



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM

No. **515**, S. 2026

20 OCT 2026

**DIVISION ORIENTATION ON THE EFFECTIVE UTILIZATION OF THE
LEARNING RESOURCE MANAGEMENT AND INFORMATION SYSTEM (LRMIS)**

To: OIC-Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

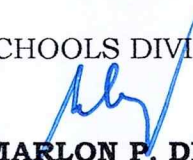
1. In order to strengthen the knowledge and competencies of education personnel in the effective management, utilization, monitoring, and reporting of learning resources through a systematic and information-driven approach, this Office, through the Learning Resource Management System Section of the Curriculum Implementation Division shall conduct a **Division Orientation on the Effective Utilization of the Learning Resource Management and Information System (LRMIS)** on **Friday, October 23, 2026, 8:00 in the morning onwards** at a venue to be announced later.
2. This activity seeks to orient participants on the system's features, processes, and procedures to ensure accurate data management, timely submission of reports, efficient tracking of learning resource inventory and distribution, and informed decision-making in addressing the learning resource needs of schools and learners.
3. Allocation of participants for each district and each secondary school can be found in Enclosure No. 1 and the List of the Technical Working Group in Enclosure No. 2.
4. Participants are advised to bring laptops and extension cords for the workshop.
5. In adherence to the Policy on Engaged Time-on-Task, schools heads of teacher-participants have to ensure that their classes are being handled by other teachers in school.
6. Expenses such as meals and accommodation of participants shall be charged to LRMS funds, while travelling expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.



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7. This Memorandum shall serve as the Authority to Travel for all participants.
8. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


MARLON P. DESTREZA EdD

OIC- Assistant Schools Division Superintendent
In-Charge of the Division 

Enclosure: As Stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

CURRICULUM

TRAINING

LEARNING RESOURCES



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Enclosure No. 1 to Division Memorandum No. 515, s. 2026

Allocation of Participants per District and Schools

DISTRICT	Number of District ICT Focal Person
Cuartero	1
Dao	1
Dumalag	1
Dumarao	1
Ivisan	1
Jamindan	1
Maayon	1
Mambusao East	1
Mambusao West	1
Panay	1
Panitan	1
Pilar	1
Pontevedra	1
Sapian	1
President Roxas	1
Sigma	1
Tapaz East	1
Tapaz West	1

School

LR Focal Person

Maninang ES	1
Salocon ES	1
Dao ES	1
Dulangan ES	1
Aglalana IS	1
Bailan IS	1
Antonio Belo IS	1
Bago Chiquito IS	1
Sinamongan IS	1
Bula IS	1

School

Number of LR Focal Person

Cuartero NHS	1
Maindang NHS	1
Puti-an NHS	1
San Antonio NHS	1
Arturo Jugo NHS	1
Dao NHS	1



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Luis Escutin NHS	1
Malonoy NHS	1
Concepcion C. Garcia NHS	1
Dumalag Central NHS	1
Bungsuan NHS	1
Estefania Montemayor NHS	1
Manuel F. Onato NHS	1
Presentacion Diez Gregorio NHS	1
Ramon A. Benjamin, Sr. NHS	1
Basiao NHS	1
Ivisan NHS	1
Jagnaya NHS	1
Jamindan NHS	1
Lucero NHS	1
Macario Delfin Bermejo NHS	1
East Villaflores NHS	1
Maayon NHS	1
Tuburan NHS	1
Florentina B. Degala NHS	1
David Moises NHS	1
Mambusao East NHS	1
Mambusao NHS	1
Commissioner Luis R. Asis NHS	1
Ernesto R. Sicad, Sr. NHS	1
Felix Balgos NHS	1
Leodegario D. Deocampo, Sr. NHS	1
Panitan NHS	1
Casanayan NHS	1
Dulangan NHS	1
Marciano M. Patricio NHS	1
San Nicolas NHS (Pilar)	1
Yating NHS	1
Jose Diva Avelino Jr. NHS	1
Pontevedra NHS	1
Feliciano Y. Consing NHS	1
Capiz NHS	1
Ishmael B. Orillos Farm School	1
Sapian NHS	1
Mianay NHS	1
Vicente Andaya, Sr. NHS	1
Col. Patrocinio Artuz NHS	1
Rev. Tomas Conejar NHS	1



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Bag - ong Barrio NHS	1
Camburanan NHS	1
Candelaria NHS	1
Roxas Farm School	1
San Nicolas NHS (Tapaz)	1
Tapaz NHS	1



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List of Members of the Technical Working Group

Personnel	Position
Edwin Jason D. Dueñas	EPS- LRMS
Rhodela U. Martinez	AO IV (Supply Officer)
Emmanuel C. Lati	Division ITO
Vincent D. Lausa	Principal I, Dumalag Central NHS
Glenn P. Dollete	PDO II
Ma. Frances Therese B. Zamora	SDO Librarian II