DEPARTMENT OF EDUCATION
DIVISION OF SARANGANI
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DIVISION MEMORANDUM
CID-2026-187

WORKSHOP ON THE ENCODING AND UPDATING OF INVENTORY OF LEARNING RESOURCES IN THE LEARNING RESOURCE MANAGEMENT INFORMATION SYSTEM (LRMIS)

To: Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Property and Supply Officers
School Administrative Offices
All Others Concerned

1. In line with the continuous improvement of the Learning Resource Management and Information System (LRMIS) database and inventory records, this Office announces the conduct of a **Workshop on the Encoding and Updating of Inventory of Learning Resources in the Learning Resource Management Information System (LRMIS**).

2. The activity aims to:
a. Orient participants on the proper use of the LRMIS;
b. Update and validate existing LRMIS records and school inventory data;
c. Strengthen the capacity of school personnel in encoding and managing learning resources; and

3. The participants in this activity shall be either of the following: Property Custodian, Administrative Officer, ADAS, School Librarian, School LRMIS In-charge. One (1) participant per school shall attend the workshop. They are authorized to attend this activity on official time, provided that concerned School Heads put in place appropriate arrangements to ensure that office/school operations are not disrupted.

3. The workshop shall be conducted on a half-day basis per cluster on the following schedule and venue.

Cluster	Districts	Date	Venue
Cluster 1	Maitum 1 & 2	October 9, 2026	Malalag CES
Cluster 2	Kiamba 1, 2 & 3 (AM) Maasim 1, 2, & 3 (PM)	October 12, 2026	Kiamba Library Hub Maasim CES
Cluster 3	Malapatan 1, 2, & 3 (AM) Alabel 1, 2, 3 & 4 (PM)	October 13, 2026	Kawas Library Hub

Cluster 4	Glan 1, 2 3, & 4	October 14, 2026	Glan School of Arts & Trades
Cluster 5	Malungon 1, 2, 3 & 4	October 15, 2026	Malandag CES

4. The workshop aims to:
   1. Orient participants on the proper use of the Learning Resource Management and Information System (LRMIS);
   2. Update and validate existing LRMIS records and school inventory data;
   3. Strengthen the capacity of school personnel in encoding and managing learning resources; and
   4. Ensure accurate and updated submission of LRMIS-related reports.

5. Travel and other incidental expenses of participants and facilitators shall be charged against local funds or other available funds, subject to the usual accounting and auditing rules and regulations.

6. For inquiries, refer to Aletha Jane G. Alindo, PDO-LRMS, at alethajane.alindo@deped.gov.ph

7. Wide and immediate dissemination of and strict compliance with this Memorandum are desired.

Digitally signed by
Frinal Nelyn Botes
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ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Encl.: none
Reference: none
To be indicated in the Perpetual Index
under the following subjects:

WORKSHOP LEARNING RESOURCES
INVENTORY INFORMATION SYSTEM

AJGA/CID-LRMS/MLA – Workshop and Provision of Technical Assistance in the Encoding and Updating of Inventory of Learning Resources in the LRMIS
0774/October 5, 2026