



Department of Education

Region V

DIVISION OF CAMARINES SUR

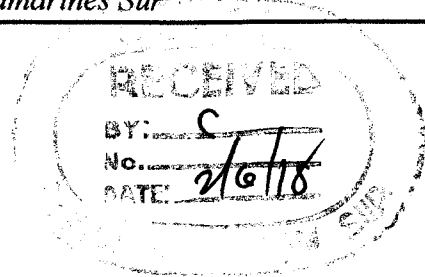
Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM

No. 49 s. 2018

TO: Assistant Schools Division Superintendents
Chief, CID and SGOD
Education Program Supervisors
Public Schools District Supervisor (Secondary)
Project Development Officer II – LRMDs
Secondary School Heads



FROM: **ARNULFO M. BALANE, CESO V**
Schools Division Superintendent

SUBJECT: **FIRST QUARTER DIVISION CONFERENCE OF SECONDARY SCHOOLS LRMDs
FOCAL PERSONS/COORDINATORS**

Date: February 6, 2018

1. This office shall conduct the First Quarter Division Conference for all Secondary Schools Learning Resource Management and Development System (LRMDs) Focal Persons / Coordinators on the dates indicated below at the Learning Resource Management and Development Center (LRMDC), Cadlan, Pili, Camarines Sur.

District / School	Date	Time
1 st Congressional	February 12, 2018	8:30 A.M
2 nd Congressional (Libmanan, Pasacao, Pamplona)	February 12, 2018	1:00 P.M
2 nd Congressional (Schools in all municipalities except in Libmanan, Pasacao & Pamplona)	February 13, 2018	8:30 A.M
3 rd Congressional	February 13, 2018	1:00 P.M
4 th Congressional (Tinambac, San Jose, Sagnay, Presentacion, Goa)	February 14, 2018	8:30 A.M
4 th Congressional (Tigaon, Siruma, Lagonoy, Garchitorena, Caramoan)	February 14, 2018	1:00 P.M
5 th Congressional	February 15, 2018	8:30 A.M

2. This activity is aimed at equipping the participants with the knowledge and skills on the operation of the LR Portal, creation of official DepEd Email Account, password reset and deletion, and LR account validation. Also, they will be oriented of their duties and responsibilities on top of their regular functions such as: 1) conduct advocacy activities on the use of the Learning Resource (LR) Portal, 2) facilitate registration of school heads and teacher in the LR Portal, 3) facilitate dissemination of information concerning Learning Resources, and 4) assist in the consolidation and submission of required reports in relation to LRMDs and Learning Resources.
3. To facilitate the activity, the participants are advised to bring with them a laptop and Personal Data Sheet (CSC Form 212) of teachers and school heads in their respective schools.
4. Travel and other expenses relative to attendance to the said activity shall be charged to school MOOE and/or local fund source subject to its availability and usual accounting and auditing rules and regulations.
5. For immediate dissemination and compliance.