



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

22 Apr 2021

DIVISION MEMORANDUM

No. 134, s. 2021

**DESIGNATION AS SCHOOL LEARNING RESOURCES (LR) COORDINATOR,
 LIBRARY IN-CHARGE AND LIBRARY ASSISTANT**

To : Assistant Schools Division Superintendent
 Chief, School Governance and Operations Division
 Chief, Curriculum Implementation Division
 Public Schools District Supervisors
 Education Program Supervisors
 Schoolheads
 All others concerned

DEPARTMENT OF EDUCATION
 Schools Division of Biñan City
 RECORDS SECTION

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1. To ensure smooth implementation of Learning Resources Management in the Division and to maximize the utilization of all learning resources in the school level, this Office hereby designated the following teachers as School LR Coordinator, Library In-Charge and Library Assistant.

DISTRICT	SCHOOL	SCHOOL LR COORDINATORS
1	Pagkakaisa ES	May A. Almendral
	Pedro Escueta ES	Ricalyn A. Javier
	Binan City SHS -San Antonio Campus	Jennifer N. Zaño
2	Malaban ES	Sarah B. Soliva
	Malaban East ES	Hiyasmin D. Capelo
	Nereo Joaquin INHS	Ma. Sheena R. Escobin
3	Binan ES	Marian P. Maliwat
	Canlalay ES	Joy M. Palomique
	Binan INHS	Monica Joyce M. Casipit (JHS) Catherine A. Salazar (SHS)
4	Batista ES	Neriza C. Marcellana
	Dela Paz Main ES	Rokaniah C. Orangotan
	Dela Paz West ES	Maricar V. Concepcion
	Dela Paz NHS	Laarnie B. De Leon
5	San Vicente ES	Ma. Michaela Rey D. Fabian
	Dr. Jose Tamayo ES	Abigail G. Domingo
	Tomas Turalba ES	Rose Ann Y. Danieles
6	Platero ES	Mary Ann A. Cate
	Zapote ES	Ruth H. Villapando
	Jacobo NHS	Johanna L. Agayo
	San Francisco ES	Daryl May C. Esmasin



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7	Soro-Soro ES	Jojemar P. Tayab
	Tubigan ES	Marlene P. Maling
	Saint Francis INHS	Haharvey S. Ibañez
8	Sto. Tomas ES	Jessa O. Morante
	Langkiwa ES	Concepcion S. Bederico
	Binan Secondary School Applied Academics	Mary Joy Sagosoy
	Binan City SHS - Sto Tomas Campus	Rosenda M. Sanchez
9	Southville 5A ES- Langkiwa	Rosemarie Bianca S. Maranan
	Timbao ES	Maria Imeelyn M. Zamora
	Southville 5A INHS	Nikka C. Ricafranca
10	Southville 5 Timbao ES	Mary Jane C. Tongo
	Our Lady of Lourdes ES	Annalyn M. Flores
	Loma ES	John Mark E. Cabrera
	Binan City SHS- Timbao Campus	Mary Jean M. Bitangcor
11	Mamplasan ES	Mayrose Y. Mendoza
	Ganado ES	Noemi P. Ariola
	Mamplasan NHS	Jyramie V. Biteranta

DISTRICT	SCHOOL	LIBRARY IN-CHARGE	LIBRARY ASSISTANT
1	Pagkakaisa ES	Rowelyn P. Quiatchon	Charlene D. Flores
	Pedro Escueta ES	Ricalyn A. Javier	Renalyn Falcatan
	Binan City SHS -San Antonio Campus	Jennifer N. Zaño	
2	Malaban ES	Gladys V. Sarmiento	Marjorie V. Estoquia Nycelle D. Alon
	Malaban East ES	Miriam A. Pablo	Evalinda G.Guban
	Nereo Joaquin INHS	Maria Rosella L. Galapon	Mariane L. Tilles
3	Binan ES	Gina D.Del Perio	Remilita Tacujan
	Canlalay ES	Ma.Katrina C. Rosal	Joan R.Rempillo
	Binan INHS	Luchelle Manceras - JHS	
		Maria Leonora Theresa P. Gaglac - SHS	
4	Batista ES	Lorna P. Miranda	
	Dela Paz Main ES	Rosalinda F. Guico	Maria Liezel S. Raper
	Dela Paz West ES	Judylyn J. Bongao	
	Dela Paz NHS	Noralyn A. Jaug	
5	San Vicente ES	Beverlyn C. Endozo	Alma R. Almoguera
	Dr. Jose Tamayo ES	Lyza A. Vales	Sheila D. Marcojos
	Tomas Turalba ES	Rose Ann Y. Danieleles	Jessa Mae S. Cervantes
6	Platero ES	Raquel C. Quiroz	Catherine D. Martinez
	Zapote ES	Rose Ann R. Rosales	Sinayanan A. Rasul



