



July 17, 2018

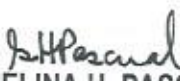
**DIVISION MEMORANDUM**

No. **107**, s. 2018

To : Asst. Schools Division Superintendent  
CID Chief  
Public Schools District Supervisors  
Elementary and Secondary School Heads

**DIVISION TRAINING-WORKSHOP FOR LEARNING RESOURCE (LR) COORDINATORS AND ORIENTATION ON THE LRMDS MANUAL OF OPERATIONS**

1. This Office announces the conduct of the *Division Training-Workshop for Learning Resource (LR) Coordinators and Orientation on the LRMDS Manual of Operations* on August 9-11, 2018 at the Division Library Hub.
2. The training-workshop seeks to build the capacity of the participants to perform their functions as LR Coordinators and to orient them on the LR processes, guidelines and standards.
3. Participants to this activity are the LR coordinators from the 53 elementary and secondary schools in the division.
4. The Matrix of Activities can be found in Enclosure No. 1 while the Working Committees are listed in Enclosure No. 2 of this memorandum.
5. Expenses relative to this activity shall be charged against the Division MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this memorandum is desired.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III – Central Luzon  
**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**  
San Ignacio St., Poblacion, City of San Jose del Monte 3023



Enclosure No. 1 to Division Memorandum No. 107, s. 2018

**MATRIX OF ACTIVITIES**

<b>TIME</b>	<b>DAY 1</b>	<b>DAY 2</b>	<b>DAY 3</b>
8:00 AM-8:30 AM	Opening Program	Assessment and Evaluation	Workshop
8:30 AM-10:00 AM	Overview of the LRMDS LR Plans, Projects and Programs		
10:00 AM-10:15 AM	Tea/Coffee Break		
10:15 AM-12:00 PM	The LR Portal	Development and Production	Workshop
12:00 PM-1:00 PM	Lunch Break		
1:00 PM-3:00 PM	Evaluation of LRs	Storage and Maintenance	Presentation of Outputs
3:00 PM-3:15 PM	Tea/Coffee Break		
3:15 PM-5:00 PM	Evaluation of LRs	Production and Delivery	Closing Program



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III – Central Luzon  
**SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY**  
San Ignacio St., Poblacion, City of San Jose del Monte 3023



Enclosure No. 2 to Division Memorandum No. 107, s. 2018

**WORKING COMMITTEES**

<b>Committee</b>	<b>Schools-in-Charge</b>
Program	Kaypian ES San Jose del Monte NHS Francisco Homes ES Muzon Pabahay ES
Registration and Attendance	Bagong Buhay E Central School Bagong Buhay B ES San Martin NHS Bagong Buhay C ES
Food	Graceville ES Graceville NHS San Rafael BBH ES Kakawate ES
Documentation	Sto. Cristo ES Sto. Cristo NHS Goldenville NHS San Jose del Monte ES