



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



October 14, 2026

DIVISION MEMORANDUM
No. 467, s. 2026

**DIVISION ORIENTATION ON THE REGISTRATION AND UTILIZATION OF THE
LEARNING RESOURCE MANAGEMENT INFORMATION SYSTEM (LRMIS)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Elementary and Secondary School Principals/HTs/TICs
All Others Concerned

1. In line with the Department of Education's initiative to centralize and standardize the management of learning resources across all governance levels, and pursuant to DepEd Memorandum No. DM-OUIS-2026-262, this office, through the Curriculum Implementation Division – Learning Resource Management Section (LRMS), announces the **Division Orientation on the Registration and Utilization of the Learning Resource Management Information System (LRMIS)** on October 19, 2026 (Monday), 1:00 PM – 5:00 PM at the Gabriela Building, old Division site.
2. The orientation aims to:
 - a. orient schools on the purpose, features, and functionalities of the Learning Resource Management Information System (LRMIS);
 - b. guide the school registration process and other preparatory activities for the phased implementation of the LRMIS; and
 - c. ensure the readiness of schools for the successful implementation of the LRMIS across the Schools Division of Escalante City.
3. Participants in this orientation shall include the LRMS personnel, Supply Officer, Division Information Technology Officer, Administrative Officers/School Property Custodians, and Library In-Charge/LR Coordinator.
4. Each participant is required to bring a laptop, portable WiFi, and extension cord.
5. The Activity Matrix and Program Management Team are detailed in the attached documents.



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6. Travel expenses incurred by the participants in their participation in this activity and a registration fee of seventy-five pesos (P75.00) per participant shall be charged against school MOOE/local funds/school funds to defray expenses for the snacks, subject to the usual government accounting and auditing rules and regulations.
7. For immediate and wide dissemination.


PETER L. GALIMBA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure : *as stated*
Reference : None
Allotment : C/O Records Section

To be indicated in the Perpetual Index under the following subjects:
CURRICULUM
LEARNING RESOURCES

ALPAY/CID-LRMS



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Enclosure No. 1 to Division Memorandum No. 467 s. 2026

ACTIVITY MATRIX

TIME	ACTIVITY	PERSON INVOLVED
1:00 PM – 1:30 PM	Preliminaries - National Anthem - Prayer - DepEd Quality Policy	AVP
	Presentation of Participants	RUBILYN O. DUEÑAS Administrative Officer II
	Messages	IVY JOY A. TORRES, PHD Chief, CID MARITES C. CAPILITAN, PHD OIC-Asst. Schools Division Superintendent PETER J. GALIMBA OIC-Schools Division Superintendent
	Statement of Purpose	JASON R. ALPAY Education Program Supervisor-LRMS
ORIENTATION PROPER		
1:30 PM – 2:00 PM	Session 1: A Centralized System for Managing DepEd Learning Resources	JASON R. ALPAY
2:00 PM – 2:30 PM	Session 2: Access Permission and User Roles	
2:30 PM – 3:00 PM	Session 3: Account Creation Approval and LRMIS Navigation	CLINT S. CINCO Project Development Officer II
3:00 PM – 4:00 PM	Session 4: LRMIS Workflow Database and Inventory Process	ETHEL S. GALI Librarian II
	Session 5: Data Entry and Management	
4:00 PM – 4:30 PM	Session 6: Troubleshooting, FAQs and Ways Forward	CLINT S. CINCO JASON R. APAY
4:30 PM – 5:00 PM	Closing Remarks	MARITES C. CAPILITAN OIC – Asst. Schools Division Superintendent
	End-of-the-Day Evaluation	PMT
RUBILYN O. DUEÑAS Master of Ceremonies		



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Enclosure No. 2 to Division Memorandum No. 467 s. 2026

PROGRAM MANAGEMENT TEAM

PETER J. GALIMBA
OIC-Schools Division Superintendent

MARITES C. CAPILITAN, PHD
OIC-Assistant Schools Division Superintendent

IVY JOY A. TORRES, PHD
Chief Education Supervisor-CID

ALICIA A. OLID
Chief Education Supervisor-SGOD

Management Staff	Members
Activity Managers	Jason R. Alpay Clint Cinco Desiree L. Miano Ethel S. Gali
Logistics Officers (Registration, Attendance)	Jonalyn A. Suelan
Program Invitation	LRMS Personnel
M & E Coordinator	Jessah Jay B. Catanglan
Documenter	LRMS Personnel
Resource Speakers	Jason R. Alpay Clint S. Cinco Ethel S. Gali
Master of Ceremonies	Rubilyn O. Dueñas



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