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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

May 28, 2026

DIVISION MEMORANDUM

No. 413 s. 2026

**CLARIFICATORY ROLES AND RESPONSIBILITIES OF THE LEARNING
RESOURCE MANAGEMENT AND DEVELOPMENT SYSTEM (LRMDS)
PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In line with the Department's commitment to strengthening the quality of education and ensuring the efficient contextualization, development, and distribution of learning resources, this Office issues this Memorandum to clarify the distinct roles and responsibilities of the Learning Resource Management and Development System (LRMDS) personnel within the Schools Division Office.
2. To optimize the operations of the Division LRMD Center and to streamline collaborative workflows with Education Program Supervisors (EPS), Public Schools District Supervisors (PSDS), and School Learning Resource Coordinators, the specific portfolios and duties of the LRMDS Core Team are hereby delineated.
3. Attached are the following:
 - Enclosure No. 1 - Clarificatory Roles and Responsibilities of LRMDS Personnel
 - Enclosure No. 2 -Operational Workflow in CID – LRMDS with Legal Bases
4. All School Heads are enjoined to align their respective School LR Committees with these clarified functions to ensure seamless coordination, particularly regarding intellectual property compliance, quality assurance, and portal management.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

By Authority of the OIC - Schools Division Superintendent:


EVA S. TOLENTINO
Administrative Officer V

CID/jtt
05/28/2026

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Enclosure No. 1 to Division Memorandum No. 613, s. 2026

Clarificatory Roles and Responsibilities of LRMDS Personnel

To ensure structural efficiency and avoid overlapping of functions, the LRMDS Personnel shall operate under the following clarified portfolios:

I. Education Program Supervisor - LRMDS (Focal Person)

- 1. Strategic Leadership:** Manages the overall implementation, monitoring, and evaluation of the LRMDS across the division.
- 2. Quality Assurance Oversight:** Oversees the evaluation and screening of all developed learning resources (print and non-print) to ensure alignment with the K to 12 curriculum standards.
- 3. Intellectual Property Compliance:** Serves as the primary clearinghouse for copyright management and ensures strict adherence to Intellectual Property (IP) guidelines for all division-wide educational materials.
- 4. Policy & Coordination:** Collaborates with CID and SGOD chiefs, subject-area EPSs, and external stakeholders to source, adapt, and institutionalize innovative learning systems (e.g., Alternative Delivery Modes, Rural Farm School resources).
- 5. Technical Assistance:** Provides strategic technical assistance to districts and schools on resource contextualization and development.
- 6. Monitoring & Evaluation:** Formulates and implements evaluation tools and rubrics to measure the utilization and effectiveness of distributed learning resources in the field.

II. Project Development Officer II (PDO II) - LRMDS

- 1. Operations & Distribution:** Manages the physical and digital logistics of learning resources, ensuring timely delivery and equitable distribution to all schools and learning centers.
- 2. Inventory & Repository Management:** Maintains an updated database and inventory of all division-developed materials, textbooks, and supplementary equipment.
- 3. Advocacy & Networking:** Leads advocacy campaigns to promote the utilization of the DepEd LR Portal and local repositories among teachers and learners.



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4. Secretariat & Secretariat Support: Coordinates committee meetings, manages documentation, and tracks the progress of ongoing material production projects from development to final release.

III. Librarian II

1. Cataloging & Archiving: Classifies, catalogs, and indexes all learning resources according to standard library systems to ensure quick retrieval.

2. LR Portal Management: Serves as the division administrator for the official DepEd LR Portal, clearing approved materials for uploading and managing user accounts.

3. Library Hub Operations: Manages the day-to-day operations of the Division Library Hub, facilitating the circulation of supplementary reading materials and instructional media to schools.

4. Technical Assistance to School Librarians: Guides School Librarians and LR Coordinators on proper library management protocols, copyright compliance at the school level, and digital archiving methods.



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Enclosure 2 to Division Memorandum No. 613 s. 2026

OPERATIONAL WORKFLOW IN CID – LRMS WITH LEGAL BASES

A. Organizational Authority Flow

CID Chief (*Overall Head of Curriculum Implementation Division*)



Education Program Supervisor (EPS) – LRMS (*Division Lead / Direct Supervisor of LRMS Personnel*)



- **Project Development Officer II (PDO II – LRMS)** (*Development Arm*)
- **Librarian II (LRMS)** (*Repository and Access Arm*)

B. Legal and Policy Bases

The authority and functions of the EPS over LRMS personnel are anchored on the following:

