



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

JUL 19 2023

**DIVISION MEMORANDUM**

No. 244, s. 2023

**DESIGNATION OF DISTRICT AND SCHOOL LRMDs COORDINATORS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Elementary & Secondary School Heads  
LRMDs Coordinators  
All Others Concerned

1. To establish a more systematic implementation of the Learning Resources Management and Development Section (LRMDs) and improve the development, production, distribution, and access of all types of learning resources in all public schools, all District Supervisors and School Heads from Elementary, Junior, and Senior High Schools designated their respective School and District LRMDs Coordinators who will serve from School Year 2022-2023 to School Year 2024-2025.
2. The following are the attributes of the District and 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 organizing and managing files
3. The designated LRMDs Coordinators are expected to perform the following duties and responsibilities:
  - a. Prepare, consolidate, and submit accurate and updated LRMDs reports;



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- b. Maintain smooth communication with the Division LRMDs Team on the implementation of the LRMDs policies, guidelines, and standards;
  - c. Lead in the development, quality assurance, 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/PSDS in all Division LRMDs meetings, seminars, and other related activities;
  - f. Lead in the establishment, proper utilization, and maintenance of School knowledge Hubs, 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 other LRMDs Social Media Sites;
  - h. Provide technical assistance to co-teachers in the development, production, storage, and access of learning resources;
  - i. Organize the School and/or District LRMDs Content Developers Team which includes: Writers, Illustrators, Layout Artists, Graphic Artists, Book Designers, and Learning Resource Evaluators/Quality Assurance Team;
  - j. Perform other LRMDs-related tasks.
4. Attached is the list of the designated School and District LRMDs Coordinators who will serve for three (3) consecutive school years (SY 2022-2023, 2023-2024, 2024-2025) with the exemption of designating the alternate coordinator in case of transfer, promotion, and any other valid reasons of the concerned coordinator.
5. Immediate and wide dissemination of this Memorandum is desired.

**CAROLINA S. VIOLETA, EdD, CESO VI**  
Schools Division Superintendent

FOR THE SCHOOLS DIVISION SUPERINTENDENT

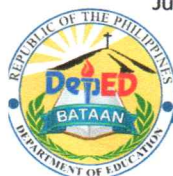
**MILAGROS M. PENAFLOR, Ph.D.**  
Chief Education Supervisor-CID

Reference: N o n e

To be indicated in the Perpetual Index  
under the following subjects:  
Coordinators LRMDs  
Designation Teachers

CIS/

July 17, 2023



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