



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

February 4, 2025

DIVISION MEMORANDUM

No. 101, s. 2025

**CATALYSTS FOR GROWTH: CAPACITY BUILDING OF DISTRICT LRMDs
COORDINATORS AND CLUSTER LRMDs FOCAL PERSONS ON THE
STANDARDS, PROCESSES, AND GUIDELINES OF THE SYSTEM**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
District LRMDs Coordinators
Cluster LRMDs Focal Persons
All Others Concerned

1. This Office, through the Curriculum Implementation Division (CID) and Learning Resource Management and Development Section (LRMDS), announces the conduct of a three-day Division Seminar titled "*Catalysts for Growth: Capacity Building of District LRMDs Coordinators and Cluster LRMDs Focal Persons on the Standards, Process and Guidelines of the System*" on the following schedules and venues:

Date	Venue/Platform
February 13, 2025	Greene Manor, Lazatin Blvd, City of San Fernando, Pampanga
February 14, 2025	
February 15, 2025	Work from Home

2. This activity aims to:
 - 2.1 capacitate LRMDs Coordinators and Focal Persons on the framework of LRMDs;
 - 2.2 share best practices on the establishment of School Libraries and Learning Resource Centers; and
 - 2.3 conduct Needs Assessment and Analysis on the development and contextualization of LRs.
3. Participants are requested to bring their own laptops and extension cords.
4. As stipulated in DepEd Order No. 53 s. 2003 titled "Updated Guidelines on Grant of Vacation Service Credits to Teachers", teacher-participants who render services during the conduct of this activity which may fall on weekends, holidays or special non-working days are entitled to Service Credits equivalent to eight hours of service per day, one (1) day for February 15, 2025. On the other hand, non-teaching personnel shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management



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LRMD

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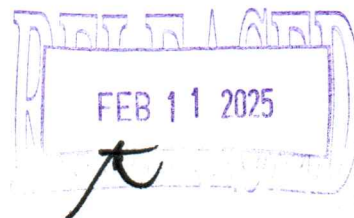
(DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service rendered. Hence, the non-teaching participants in this endeavor shall be given 1.5 CTO in lieu of February 15, 2025.

5. The number of service credits not exceeding fifteen (15) days shall be reflected in the files of the teacher-participants at the Personnel Office, upon approval of the request.
6. Attached is Enclosure No. 1, 2, and 3 for the List of Participants, Technical Working Group, and Training Matrix.
7. This memorandum serves as travel order of the participants.
8. Immediate and wide dissemination of this Memorandum is earnestly desired.

ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent
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cid-lrmds/pmmm2025-1-3

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Enclosure No. 1 of Division Memorandum No. _____, s. 2025

List of Participants

No.	Name	Position	District
1.	Marifel M. Maglalang	Principal I	Apalit District
2.	Angelita T. Mangilit	Teacher III	Arayat East District
3.	Marites E. Zamora	Teacher III	Arayat West District
4.	Ruby Ann P. Lampano	AO II	Bacolor North District
5.	Maria Diana A. Pamintuan	Teacher I	Bacolor South District
6.	Maribel P. Santiago	Teacher III	Candaba East District
7.	Bernadette S. Reyes	Teacher III	Candaba North District
8.	Genalyn M. Puno	Teacher III	Candaba West District
9.	Mailyn N. Buan	Teacher I	Floridablanca East District
10.	Fatima P. Balanay	Teacher III	Floridablanca West District
11.	Jenniebelle Lara M. Valencia	Teacher III	Guagua East District
12.	Angelika S. Usi	ADAS II	Guagua West District
13.	Cynthia J. Hade	Teacher III	Lubao East District
14.	Kevin P. Bansil	Teacher III	Lubao North District
15.	Ethel A. Torres	Administrative Officer II	Lubao West District
16.	Francis Claver F. Odchigue	Hub Librarian I	Macabebe East District
17.	Joed P. Castro	T-II	Macabebe West District
18.	Ann L. Mendiola	Teacher III	Magalang North District
19.	Filipina D. Macalino	Principal II	Magalang South District
20.	Cyndi L. Manansala	Principal I	Masantol North District
21.	Jocelyn Y. Sarmiento	Principal I	Masantol South District
22.	Rosalia G. Pascual	Principal II	Mexico North District
23.	Mary Ann P. Cayanan	Master Teacher II	Mexico South District
24.	Gideon Jr. P. Maniacop	PDO I	Mexico West District
25.	Michelle E. Tubig	Principal I	Minalin District
26.	Remedios O. Roque	Teacher III	Porac East District
27.	Kristine M. Tamayo	Teacher III	Porac West District
28.	Margie G. Rivera	Teacher I	Sasmuan District
29.	Fe A. Macalino	Principal IV	Sta. Ana District
30.	Lulu L. Simon	Teacher III	Sta. Rita District
31.	Janine C. Bacani	Principal I	Sto. Tomas District
32.	Alpha D. Bautista	Teacher I	San Luis District
33.	Mellanie D. Castañeda	Principal II	San Simon District
34.	Mary Ann E. David	Head Teacher III	Cluster I



