



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

July 23, 2026

DIVISION MEMORANDUM
CID No. 080 s. 2026

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

TO: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Elementary and Secondary School Heads
All others concerned
This Division

1. Pursuant to the Department of Education's continuing commitment to advance digital transformation and strengthen the effective management of learning resources, the Schools Division Office of Tacurong City, through the Curriculum Implementation Division – Learning Resource Management Section (CID-LRMS), shall conduct an **Online Orientation-Workshop on the Registration and Utilization of the Learning Resource Management Information System (LRMIS) on July 29, 2026, at 8:30 in the morning via Microsoft Teams.**
2. The activity aims to capacitate school personnel with the necessary knowledge and technical competencies in registering, navigating, and maximizing the functionalities of the LRMIS to ensure accurate and timely management of learning resource data across the division.
3. The participants to this orientation are the public elementary and secondary School Heads, Administrative Officer/School Property Custodian, Library in-Charge, and Learning Resource (LR) Coordinator.
4. The identified participants are enjoined to register and join the online session at least fifteen (15) minutes before the start of the activity. Further, they are advised to ensure a stable internet connection and prepare data on the delivered learning resources from 2024 to 2026.
5. The Microsoft Teams meeting link shall be disseminated to attendees through the official LRMS communication channels prior to the conduct of the activity.
6. Attached is Enclosure 1, which contains the Program of Activities.



Address: Alunan Highway, Poblacion, Tacurong City 9800
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Email: tacurong.city@deped.gov.ph
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7. Immediate dissemination and compliance with this Memorandum are desired.

CARLOS G. SUSARNO, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

[Handwritten signature]

Encl: As stated
Reference: None
Allotment: None
To be indicated in the Perpetual Index of the following subjects:

LEARNING RESOURCE MANAGEMENT INFORMATION SYSTEM LEARNING RESOURCES INVENTORY

ISPL/CID/DM/ Online Orientation-Workshop on the Registration and Utilization of the Learning Resource Management Information System (LRMIS) /___/ July 29, 2026



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Enclosure No. 1 to Division Memorandum CID No. 080 s. 2026

**Online Orientation-Workshop on the Registration and Utilization of the
Learning Resource Management Information System (LRMIS)**
July 29, 2026, at 8:30 AM, via Microsoft Teams

PROGRAM OF ACTIVITIES

TIME	ACTIVITY	PERSON RESPONSIBLE
8:00–8:30 A.M.	Login and Registration	LRMS Personnel
8:30–9:00 A.M.	Opening Program	Delia P. Eliarda Librarian II
	Message	Carlos G. Susarno, PhD, CESO VI Assist. Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent
9:10–9:40 A.M	Overview of the Learning Resource Management Information System (LRMIS)	Ivy P. Lamintao EPS-LRMS
9:40–11:30 A.M	System Comparison and Updates	Leonora R. Po PDO II-LR
	User Registration and Account Activation	
	Access Permission and User Roles	
	Data Entry, Analytics, Reporting Capabilities and Management	
	Hands-on Workshop on Registration and Data Encoding	
11:30–11:50 A.M	Open Forum	Vivien O. Lima Supply Officer
11:50–12:00 NN	Closing Message	Randy E. Porras CID Chief



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