



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 180, s. 2022

MAY 24 2022

**DESIGNATION AS SCHOOL LEARNING RESOURCE (LR)
COORDINATOR AND SCHOOL LIBRARY IN-CHARGE**

To: OIC - Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. To ensure smooth implementation of the Learning Resource Management System (LRMS) in the Division, and to maximize the utilization of all learning resources in the school level, the field is hereby informed to designate a qualified school personnel to function as School Learning Resource (LR) Coordinator and School Library In-Charge.
2. Anent this, school heads are instructed to recommend the School LR Coordinator and School Library In-Charge by filling out the online form on or before May 13, 2022 and by attaching thereto a scanned copy of the accomplished designation form and 2x2 ID picture.
3. The online form for School LR Coordinator may be accessed through the link: <https://bit.ly/LRCoordinator2022> and for the School Library In-Charge: <https://bit.ly/LibraryInCharge2022>.
4. The designated School LR Coordinator and School Library In-Charge shall perform the following duties and responsibilities at the school level:

School LR Coordinator

- a. Prepare, consolidate, and submit accurately and updated LR reports and communications;
- b. Maintain communication with the Division LRMS on the implementation of policies, guidelines, standards and specifications in the development, quality assurance, reproduction and distribution, storage and maintenance and utilization of teaching and learning resources;
- c. Assist the school property custodian in the distribution of text/non-text based learning resources;
- d. Prepare, validate, keep and update database of inventories of print and non-print learning resources in all grade levels and subject within the school;
- e. Attend, participate, and update his/her concerned School Head and/or PSDS in all Division LRMS meetings, seminars, programs, and activities;
- f. Lead/assist in the establishment, proper utilization, and maintenance of school library and/or School Learning Resource Center (SLRC);
- g. Lead in advocating and assisting all teaching and non-teaching personnel in the school on how to access the DepEd LR Portal (<https://lrmds.deped.gov.ph>.)
- h. Provide technical assistance to co-teachers in the development, quality assurance, reproduction and distribution, storage and maintenance and





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utilization of teaching and learning resources in collaboration with the Division LRMS;

- i. Secure and validate the inventory report of the property custodian;
- j. Prepare and submit printed/online LR-related reports (such as the School LR Portal User report, school allocation and distribution of learning resources (text and non-text), and learners' and teachers' situation report) as needed;
- k. Identify learning resources and craft School LR Plan; and
- l. Organize together with his/her school head the School LRMS Committee namely: writers per subject area, layout artist, illustrators and evaluators.

School Library In-Charge

- a. Lead/assist in the establishment, proper utilization, and maintenance of school library and/or School Learning Resource Center (SLRC) in the new normal;
 - b. Properly classify/arrange all materials for easy retrieval;
 - c. Record all library collection and acquisitions (purchase, donation);
 - d. Maintain an updated inventory of all library materials;
 - e. Prepare a schedule of activities for orientation and utilization of the school library/SLRC;
 - f. Conduct orientation for the learners at the opening of classes/ set up in the new normal for teaching and non-teaching staff;
 - g. Prepare library programs, activities and projects;
 - h. Submit to the school head a recommended list of materials for library acquisition;
 - i. Initiate the organization of club for the library and act as an adviser;
 - j. Assist learners, teachers, and users in utilizing library materials;
 - k. Maintain statistical records of the library- number of users and acquisitions;
 - l. Attend seminar workshops, lectures, conferences for his/ her professional growth;
 - m. Submit detailed reports on the utilization of the SLRC and give suggestions/feedbacks, and recommends solutions to solve the problems encountered; and
 - n. Perform related tasks concerning the school library/SLRC.
5. The designation of a teacher to perform as School LR Coordinator and School Library In-Charge shall be recommended by the school head to the Schools Division Superintendent (SDS) for approval.
6. Enclosed to this Memorandum is the Designation of School LR Coordinator Form and School Library In-Charge Form.
7. Immediate dissemination of and compliance with this Memorandum are desired.


NICASIO S. FRIO, CESO VI

*Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent*

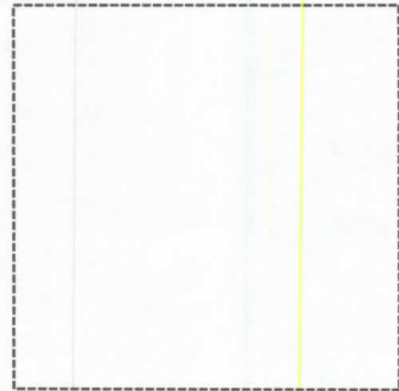




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(Enclosure to DepEd Memorandum No. _____, s. 2022)

Designation of School Learning Resource (LR) Coordinator



Name: _____

Position: _____

School: _____

District: _____

Contact Details: _____

Mobile Number: _____

Email Address: _____

FB Account: _____

SIGNATURE: _____

RECOMMENDED by: _____
Name and Signature of School Head/Principal

NOTED: _____
Name and Signature of PSDS

APPROVED: _____
NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

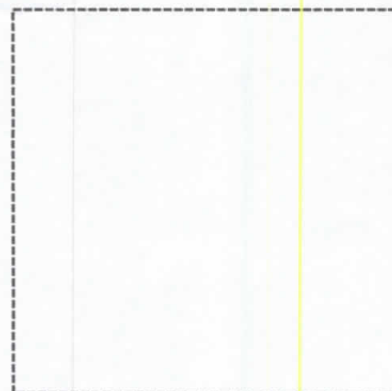




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Designation of School Library In-Charge



Name: _____
Position: _____
School: _____
District: _____
Contact Details: _____
Mobile Number: _____
Email Address: _____
FB Account: _____

SIGNATURE: _____

RECOMMENDED by: _____
Name and Signature of School Head/Principal

NOTED: _____
Name and Signature of PSDS

APPROVED: _____
NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
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