



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



**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** : *[Signature]* **NYMPHA D. GUEMO**  
OIC, Schools Division Superintendent

**Subject** : **ASSIGNING OF SCHOOL AND DISTRICT LRMDs COORDINATORS**

**Date** : October 8, 2015

**RELEASED**  
School Division Office of Catanduanes  
RECORDS SECTION  
OCT 14 2015  
8:20 AM  
*[Signature]*

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/DLRMDSC). 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 LRMSD COORDINATORS**

**SCOPE OF WORK AND EXPECTED OUTPUTS**

1. Prepare and consolidate reports/communications related to LRMSD matters
2. Communicate with the Division LRMSD 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 LRMSD matters
5. Disseminate LRMSD updates to school head/District Supervisor and all teaching personnel
6. Assist/coach all teachers in:
  - a. Accessing the LRMSD Portal
  - b. Utilizing digital learning materials
  - c. Uploading and downloading learning materials
  - d. Analyzing LRMSD 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 LRMSD 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 LRMSD related materials and submitting it to the CID-LRMSD Unit
7. Perform other LRMSD-related tasks.

**QUALIFICATION AND SKILLS**

1. Proficient in common office software tools like Word Processing, Spreadsheet and Multimedia software, internet and other LRMSD 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

