Schools Division Superintendent

October 19, 2026

TO: Assistant Schools Division Superintendent
Chief Education Supervisor – CID
Education Program Supervisor – LRMS
Division Librarian
Project Development Officer – LRMS
Division Administrative Officer V
Division Supply Officer
PSDSs/PICDs
Elementary & Secondary School Heads
This Division

DIVISION ORIENTATION OF SCHOOL HEADS ON LEARNING RESOURCES MONITORING AND EVALUATION

The Department of Education, through the Bureau of Learning Resources (BLR), continues to strengthen the monitoring and evaluation of learning resources to ensure their accurate inventory, timely delivery, proper recording, and effective utilization in schools.

In line with this, the Schools Division of Dapitan City shall conduct a **Division Orientation of School Heads on the Conduct of Learning Resources Monitoring and Evaluation: Validation of Inventory and Delivery of Learning Resources** on **October 19, 2026, at 1:30 p.m.**, at the **Division Conference Hall**.

The orientation aims to equip school heads with the necessary knowledge, skills, and tools to validate school-level inventory and delivery records of learning resources; ensure the accuracy, completeness, and timeliness of reports submitted to the Schools Division Office; and strengthen compliance with the requirements of the Learning Resources Management Information System (LRMIS).

This activity supports the Department's efforts to strengthen school-level tracking of learning resources through the LRMIS, a centralized platform that facilitates the cataloging, registration, distribution, monitoring, and utilization of learning resources across schools, Schools Division Offices, Regional Offices, and the Central Office.

The participants in this activity are the **Public Schools District Supervisors (PSDSs), Public Schools District In-charge (PICs), and School Heads of all public elementary and secondary schools** in the Division.

Participants are required to review their school's learning resources records, particularly the LRMIS data from School Year 2024–2026, covering inventory, delivery, receipt, inspection and acceptance, and utilization. They shall ensure that their school's LRMIS account and learning resources data are accurate, complete, and updated prior to the orientation.

Attendance in this orientation is highly encouraged, as the outputs and reports generated shall serve as bases for the Division's monitoring, validation, and submission of learning-resources data to higher offices.

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

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
No. 591 Date: 10/9/24
Time: 10:38 By: