DIVISION MEMORANDUM

No. 107 s. 2015

To:
CID /SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public/Private Elementary and Secondary School Heads
District ALS Coordinators/Mobile Teachers

From:
NYMPHA D. GUEMO
OIC, Schools Division Superintendent

Subject:
ASSIGNING OF SCHOOL AND DISTRICT LRMDS COORDINATORS

Date:
October 8, 2015

1. To ensure easy and quick coordination of all LRMDS-related matters from the SDO to all schools/Districts, this office through the CID-LRMDS is organizing the School/District Learning Resource Management and Development Systems Coordinators (S/DLRMDS). All school Heads/PSDS therefore are enjoined to assign one (1) focal person per school/district to serve as coordinator. For the Alternative Learning System, all District ALS Coordinators are hereby automatically assigned as District LRMDS Coordinators for ALS.

2. Attached to this Memorandum are the Terms of Reference (TOR) of the S/DLRMDS Coordinator and the Template for the list of coordinators.

3. Public Schools District Supervisors are requested to consolidate the list of S/DLRMDS coordinators. Said report should be submitted to this office c/o Ms. Amelia B. Cabrera, Education Program Supervisor I – LRMDS/ALS or send thru email add: AMY111967@yahoo.Com.

4. Deadline for submission is on October 23, 2015.

5. Immediate dissemination of and compliance with this Memorandum are enjoined.
TERM OF REFERENCE
SCHOOL/DISTRICT LRMDS COORDINATORS

SCOPE OF WORK AND EXPECTED OUTPUTS
1. Prepare and consolidate reports/communications related to LRMDS matters
2. Communicate with the Division LRMDS Program Development Officer II concerning learning materials utilization and other support issues
3. Maintain and update data base of all formats of learning materials in the school/district
4. Attend division meetings on LRMDS matters
5. Disseminate LRMDS updates to school head/District Supervisor and all teaching personnel
6. Assist/coach all teachers in:
   a. Accessing the LRMDS Portal
   b. Utilizing digital learning materials
   c. Uploading and downloading learning materials
   d. Analyzing LRMDS user’s problem as stated in verbal or written query and identify cause of the problem
   e. Installing, configuring and providing instruction on the basics of using common office software tools and LRMDS support technologies
   f. Performing basic and routine system maintenance such as back-up, system start-up, etc.
   g. Preparing monthly report on the utilization of LRMDS related materials and submitting it to the CID-LRMDS Unit
7. Perform other LRMDS-related tasks.

QUALIFICATION AND SKILLS
1. Proficient in common office software tools like Word Processing, Spreadsheet and Multimedia software, internet and other LRMDS support technologies
2. With Technical competence in:
   a. Downloading/uploading digital files
   b. Setting up multimedia devices/gadgets
3. Capable of sending and receiving email
4. With proficient written and verbal communication skills
# Consolidated List of School/District LRMDS Coordinators

<table>
<thead>
<tr>
<th>School ID</th>
<th>Name of School</th>
<th>School Head</th>
<th>Contact Number</th>
<th>Designated S/DLRMDS Coordinator</th>
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Prepared by:

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PSDS/School Head