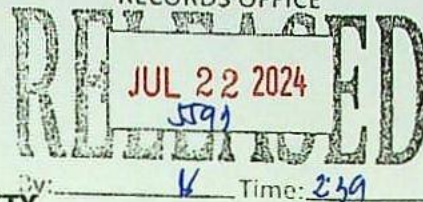




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 273, s. 2024

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
All Others Concerned

FROM: Office of the Schools Division Superintendent

DATE: July 3, 2024

SUBJECT: **UPDATING ON THE DESIGNATION OF LEARNING RESOURCE (LR) COORDINATORS and SCHOOL LIBRARY IN-CHARGE for SY 2024-2025**

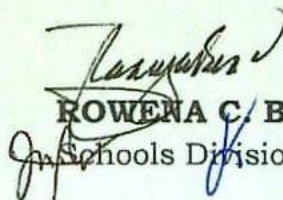
1. To ensure smooth implementation of the Learning Resource Management System (LRMS) in the Division, and to maximize the utilization of all learning resources in the school level, the field is hereby informed to update the designation of all the LR Coordinators and School Library In-Charge for SY 2024-2025.
2. Anent this, the school heads are requested to update the above mentioned by filling up the online form on or before July 19, 2024.
3. The online form for the updating may be accessed on the following links:
School LR Coordinators: https://bit.ly/SDODCLRs_2024-2025
School Library In-Charge: https://bit.ly/SDODCLib_2024-2025
4. The designated LR Coordinator shall perform the following duties and responsibilities at the school level:
 - a. Prepare, consolidate, and submit accurately updated LR reports and communications;



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- 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. Attend, participate, and update his/her concerned School Head and/or PSDS in all Division LRMS meetings, seminars, programs, and activities;
 - d. Lead/assist in the establishment, proper utilization, and maintenance of school library and/or School Learning Resource Center (SLRC);
 - e. 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>), Learning Resource Information System (LRIS) (<https://depedr1-lris.com>), among others;
 - f. Provide technical assistance to co-teachers in the development, quality assurance, reproduction and distribution, storage and maintenance and utilization of teaching and learning resources in the collaboration with the Division LRMS:
 - g. 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;
 - h. Identify learning resources and craft School LR Plan; and
 - i. Organize together with his/her school head and the School LRMS Committee namely: writers per subject area, layout artist, illustrators and evaluators.
5. The designated School Library In-Charge shall perform the following duties and responsibilities:
- 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 schedule of activities for orientation and utilization of the school library/SLRC;
 - f. Conduct orientation for the learners at the opening of classes/ setup 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 their 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.
6. Enclosed to this Memorandum are the list of Designated School LR Coordinators and School Library In-Charge for reference.
 7. For any questions or clarifications, contact Mr. Lemuel Dino V. Visperas, Project Development Officer II, Learning Resource Management Section (LRMS) – Curriculum Implementation Division (CID) through email at lrmds.dagupancity@deped.gov.ph
 8. For information and guidance.


ROWENA C. BANZON, CESO V
Schools Division Superintendent



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SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division Superintendent

