



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

DEPED DIVISION OFFICE
BAGUIO CITY

RELEASED
DATE: 9/19/22
TIME:
BY: hjr

September 12, 2022

DIVISION MEMORANDUM
No. 399, s. 2022

LRMS UPDATES FOR SY 2022-2023

To: CID Chief Education Supervisor
Education Program Supervisors and Public Schools District Supervisors
Public School Heads/Principals
LRMS Staff
School LRMS Coordinators and Teachers
All Others Concerned

1. Relative to continuous improvement and alignment with the ISO process, this is to inform the field on the latest updates and reminders about LR concerns and matters.
2. The following are the updates and clarifications:
 - a. for innovation proposals and reports
 - always refer to Division Memorandum no. 443 series 2019;
 - processing of Course Content Packages for LMS as innovation proposal and report is ongoing, however this is not considered under authorship or publication;
 - the certification requested at the LR office is to be used for authorship/publication while the specialty clearance is the certification for the innovation;
 - send soft copies of screenshots (CCP) in the alternate email address of LR: depedbaguio.lrmids2@gmail.com;
 - based on consultation and feedback, there are changes in the signatories of form 1 (proposal) and form 2 (report), refer to the Google Drive Link (<https://tinyurl.com/LRInnovationTemplate-Aug2022>), it can also be accessed thru the official Facebook Messenger Group chat of Baguio School LR Coordinators and the official Baguio LRMS Facebook Group (www.facebook.com/groups/lrmids.baguio);
 - coordinate with the LR office and EPSs for certifications, certificates and designations as module developers and content creators for CCP in the LMS;
 - b. for LR Coordinators
 - inform the LR office on the changes regarding designated LR coordinators for the LR directory to be updated;
 - disseminate information to their co-teachers for any updates and the like;



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ISO 9001:2015 Certified
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Issued on 12/27/2019



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- assist/coordinate with the school head/principal on LR-related reports such as Progress Monitoring Report (PMR), Statement of Expenditure (SOE), LR Situation Report etc., and
- c. others
 - kindly consider timelines for special requests during ranking and participation in searches and the like.

Please be guided accordingly.

3. For queries and follow-up, kindly contact or coordinate with any LRMS staff or thru the official Facebook Messenger Group chat of Baguio School LR Coordinators.
4. Immediate and wide dissemination of this memorandum is highly appreciated.

FEDERICO P. MARTIN, EdD. CEEd., CESO V
Schools Division Superintendent



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