elementary, Junior and Senior High School Principals are required to designate a new or re-designate the current LRMDS Coordinator in their respective districts and schools.
2. The designation aims to expand the provision of relevant learning resources services of the Department through the delivery of adequate technical assistance and more rapid solutions to several LR concerns. This will also be of great support in making the LRMDS Bataan services more accessible and efficient.
3. All newly designated or re-designated LRMDS Coordinators must fill out the online Google Form <https://bit.ly/LRMDSCoordinator> on or before **June 30, 2022** to facilitate the housekeeping of LRMDS FB Group Chats and Microsoft MS Teams and shall immediately assume the tasks and responsibilities of their designation.



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4. The following are the basic qualifications to be designated as School or District LRMDs Coordinators:

a. DISTRICT LEVEL (Elementary):

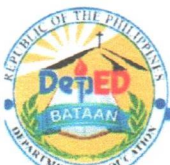
- 1 Elementary School Principal or Head Teacher
- 1 Elementary School Teacher

b. SCHOOL-LEVEL:

- **Elementary** - 1 Elementary Teacher
- **Junior HS** - 1 Department Head/Subject Area Coordinator or Master Teacher or Classroom Teacher
- **Senior HS** - 1 Master Teacher or Academic/TVL Teacher

5. The following traits of a teacher or school head shall guide the District Supervisors and School Principals in the designation of a new or re-designation of the current District and/or School LRMDs Coordinators:

- a. Has the potential or technical skills in developing and evaluating learning resources of various formats and designs;
- b. Has a positive working attitude and is willing to assist and mentor other teachers/school heads related to the use and access of learning resources;
- c. Has the capability to lead and organize district and/or school level LRMDs programs, projects, and activities;
- d. Proficient in common office productivity software like word processing, spreadsheets, multimedia presentations, internet browser, and other LRMDs-support technologies;
- e. With technical competencies in downloading and/or uploading digital files and setting up multimedia devices and gadgets;
- f. Capable of sending and receiving emails and other social media messaging;
- g. With proficient oral and written communication skills;
- h. Systematic in filing and managing files



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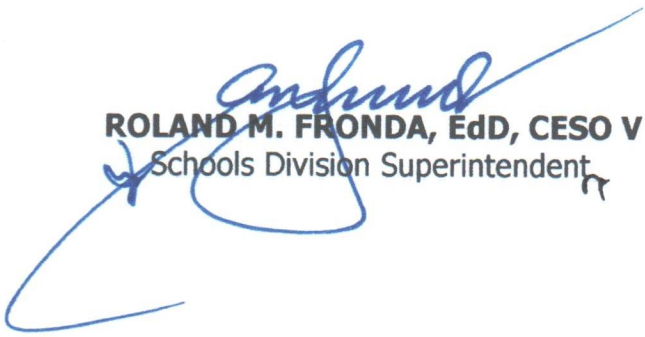



45th PRIME-HRM BRONZE AWARD

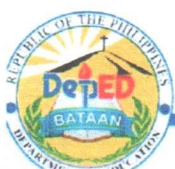


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6. The designated LRMDs Coordinator shall perform the following duties and responsibilities:
- a. Prepare, consolidate, and submit accurate and updated LRMDs reports.
 - b. Maintain smooth communication with the Division LRMDs Team on the implementation of the LRMDs policies, guidelines, and standards.
 - c. Lead in the distribution and utilization of learning resources in the schools and/or districts.
 - d. Keep and update the database of inventories of learning resources in all grade levels and subject areas within the school and/or district levels.
 - e. Attend, participate actively and update his/her concerned School Head/District Supervisor in all Division LRMDs meetings, seminars, and other related activities.
 - f. Lead in the establishment, proper utilization, and maintenance of Local Online LR Portals and/or School eLibraries.
 - g. Lead in advocating and assisting all teaching and non-teaching personnel in the school and district on how to responsibly access the DepEd Learning Resource Portal and the LRMDs social media sites.
 - h. Provide technical assistance to co-teachers in the development, production, and storage of learning resources.
 - i. Organize the School and/or District LRMDs Content Developers Team which includes Writers, Illustrators, Layout Artists, Animators, Graphic Artists, Book Designers, and Learning Resource Evaluators/Quality Assurance Team.
 - j. Perform other LRMDs-related tasks.
7. Immediate dissemination of and strict compliance with this Memorandum is desired.


ROLAND M. FRONDA, EdD, CESO V
Schools Division Superintendent

CI11/
June 15, 2022 



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