



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 (038) 544-2147; 427-1702 dtagbilarancitydivision@yahoo.com www.depedtagbilaran.org

November 12, 2019

Division Memorandum

No. 657 s. 2019

**DESIGNATION OR REDESIGNATION OF SCHOOL LRMSD COORDINATOR**

TO : CID Chief  
Education Program Supervisor  
Public Elementary and Secondary School Heads  
All Other Concerned

1. Pursuant to the continuous improvement in the implementation of Learning Resource Management Development System in the Division, the school heads are requested to designate a new or re-designate the current Learning Resourced Management and Development System (LRMSD) Coordinator in their respective schools.
2. The LRMSD Coordinator must be a Master Teacher or Head Teacher or a Classroom teacher who had worked in the Department for at least 3 years.
3. The following are the attributes that will guide the school heads in designating a new or re-designating the current LRMSD Coordinator :
  - Has the capability to organize and lead school level and division level LRMSD activities;
  - Has a positive working attitude and willing to assist and mentor other teachers and school heads related to the system;
  - Has the potential and technical skills in developing and evaluating learning resources in various formats;
  - Proficient in productivity software like word processing, multi-media presentation and internet browser and other LRMSD- support technologies
4. Submit name of the designated LRMSD Coordinator not later than Friday November 15, 2019 through email ( [neolithic11@gmail.com](mailto:neolithic11@gmail.com)) or send as text message to ( **09228692535**).
5. Immediate dissemination and compliance of this Memorandum is enjoined.

  
**JOSEPH IRWIN A. LAGURA , Ph.D.**  
Schools Division Superintendent