CURRENT SCHOOL LR FOCAL PERSONS/COORDINATORS

District	School	School Type/Category	School LR Coordinator
1A	Lucao E/S	Elementary (K-6)	RONNA D. CAOILE
1A	West Central I E/S	Elementary (K-6)	Daisylene B. Balatico
1A	Juan L. Siapno E/S	Elementary (K-6)	Desiree A. Villamil
1A	Malued E/S	Elementary (K-6)	MAUREEN M. MANUEL
1A	Malued E/S	Elementary (K-6)	Joanne O. Ibasan
1A	West Central II E/S	Elementary (K-6)	Alile Presto
2A	Bacayao Sur E/S	Elementary (K-6)	Marjorie I. Flores
2A	Pogo-Lasip E/S	Elementary (K-6)	Ma. Cristina V. Hapa
2A	East Central Integrated School	Elementary (K-6)	ELEM Intermediate
2A	East Central Integrated School	Elementary (K-6)	Vanessa F Nicolas
2A	Pascuala G. Villamil E/S	Elementary (K-6)	Rowena Q. Ventigan
2A	Lasip Grande E/S	Elementary (K-6)	Joane C. Custodio
2A	Lasip Grande E/S	Elementary (K-6)	Joane C. Custodio
2B	Tebeng E/S	Elementary (K-6)	Mary Ann R. David
2B	Tambac E/S	Elementary (K-6)	Janice A. Manaois
2B	Caranglaan E/S	Elementary (K-6)	Ivy D. Casaclang
2B	Tambac E/S	Elementary (K-6)	JANICE A. MANAOIS
2B	Mangin-Tebeng E/S	Elementary (K-6)	Abigail M. De Vera
2B	Mangin-Tebeng E/S	Elementary (K-6)	Joyce P. Barte
3A	Leon-Francisco Maramba E/S	Elementary (K-6)	MARILOU O. AQUINO

3A	Federico N. Ceralde Integrated School	Elementary (K-6)	RUCHELLE ANN G. BAUTISTA
3A	Bonuan Buquig E/S	Elementary (K-6)	Jhoanna S. Cadatal
3A	BLISS E/S	Elementary (K-6)	Leowil Manaois Vejano
3B	Gen. Gregorio del Pilar E/S	Elementary (K-6)	Rowena S. Mejia
3B	Sabangan E/S	Elementary (K-6)	Marvin Francis B. Lopez
3B	North Central E/S	Elementary (K-6)	MARIA JOANA N. VIDAL
3B	North Central E/S	Elementary (K-6)	Maria Joana N. Vidal
3C	Salisay E/S	Elementary (K-6)	FEDERICO G. QUIJANO
3C	Victoria Q. Zarate E/S	Elementary (K-6)	Vida Ruby F. Romero
3C	Mamalingling E/S	Elementary (K-6)	Maima Jean B. Tamayo
3C	Bolosan E/S	Elementary (K-6)	VENUS S. CERENO
3C	Bolosan E/S	Elementary (K-6)	Venus S. Cereno
4A	Suit E/S	Elementary (K-6)	JEZALYN T. JOVELLANOS
4A	Pugaro Integrated School	Elementary (K-6)	Marjorie R. Cervantes
4A	Pugaro Integrated School	Elementary (K-6)	MARJORIE R. CERVANTES
4A	Pantal E/S	Elementary (K-6)	Juvy P. De Guzman
4A	Salapingao E/S	Elementary (K-6)	PERLA T. FERRER
4A	Lomboy E/S	Elementary (K-6)	Benedict A. Maramba
4B	Calmay E/S	Elementary (K-6)	ALICE M. ALCANTARA
4B	Juan P. Guadiz E/S	Elementary (K-6)	Lalaine P. Bonifacio
4B	Carael E/S	Elementary (K-6)	Catherine DC. Fruelda
4B	T. Ayson-Rosario E/S	Elementary (K-6)	RASCHELLE C. ESPERANZA
4B	Carael E/S	Elementary (K-6)	CATHERINE DC. FRUELDA
5A	Carael National High School	Junior High School (G7-G10)	Maria Aurora Reyes
5A	Bonuan Buquig National High School	Junior High School (G7-G10)	Catherine F. Basa
5A	Dagupan City National High School	Junior High School (G7-G10)	Bryan Beato D. Alarde Jr.
5A	Federico N. Ceralde Integrated School	Junior High School (G7-G10)	Abigail U. Landingin
5A	Federico N. Ceralde Integrated School	Senior High School (G11-G12)	JOY J. TORIO
5A	Pugaro Integrated School	Junior High School (G7-G10)	JOHN A. CAVE



