



June 30, 2016

DIVISION MEMORANDUM

No. 391, s. 2016

TO : Division Education Program Supervisors
Public Schools District Supervisors/District Incharge

FROM : **LELANIE T. CABRERA, CESE**
Asst. Schools Division Superintendent


SUBJECT AND : **ORGANIZATION OF DISTRICT LEARNING RESOURCE MANAGEMENT DEVELOPMENT SYSTEM (LRMDS) CORE TEAM**

1. Per DepEd Order No. 76, s. 2011, the Department of Education (DepEd) through the Instructional Materials Council Secretariat (IMCS) has rolled out nationally the implementation of the Learning Resource Management and Development System. This is to provide access to existing DepEd teaching, learning, and professional development materials.
2. To ensure the smooth and sustainable implementation of the LRMDS, our Office has identified the Core Team to serve as an interim unit for the implementation of the Division LRMDS

The following are:

Ms. Rosela R. Abiera	-	DEPS/LRMDS Manager
Mr. Melchor A. Dueñas	-	LRMDS Project and Development Officer
Ms. Maricel S. Rasid	-	LRMDS Administration/ Librarian 2

3. In compliance with DepEd Order No. 76, s. 2011, this office will be holding an Orientation/Seminar-Workshop for all the newly organized District LRMDS in the month of July, 2016. Thus, the District Supervisor/In-Charge shall identify members to compose the District LRMDS Core Team. The team shall compose the following:
 - a. LRMDS Manager/Head
 - b. LRMDS Assessment and Evaluation Coordinator
 - c. LRMDS Development and Production Coordinator
 - d. LRMDS Instructional Designer
 - e. LRMDS Quality Assurance Coordinator
4. List of the District LRMDS Core Team shall be submitted to Ms. Rosela R. Abiera, DEPS/LRMDS Manager on July 8, 2016 in hard and soft copy through email address:rosiebowly@yahoo.com
5. Please see the attached enclosure for your referral on choosing the members of the District LRMDS Core Team.
6. Immediate dissemination of and compliance with this Memorandum is enjoined.


LELANIE T. CABRERA, CESE
Asst. Schools Division Superintendent
OIC, Schools Division Superintendent
01/01/16

LTC/DYA/CID/rra'16
reation-District LRMDS Core Team

05 JUL 2016



Enclosure No. 1, DM No. _____, s. 2016

Division Learning Resource Management and Development System (LRMDS)

JOB DESCRIPTION AND ITS RESPONSIBILITY

A. LRMDS Manager/Head

- ↓ Shall manage the implementation of the LRMDS in the District, ensure that all learning resources are accessible to the intended user.
- ↓ Responsible for Operations, Maintenance and Funding Support of the LRMDS in the District.

B. LRMDS Assessment and Evaluation Coordinator

- ↓ Shall evaluate various learning, teaching and Professional Development resources.
- ↓ Responsible for: Reviewing the LR Technical Assistance plan for needs and to prioritize resources for evaluation, Reviewing LR plans of schools, Evaluating resources according to prescribed educational, technical and other specifications, making the appropriate recommendations and preparing the request briefs.

C. LRMDS Development and Production Coordinator

- ↓ Shall coordinate the target outputs and schedules of various design and development team
- ↓ Shall lead the development and production team in developing design briefs based on sound instructional design
- ↓ Recommend to the manager the members of the design and development teams based desired competencies
- ↓ Responsible for LR/PDMs development and production based on client requirements, LRMDS standards and specifications within the required time frame

D. LRMDS Instructional Designer

- ↓ Shall coordinate the target outputs and schedules of the various design and development teams
- ↓ Shall recommend to the manager the members of the design and development teams based desired competencies
- ↓ Responsible for LR/PDMs development and production based on LRMDS requirements, standards and specifications

E. LRMDS Quality Assurance Coordinator

- ↓ Under the general direction of the LRMD Manager/Head, shall ensures quality of the learning and teaching resources
- ↓ Responsible for quality assuring of all learning and teaching resources before they are published in the portal