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	Jacobo NHS	Arvin Peralta	Sherwin L. Samson
7	San Francisco ES	Michelle J. Bangcaya	Ron Lemuel I. Hernando
	Soro-Soro ES	Betty D. Lut	Krizette C. Pidlaoan
	Tubigan ES	Rogelyn D. Magbanua	
	Saint Francis INHS	Fernando A. Reyes Jr.	Arceli M. Bago
8	Sto. Tomas ES	Alpha Amor A. Montalbo	Melinda R. Dreu
	Langkiwa ES	Gemma A. Baluyut	Veronica B. Borromeo
	Binan Secondary School Applied Academics	Melody M. Morga	Alvin C. Torres
		Regina Casuga	Neslyn Fe Taeza
	Binan City SHS - Sto Tomas Campus	Beverly Joy T. Bragais	
9	Southville 5A ES-Langkiwa	Sarah R. Macatula	
	Timbao ES	Nerissa Regio	
	Southville 5A INHS	Arlene B. Baroma	Apple Rica S. Ybanez
10	Southville 5 Timbao ES	Ana Marie A. Juan	Liezel M. Casim
	Our Lady of Lourdes ES	Elizabeth A. Sangkate	Ligaya M. Zeta
	Loma ES	Anjenet S. Bausa	Charisma L. Biason
	Binan City SHS-Timbao Campus	Jackylyn Del Carmen	
11	Mamplasan ES	Vilma L. Cruz	
	Ganado ES	Alyssa Jane V. Encanto	
	Mamplasan NHS	Norleen S. Silva	Donalyn Alias

3. The School LR Coordinator, Library In-Charge and Library Assistant shall perform the following duties and responsibilities at the school level.

School LR Coordinator

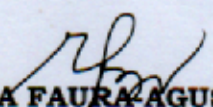
- Prepare, consolidate, and submit accurately and updated LR reports/communications;
- Maintain communication with the Division LRMS on the implementation of policies, guidelines, standards and specifications in the development, quality assurance, reproduction and distribution, storage and maintenance and utilization of teaching and learning resources;
- Assist the school property custodian in the distribution of text/non-text based learning resources.
- Prepare, validate, keep and update database of inventories of print and non-print learning resources in all grade levels and subject areas within the school.
- Attend, participate, and update his/her concerned School Head and/or PSDS in all Division LRMS meetings, seminars, programs, and activities.
- Lead/assist in the establishment, proper utilization, and maintenance of School library and/or learning resource centers;
- Lead in advocating and assisting all teaching and non-teaching personnel in the school on how to access the DepEd LR Portal (<https://lrmds.gov.ph>);



- h. 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 collaboration with the Division LRMS;
- i. Secure and validate the inventory report of the property custodian;
- j. Prepares report namely school allocation and distribution of learning resources (text and non-text) and learners' and teachers' situation report;
- k. Identifies learning resource and crafts school LR plan;
- l. Organize together with his/her school head the school LRMS Committee namely: writers per subject area, layout artist, illustrators, evaluators, and evaluators

Library In-Charge and Library Assistant

- a. Lead/assist in the establishment, proper utilization, and maintenance of School library and/or learning resource centers in the new normal;
 - b. Properly classifies/arranges 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 a schedule of activities for orientation and utilization of the school library/SLRC;
 - f. Conduct orientation for the learners at the opening of classes/set up in the new normal for teaching and non-teaching staff;
 - g. Prepare library programs/projects/activities;
 - h. Submit to the school heads list of materials for library acquisition;
 - i. Initiate the organization of club for the library and acts as an adviser;
 - j. Assist learners/teachers/users in utilizing library materials;
 - k. Maintain statistical records of the library-number of users and acquisition;
 - l. Attend seminar workshops, lectures, conferences for his/her professional growth;
 - m. Submits detailed reports on the utilization of the SLRC and gives suggestions/feedbacks and recommends solutions to solve the problem encountered;
 - n. Perform related tasks concerning the school library/SLRC.
4. Immediate dissemination of this Memorandum is desired.


EDNA FAURA AGUSTIN
 Schools Division Superintendent

