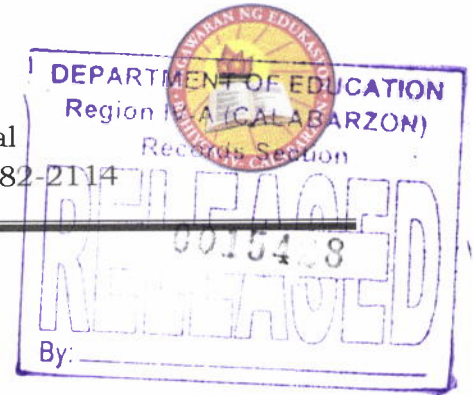




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**

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**MEMORANDUM**

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **DIOSDADO M. SAN ANTONIO**  
Director IV

SUBJECT : **ADDENDUM TO REGIONAL MEMORANDUM NO. 20, S. 2015**  
**RE: TRAINING-WORKSHOP ON MANAGING THE LRMDs**

DATE : November 5, 2015

Relative to the conduct of the 2015 Regional Workshop on Managing LRMDs, please be informed that the check-in time of participants shall be at 1:00 PM on November 11, 2015 and check out time will be 12:00PM on November 13, 2015 after lunch.

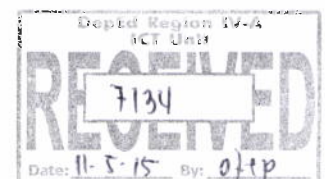
In this regard, the division participants composed of CLMD Chiefs, EPS for LRMDs, Librarian and PDO's shall strictly follow the schedule below:

Date	Check-in Time	Official Participants	No. of Participants per Division	Check-out Time
Nov. 11, 2015	1:00 PM	<b>CLMD Chief</b> <b>LRMDS EPS</b> <b>Librarian</b>	3 only	12:00 noon (after lunch) Nov. 12, 2015
Nov. 12, 2015	1:00 PM	<b>LRMDS EPS</b> <b>Librarian</b> <b>PDO</b>	3 only	12:00 noon (after lunch) Nov. 13, 2015

All SDO's are requested to prepare a 3 minute presentation composed of 3-5 slides only of your initiatives and best practices in managing the LRMDs.

Attached is the Program of Activities for the aforementioned training.

For your information and guidance.



## REGIONAL TRAINING-WORKSHOP ON MANAGING LRMS

November 11-13, 2015 | Hotel H2O, Luneta, Manila

### OBJECTIVES:

- Orient the newly installed LRMS EPS's, Librarians and PDO's on their duties, responsibilities and tasks in managing effectively the center;
- Capacitate the regional and schools division office LRMS personnel in designing processes and strategies in localizing the curriculum to produce learning, teaching and professional development resources; and
- Publish the localized learning resources of the region in the system for greater use of all teachers and learners in CALABARZON.

TIME	Day 1 – WED (November 11)	Day 2 – THU (November 12)	Day 3 – FRI (November 13)
8:00 – 9:00 AM	Travel Time	<b>Plenary 3:</b> Localization & Contextualization of Teaching and Learning Resources	<b>Plenary 5:</b> Crafting of LRMS Master Plan
9:30 – 12:00 NN		Workshop 1 Evaluation of Learning Resources by Learning Areas	Workshop 3 Preparation of the Regional and Division LRMS 5 Year Master Plan
12:00 – 1:00 PM		LUNCH	
1:00 – 2:00 PM	Opening Program	<b>Plenary 4:</b> Publication of Learning Resources in the Portal	Home Sweet Home
2:00 – 3:00	<b>Plenary 1:</b> Input Overview, Framework, Roles & Responsibilities: LRMS Staff TORs		
3:00 – 4:30	<b>Plenary 2:</b> Levelling Off Reporting of 19 SDO's on Best Practices and Initiatives in Managing the LRMS		
4:30 – 5:30	Gallery Walk LR Portal Registration, User Account & Access	Workshop 2 Publishing Quality Assured Teacher Resources, Learners Resources & Professional Development Resources	
Expected Outputs	<ul style="list-style-type: none"> <li>• <i>LRMS User Accounts and Roles</i></li> <li>• <i>Division Report on LRMS Best Practices</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Inventory of Learning Resources per Learning Area</i></li> <li>• <i>LR Portal Registration List / Registered User Account</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Division LRMS Master Plan</i></li> <li>• <i>Regional LRMS Master Plan</i></li> </ul>
Participants	CLMD Chief, EPS for LRMS, Librarian	AM - CLMD Chief, EPS for LRMS, Librarian PM - EPS for LRMS, Librarian, PDO	EPS for LRMS, Librarian, PDO
Officer of the Day	Ms. Elaine T. Balaogan	Ms. Fe V. Enguero	Mr. Adore J. Villafria