1. DepEd Order No. 7, s. 2019 – School and Learning Resource Management Sections (SLRMS)
→ Establishes LRMS structure and functions at division level
2. DepEd Order No. 18, s. 2021 – Policy Guidelines on the Provision of Learning Resources (BE-LCP)
→ Mandates quality assurance and standards in LR development
3. DepEd Order No. 21, s. 2019 – Policy Guidelines on the K to 12 Basic Education Program
→ Requires alignment of all learning resources to curriculum standards
4. 5. DepEd Order No. 42, s. 2016 – Daily Lesson Preparation
→ Emphasizes the need for quality learning resources to support instruction
6. DepEd Memorandum No. 173, s. 2019 – Utilization of the LRMS Portal
→ Governs access, uploading, and management of digital learning resources
7. Republic Act No. 8293 – Intellectual Property Code of the Philippines
→ Ensures compliance with copyright and ownership of materials
8. Regional Memorandum No. 00262, s. 2026
→ Strengthens implementation of ADM and LRMS at field level

C. Guiding Principle

Pursuant to DepEd Order No. 7, s. 2019 and related issuances, all LRMS-related activities at the Division level shall be planned, directed, supervised, and approved by the Education Program Supervisor (EPS) in charge of LRMS, under the general supervision of the CID Chief.



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- ✓ The CID Chief provides overall strategic direction
- ✓ The EPS-LRMS exercises direct supervision and control over PDO II and Librarian II
- ✓ The PDO II and Librarian II are accountable to the EPS for all LRMS outputs

D. EPS-Led Operational Workflow

1. Direction Setting (CID Chief → EPS)

- The CID Chief provides general policy direction
- The EPS translates these into specific LRMS plans and directives

Legal Basis: DO 7, s. 2019 (Division-level management of LRMS)

2. Priority Identification and Planning (EPS – Lead Authority)

- EPSs by learning area identifies learning resource gaps and priorities
- Issues official work instructions to PDO II and Librarian II

Legal Basis: DO 21, s. 2019 (Curriculum alignment requirement)

3. Development Phase (PDO II – Under EPS- LRMS Authority)

- PDO II help develops materials based on EPSs learning areas need
- Submits outputs to EPS for review

Legal Basis: DO 7, s. 2019 (LR development functions under CID structure)

Policy Clarification:

PDO II shall not independently implement LRMS activities without EPS - LRMS clearance.

4. Quality Assurance and Approval (EPS – LRMS – Final Authority)

1. EPS by learning area leads QA and ensures:
 - o Content accuracy
 - o Curriculum alignment
 - o Inclusivity
3. Exercises final approval authority

Legal Basis: DO 18, s. 2021 (QA requirement for all learning resources)

No material proceeds without EPSs approval

5. Organization and Repository Management (Librarian II – Under EPS - LRMS Supervision)

- Librarian II catalogs and manages approved resources
- Ensures accessibility and compliance

Legal Basis: DO 7, s. 2019 (LRMS access and management)



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6. Distribution (EPS - LRMS – Directive Authority)

- EPS authorizes and directs supply officer for distribution to schools.

Legal Basis: DO 18, s. 2021 (Provision and delivery of learning resources)

7. Reporting and Accountability (PDO II & Librarian II → EPS - LRMS)

- PDO II and Librarian II submit reports to EPS
- EPS consolidates and submits to CID Chief

Legal Basis: DO 7, s. 2019 (Monitoring and reporting functions)

8. Monitoring and Continuous Improvement (EPS – Lead Evaluator)

- EPS evaluates effectiveness of LRMS implementation
- Recommends improvements and next steps

Legal Basis: DO 18, s. 2021 (Continuous improvement of LR quality)

E. FORMAL STATEMENT OF SUPERVISION

In accordance with DepEd Order No. 7, s. 2019 and DepEd Order No. 18, s. 2021, the Education Program Supervisor (EPS) assigned to LRMS shall exercise direct technical and administrative supervision over the Project Development Officer II (PDO II) and Librarian II. All LRMS-related activities, outputs, and initiatives shall require prior review, guidance, and approval of the EPS - LRMS before the implementation. If needed, LRMS - EPS shall coordinate with higher offices or be coordinated by other personnel for relevant activities involving PDO II and Librarian II.

F. ROLE CLARIFICATION (POLICY-BASED)

- ✓ EPS – LRMS – Leadership, supervision, approval
- ✓ PDO II – Technical execution (under EPS direction)
- ✓ Librarian II – Access and repository management (under EPS - LRMS supervision)

“Anchored on DepEd Order No. 7, s. 2019 and DepEd Order No. 18, s. 2021, the EPS in charge of LRMS exercises direct supervision and quality assurance authority over all LRMS personnel and processes. The PDO II and Librarian II function as implementing arms and are expected to carry out tasks within the direction and approval of the EPS.”

Acknowledgement:

This organized operational workflow (with slight modification in Par F, Line 3) , has been adopted from LRMS of SDO – Masbate City with the permission of LRMS EPS,

Let all things be done decently and in order. I Corinthians 14:40



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