



June 26, 2018

**MEMORANDUM**

No. 370, s. 2018

**OFFICIAL DESIGNATION OF DISTRICT LRMDs FOCAL PERSON AND  
SUBMISSION OF MASTER LIST OF DEPED PERSONNEL PER SCHOOL IN THE  
DISTRICT**

**TO :** Assistant Schools Division Superintendents  
Chiefs CID and SGOD  
DEPS, PSDS/DIC's and Division Coordinators  
Elementary, Junior HS and Senior HS School Heads  
All Others Concerned

1. One of the issues raised during the Division Conference of the District LRMDs Focal Person last June 23, 2018 was on the designation of LR Focal Person at the District. It has come to the attention in this office thru the LRMDs Section that the participants were sent just to represent their district at the same time they were not part of the district LRMDs Core Team. Therefore, some concerns discussed like updates of the LR registration of DepEd personnel and the conduct of district echo training for LR were not answered.
2. This memorandum is issued to follow up the District Core Team and the E-LR Portal Team thru the PSDS's/DIC's to revisit their action plans and to furnish in this office on **July 6, 2018** a narrative report if the activities identified in their plan were realized.
3. For the issuance of an official designation duly signed by the Schools Division Superintendent, the PSDS's and DIC's are requested to endorse the official names of their **District LRMDs Focal Person and an Alternate** coming from the members of the District LRMDs Core Team or from the E-LR Team, he/she must be a computer literate and with good attitude towards work.
4. Please find the attached template for submission in hard and soft copies the Master List of DepEd Personnel per School in the district.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**WILFREDA D. BONGALOS, Ph.D., CESO V**  
Schools Division Superintendent 

WDB/ENC/rra18  
Designation of District LR FP

26 JUN 2018