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35.	Rosana B. Molina	Head Teacher- III	Cluster II
36.	Rosalinda D. Santiago	School Librarian III	Cluster III
37.	Michael N. Quilala	School Librarian I	Cluster IV
38.	Diane May D. Cruz	Teacher I	Cluster V
39.	Jessie R. Silvestre	Principal I	Cluster VI
40.	Janet V. Lacanlale	Teacher II	Cluster VII

Enclosure No. 2 of Division Memorandum No. _____, s. 2025

Technical Working Group

No	Name	Position	Station	Role
1	Angelita T. Mangilit	Teacher III	Arayat East District	TWG for Registration
2	Mary Ann P. Cayanan	Master Teacher II	Mexico South District	TWG for Registration
3	Robinson V. Pinlac	Head Teacher I	Minalin District	TWG for MOL
4	Cyndi L. Manansala	Principal I	Masantol North District	TWG for MOL
5	Maily N. Buan	Teacher I	Floridablanca East District	TWG ICT
6	Alpha D. Bautista	Teacher I	San Luis District	TWG ICT
7	Raymond H. Salas	Head Teacher III	Mexico South District	Resource Speaker
8	Sylvia D. David	TEACHER III	Cluster II	Resource Speaker
9	Mary Grace T. Cunanan	Teacher II	Mexico South District	Resource Speaker
10	Princess Maylene M. Maniacop EdD	Education Program Supervisor I	SDO Pampanga	Facilitator/Speaker
11	Analea D. Tubig	Division Librarian	SDO Pampanga	Facilitator/Speaker
12	Elaine D. Chua	Project Development Officer II	SDO Pampanga	Facilitator/Speaker



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Enclosure No. 3 of Division Memorandum No. _____, s. 2025

Training Matrix Day 1

Date	Time	Activity
February 13, 2025	8:00 AM – 8:30 AM	Arrival and Registration
	8:30 AM – 9:00 AM	Opening Program
	9:00 AM – 10:30 AM	Vision and Objectives for LRMDS Education Principles Scope and Nature of LRMDS Princess Maylene M. Maniacop EdD EPS – LRMDS
	10:30 AM – 10:45 AM	Health Break
	10:45 AM – 12:00 PM	DepEd Order No. 76 s. 2011 (National Adoption and Implementation of the Learning Resources Management and Development System or LRMDS) Princess Maylene M. Maniacop EdD EPS – LRMDS
	12:00 PM – 1:00 PM	Lunch Break
	1:00 PM – 2:00 PM	Roles and Responsibilities of LRMDS Focal Persons Elaine D. Chua PDO II - LRMDS
	2:00 PM – 2:30 PM	DO 005 s. 2024 (Sec. V.A.4) Princess Maylene M. Maniacop EdD EPS – LRMDS
	2:30 PM – 3:00 PM	DM 053 s. 2024 Analea D. Tubig RL Librarian II - LRMDS
	3:00 PM – 3:15 PM	Health Break
	3:15 PM – 4:00 PM	Presentation of LR? Sign-up/Sign-in Analea D. Tubig RL Librarian II - LRMDS
	4:00 PM – 5:00 PM	Resource Types/Resource Formats LIBRU Portal Elaine D. Chua PDO II – LRMDS



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Enclosure No. 3.1 of Division Memorandum No. _____, s. 2025

Training Matrix Day 2

February 14, 2025	8:00 AM – 8:30 AM	Arrival and Attendance
	8:30 AM – 9:00 AM	MOL
	9:00 AM – 10:30 AM	DepEd Order No. 56 s. 2011 (Standards for Philippine Libraries) Analea D. Tubig RL Librarian II - LRMDS
	10:30 AM – 10:45 AM	Health Break
	10:45 AM – 12:00 PM	Sharing of best practices on the establishment of Secondary School Libraries and Learning Resource Centers Sylvia D. David Teacher III/Porac NHS
	12:00 PM – 1:00 PM	Lunch Break
	1:00 PM – 1:45 PM	Sharing of best practices on the establishment of Elementary School Libraries and Learning Resource Centers Raymond H. Salas Head Teacher III/Divisoria ES
	1:45 PM – 2:30 PM	Sharing of best practices on the establishment of Elementary School Libraries and Learning Resource Centers Mary Grace T. Cunanan Teacher II/Divisoria ES
	2:30 PM - 3:30 PM	Needs Assessment and Analysis on the Development and Contextualization of Learning Resources for School Year 2025-2026 Princess Maylene M. Maniacop EdD EPS - LRMDS
	3:30 PM – 3:15 PM	Health Break
	3:15 PM – 4:30 PM	Continuation.. Needs Assessment and Analysis on the Development and Contextualization of Learning Resources for School Year 2025-2026
	4:30 PM – 5:00 PM	Open Forum/Announcement



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Enclosure No. 3.2 of Division Memorandum No. _____, s. 2025

Training Matrix Day 3 (Online / Work From Home)

February 15, 2025	8:00 AM – 8:15 AM	MOL
	8:15 AM – 9:00 AM	Orientation on the Workshop proper and submission of outputs Princess Maylene M. Maniacop EdD EPS – LRMDS
	9:00 AM – 10:30 AM	Workshop on Needs Assessment and Analysis on the Development and Contextualization of Learning Resources for SY 2025-2026
	10:45 AM – 12:00 PM	Workshop
	12:00 PM – 1:00 PM	Lunch Break
	1:00 PM – 5:00 PM	Workshop



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