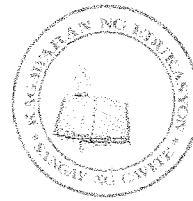




Republic of the Philippines  
Department of Education  
Region IV-A (CALABARZON)  
**DIVISION OF CAVITE**  
Trece Martires City



June 29, 2015

**DIVISION MEMORANDUM**  
NO. 040 s., 2015

**DIVISION SKILLS MAPPING AND PROFILING OF HUMAN RESOURCES FOR THE  
ORGANIZATION OF DIVISION LEARNING RESOURCE MANAGEMENT AND  
DEVELOPMENT SYSTEMS (D-LRMDS) TEAM**

TO: OICs – Office of the Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Education Program/ District Supervisors  
Elementary / Secondary School Heads

1. In line with the vision and mission of the Department of Education to make learning resources available and accessible to all in various formats, it seeks to strengthen the Learning Resource Management and Development System (LRMDS) in the regional, division, and school levels especially in terms of development and production systems for teaching, learning, and professional development. Learning Resource Management and Development System (LRMDS), as an alternative source or storage of accredited and reviewed learning resources, must be accessible and/or downloadable by the users from the LRMDS portal anytime and anywhere. To maintain the efficient functioning of LRMDS and ensure its sustainability, a strong core group must be organized from among the teachers and personnel in the Division.
2. In this connection, a Division Skills Mapping and Profiling of Human Resources for Learning Resources Management and Development Systems (LRMDS) will be conducted starting **July 1 to 10, 2015**. Education Program Supervisors/In-Charge of Learning Areas in coordination with Public Schools District Supervisors are requested to identify teachers and personnel from elementary and secondary schools that are either experts/resource persons in a particular learning area or skilled in learning materials development (module writers, illustrators, artists, etc.) using **Enclosure No. 1**. The list of identified teachers and personnel must be submitted to the Division LRMDS Team at the Library Hub not later than **July 10, 2015** to **Mr. Jonathan S. Jimenez**, Project Development Officer II through **depedcavite.lrmd@gmail.com**.
3. This skills mapping and profiling aims to:
  - identify potential writers, illustrators, visual artists, graphic artists, photographers, researchers, content editors, web designers, IT experts, and relevant or allied skills necessary for an efficient, effective, and sustainable LRMDS
  - organize a division pool of experts and skilled learning resource managers for the localization, development, or enhancement of existing DepEd learning

resources which shall be called Division Learning Resources Management and Development System (D-LRMDS) Team.

4. The duties and responsibilities of the D-LRMDS Team are as follows:
  - Work in collaboration with other Education Program Supervisors, experts, and resource individuals in the development or enhancement of existing DepEd learning resources in all learning areas or production of localized teaching, learning, and professional development materials.
  - Help and assist the Education Program Supervisors and the Learning Resource Supervisor in the review, validation, procurement, or harvesting of learning resources from various sources.
  - Provide the Curriculum Implementation Division with peer-reviewed, field validated, researched-backed, and locally responsive learning resources and professional development materials in order to promote quality, access, and good governance of available learning resources.
  - Does related works as may be deemed necessary by the Schools Division Superintendent.
5. Teachers who will be given the chance to become part of the D-LRMS Team shall still observe the Time on Task Policy of the Department of Education.
6. Widest dissemination of the content of this Memorandum is desired.

  
**CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent

**DIVISION SKILLS MAPPING AND PROFILING OF HUMAN RESOURCES FOR THE  
ORGANIZATION OF DIVISION LEARNING RESOURCE MANAGEMENT AND  
DEVELOPMENT SYSTEMS (D-LRMDS) TEAM TEMPLATE**

School: \_\_\_\_\_  
School Head: \_\_\_\_\_  
No. of Teachers: \_\_\_\_\_

District: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Cluster: \_\_\_\_\_

**IMPORTANT:** Using the legend below this table, indicate the number that corresponds to the skill/s and area of expertise of teachers opposite their names. In case of multiple skills and area of expertise, write numbers that correspond to the other skills and area of expertise separated by a comma.

#	NAME OF TEACHER	POSITION	LEARNING AREA	SKILL/S	AREA OF EXPERTISE	LEVEL OF EXPERTISE <sup>1</sup>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

**LIST OF SKILLS AND AREAS OF EXPERTISE**

CODE	SKILL/S	CODE	AREA OF EXPERTISE
1	Creative Writing (Literary)	11	Training and Facilitating
2	Technical Writing (Professional)	12	Research and Development
3	Web Content Writing/Editing	13	Product Innovation
4	Web Page Designing	14	Developmental Learning
5	Proofreading/Copy Editing	15	Concept and Project Development
6	Graphics and Designs (Computer-based Skills)	16	Curriculum Planning
7	Media Arts (Photography, Video Editing, Cinematography, etc.)	17	Organizational Development
8	Visual Arts (Drawing, Painting, Printing, etc.)	18	Pedagogy and Andragogy
9	Storytelling		
10	Others (please indicate)		

<sup>1</sup> Level of Expertise can be described using the following performance indicators:

- Level A – at least 54 hours of relevant training
- Level B – at least 108 hours of relevant training and with certification/s
- Level C – at least 200 hours of relevant training, with certification and accreditation