



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

8 July 2026

DIVISION MEMORANDUM

No. 333, s. 2026

**ONLINE ORIENTATION ON LEARNING RESOURCE MANAGEMENT AND
INFORMATION SYSTEM (LRMIS)**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Elementary/Secondary School Heads
All Others Concerned

1. Please be informed that there will be an online orientation on the Learning Resource Management Information System (LRMIS) on July 13, 2026. The meeting link are: 8:00 am-12:00 nn <https://tinyurl.com/LRMIS-ORIENTATION-1-3>
1:00 pm-5:00 pm <https://tinyurl.com/LRMIS-ORIENTATION-2-4>
2. The activity aims to make the users familiar with the system and define its utilization in gathering reliable learning resources data.
3. The participants of this activity are school and district property custodians of elementary and secondary schools, all school heads, Division ITO, school librarians, SDO and hub librarians, Project Development Officer II (LRMS), Division Information Officer, Education Program Supervisor for LRMS, Division Supply Officer, and Public Schools District Supervisors.
4. The schedule of the meeting is as follows:
 - a. Congressional Districts 1 and 3 – 8:00 am - 12:00 noon
 - b. Congressional Districts 2 and 4 – 1:00 pm – 5:00 pm
5. Attached is the matrix of the orientation.
6. Expenses incurred during the conduct of this activity shall be subject to usual accounting and auditing rules and regulations.



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7. For inquiries, please get in touch with the LRMS office at telephone number 043-722-1840, loc 216.
8. Immediate dissemination of this Memorandum is earnestly desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl.: Matrix of the orientation
Reference: None

To be indicated in the Perpetual Index
under the following subjects:

Issuance Division Memorandum

*RAM/ ONLINE ORIENTATION ON LEARNING RESOURCE MANAGEMENT AND INFORMATION SYSTEM (LRMIS) R2-
153645/7/08/2026*



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**ONLINE ORIENTATION ON LEARNING RESOURCE MANAGEMENT AND
INFORMATION SYSTEM (LRMIS)**

PROGRAM MATRIX

July 13, 2026
Morning Session
8:30 – 12:00

Time	Activity	Person involved
8:30 – 8:45	Preliminary activities	Program in charge
8:45-9:00	Session 1- LRMIS – a Centralized System for Managing Learning Resources	Mrs. Rosalinda A. Mendoza
9:00 – 9:45	Session 3 – Access Permission	Mr. Elizalde L. Piol
9:45- 10:15	Session 4 – Account Creation, Approval, and LRMIS Navigation	Mr. Elizalde L. Piol
10:15- 10:30	Session 6 – Data Entry Management	Mr. Ernani Catapat
10:30- 10:45	Session 7 – Utilization of the LRMIS	Mrs. Cheryl Baril
10:45 – 11:30	Session 8 - Troubleshooting and FAQs	Mr. Ernani Catapat
11:30- 11:45	Edit and Delete Learning Resources	Mr. Mark Joshua Hagosojos
11:45- 12:00	End of the orientation evaluation	Program in charge



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PROGRAM MATRIX

July 13, 2026
Afternoon Session
1:00 – 4:30

Time	Activity	Person involved
1:00 - 1:15	Preliminary activities	Program in charge
1:15 – 1:30	Session 1- LRMIS – a Centralized System for Managing Learning Resources	Mrs. Rosalinda A. Mendoza
1:30 – 1:50	Session 3 – Access Permission	Mr. Elizalde L. Piol
1:50 – 2:10	Session 4 – Account Creation, Approval, and LRMIS Navigation	Mr. Elizalde L. Piol
2:10 – 2:40	Session 6 – Data Entry Management	Mr. Ernani Catapat
2:40 – 3:00	Session 7 – Utilization of the LRMIS	Mrs. Cheryl Baril
3:00 – 3:45	Session 8 - Troubleshooting and FAQs	Mr. Ernani Catapat
3:45 – 4:00	Edit and Delete Learning Resources	Mr. Mark Joshua Hagosojos
4:00 – 4:15	End of the orientation evaluation	Program in charge