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5A	Federico N. Ceralde Integrated School	Junior High School (G7-G10)	Abigail U. Landingin
5A	Dagupan City National High School	Senior High School (G11-G12)	Clevertough M. Galvan
5A	East Central Integrated School	Senior High School (G11-G12)	Jovelyn S. Fernandez
5B	Bonuan Buquig National High School	Senior High School (G11-G12)	Melvin Sabado
5B	Salapingao National High School	Junior High School (G7-G10)	Melvin D. Flores
5B	Pugaro Integrated School	Senior High School (G11-G12)	SHS
5B	Salapingao National High School	Senior High School (G11-G12)	Melvin D. Flores
5B	Judge Jose de Venecia Sr. Technical-Vocational Secondary School	Junior High School (G7-G10)	Geraldine Ombi-on
5B	Judge Jose de Venecia Sr. Technical-Vocational Secondary School	Senior High School (G11-G12)	Venus Claress Daroy
5B	Judge Jose de Venecia Sr. Technical-Vocational Secondary School	Senior High School (G11-G12)	VENUS CLARESS T. DAROY



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CURRENT SCHOOL LIBRARY IN-CHARGE

District	School	Library In-Charge
1A	Lucao E/S	Andrea J. Lazo & Maria Cristina B. Tumelden
1A	West Central I E/S	Melvin V. Caballero
1A	Juan L. Siapno E/S	Rhoda P. De Guzman
1A	Malued E/S	Joanne O. Ibasan
1A	West Central II E/S	Helen G. Carino
2A	Bacayao Sur E/S	Emma B. Terrado & Marjorie I. Flores
2A	Pogo-Lasip E/S	Gladys Pineda
2A	East Central Integrated School	Marietta Fabia, Beverly Maramba, Joan Bruan, & Berlinda De Leon
2A	Pascuala G. Villamil E/S	Reyshell M. Luna
2A	Lasip Grande E/S	Gemma P. Centino
2B	Tebeng E/S	
2B	Tambac E/S	Carlo C. Cepeda
2B	Caranglaan E/S	Jeremy M. Aquino
2B	Mangin-Tebeng E/S	Joyce P. Barte, Laura U. Agas, & Juvelyn R. Taparo
3A	Leon-Francisco Maramba E/S	Marilou O. Aquino
3A	Federico N. Ceralde Integrated School	Novelyn L. Narvasa, Lyn C. Abreu, & Mylene Galvan
3A	Bonuan Buquig E/S	Angelique May Z. Bautista & Jolly D. Rosario
3A	BLISS E/S	JunJun L. Docusin & Mildred J. Castro
3B	Gen. Gregorio del Pilar E/S	Margarita U. Alcantara
3B	Sabangan E/S	Teresa P. Dizon

3B	North Central E/S	Kimberly P. Refuerzo & Nova D. De Guzman
3C	Salisay E/S	Rodora SC. Rivera
3C	Victoria Q. Zarate E/S	Vida Ruby F. Romero
3C	Mamalingling E/S	Corazon DS. Calimlim
3C	Bolosan E/S	Nelia S. Pasana
4A	Suit E/S	Jezalyn T. Jovellanos
4A	Pugaro Integrated School	Myra A. Caballero
4A	Pantal E/S	Alejandra M. Palaganas
4A	Salapingao E/S	Maricel A. Fernandez
4A	Lomboy E/S	Lala S. De Vera
4B	Calmay E/S	Alice M. Alcantara & Sharlene G. Nabor
4B	Juan P. Guadiz E/S	Lalaine P. Bonifacio
4B	T. Ayson-Rosario E/S	Melanie D. Paragas
4B	Carael E/S	Helen D. Cabrerros & Virginia E. Operana
5A	Carael National High School	Terry Mae P. Lappay
5A	Bonuan Buquig National High School	Jeniffer P. Oviedo & Elena L. Paasa
5A	Dagupan City National High School	Fe A. De Cadiz
5B	Salapingao National High School	Janice S. Salvatierra & Irish Abbegayle I. Paulino
5B	Judge Jose de Venecia Sr. Technical-Vocational Secondary School	Vilma C. De Guzman



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