Schools Division Superintendent

October 12, 2026

TO: Assistant Schools Division Superintendent
Chief Education Supervisor – CID
Education Program Supervisor – LRMS
Division Librarian
Project Development Officer – LRMS
Division Supply Officer
School Administrative Officer II (Property Custodian)
This Division

DIVISION INTERFACE ON THE STATUS OF THE SCHOOL LEARNING RESOURCE MANAGEMENT INFORMATION SYSTEM

1. The Department of Education, through the **Learning Resource Management Information System (LRMIS)**, continuously strengthens the accurate recording, monitoring, and management of learning resources delivered to schools. In preparation for the **Inter-Regional Track of the Validation and Inventory of Delivered Learning Resources**, all School Administrative Officers II (AO II) in charge of the learning resources inventory are tasked to ensure the completeness, accuracy, and timeliness of their school's learning resources inventory in the LRMIS. In this regard, a **Division Interface on the Status of the School Learning Resource Management Information System** shall be conducted on **October 14, 2026, at 2:00 p.m., at the Library Hub** of the old Division Office.

2. The activity aims to:
   a. provide School Administrative Officers II (AO II) with updates on the status of their respective schools' learning resources inventory in the LRMIS in preparation for the Inter-Regional Track of the Validation and Inventory of Delivered Learning Resources;
   b. clarify the procedures, required data entries, and timelines for the accurate encoding, updating, and validation of delivered learning resources in the LRMIS; and
   c. identify and resolve issues or concerns encountered by School AO II in the management, recording, and reconciliation of learning resources inventory in the LRMIS.

3. The participants to this activity are the Administrative Officer II and/or School Property Custodian of all elementary and secondary schools in the Division.

4. Attendance shall be monitored, and any unavoidable absence must be communicated to the Learning Resource Management Section **before October 14, 2026**. School Heads are enjoined to ensure the full participation of their respective AO II.

6. For clarifications and further details, please coordinate with the Division Librarian, Peter A. Alavanza, through his messenger.

7. Immediate and wide dissemination of this Memorandum is desired.

JAY S. MONTEALTO, JD, CESO V
Schools Division Superintendent

Department of Education
Division of Dapitan City
RELEASED
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Time: 4:30 By: