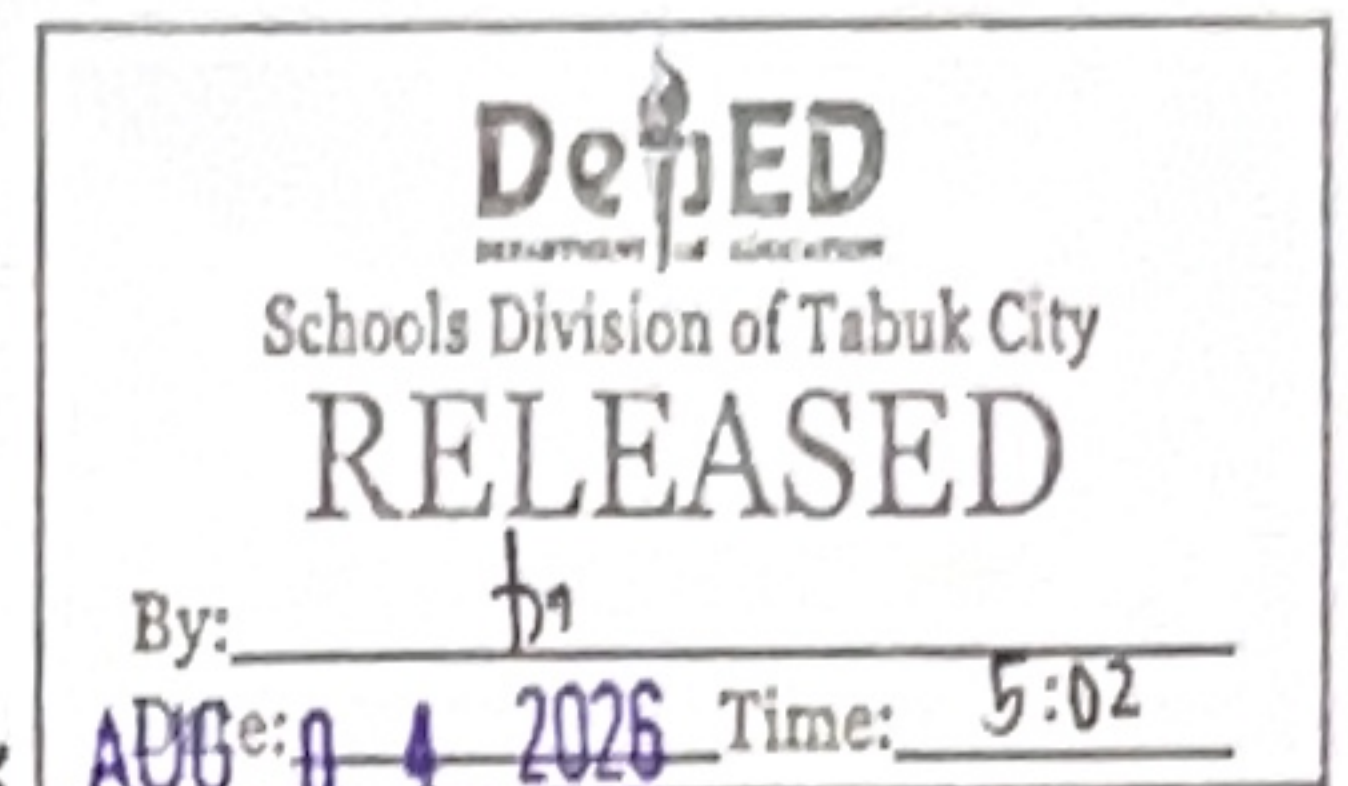




Republic of the Philippines

**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Tabuk City**

Office of the Schools Division Superintendent

August 4, 2026

**DIVISION MEMORANDUM**

No. **350** s. 2026

**SEMINAR-WORKSHOP OF ADMINISTRATIVE OFFICERS II (AOs) ON THE  
INVENTORY OF KEY STAGE 1 READING MATERIALS AND OTHER  
LEARNING RESOURCES**

To: Chief Education Supervisor-CID  
Public Schools District Supervisors  
Public Secondary and Elementary School Heads  
All Others Concerned

1. In line with the initiative of the Department of Education to centralize and standardize the management of learning resources across all governance levels, and pursuant to DepEd Memorandum No. DM-OULS-2026-262, this office, through the Curriculum Implementation Division-LRMS, informs the conduct of the Seminar-Workshop of Administrative Officer II personnel on the Inventory of Key Stage 1 Reading Materials and Other Learning Resources on **August 11-12, 2026** at the Kagitingan Hall, Schools Division Office, Tabuk City.
2. The activity aims to:
  - a. capacitate participants on the proper recording of procured and delivered learning resources;
  - b. orient participants on the Learning Resource Management Information System (LRMIS) as centralized system for managing DepEd learning resources; and,
  - c. appreciate the value of roles and responsibilities in implementing the standardized learning resource management processes for efficient support delivery and evidence-based decision making within the division.



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DepEd Tayo Tabuk City



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3. The participants are the following:

|                                                                 |     |
|-----------------------------------------------------------------|-----|
| Administrative Officer II/Property Custodian/<br>Supply Officer | 103 |
| Division Supply Officer                                         | 1   |
| Information Technology Officer                                  | 1   |
| LRMS personnel                                                  | 3   |
| PSDSs                                                           | 10  |
| Secretariat                                                     | 2   |
| Total                                                           | 120 |

4. All participants from the schools are requested to bring their **laptops, Inspection and Acceptance Report (IAR), Delivery Receipts (DR) and Inventory Custodian Slip (ICS)** of all learning resources received by the schools from **CY 2024 to present** for the workshop.
5. Attached to this memorandum is the matrix of the two-day activity for reference.
6. Immediate dissemination of and compliance to this memorandum is desired.

  
**CHRISTOPHER C. BENIGNO PhD,EdD,CESO VI**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent



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Enclosure 1: **MATRIX OF ACTIVITIES**

|               |                                                                                                                                                                           |                                                                                       |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Day 1         |                                                                                                                                                                           |                                                                                       |
| <b>Time</b>   | <b>Activity</b>                                                                                                                                                           | <b>Person Responsible</b>                                                             |
| 7:30-8:00     | Registration                                                                                                                                                              | Secretariat                                                                           |
| 8:00-8:30     | Preliminaries                                                                                                                                                             | Secretariat                                                                           |
|               | -Filipinism<br>-Prayer<br>-DepEd Quality Policy                                                                                                                           | AVP                                                                                   |
|               | Welcome Remarks                                                                                                                                                           | <b>Ramonchito A. Soriano, Chief-CID</b>                                               |
|               | Presentation of Participants                                                                                                                                              | <b>Ferdinand Malagyab, PSDS,NTD 2</b>                                                 |
|               | Statement of Purpose                                                                                                                                                      | <b>Helen B. Orap, EPS-LRMS</b>                                                        |
|               | Inspirational Message                                                                                                                                                     | <b>CHRISTOPHER C. BENIGNO PhD,EdD,CESO VI</b><br>OIC, Schools Division Superintendent |
| 8:30-10:00    | <b>Session 1:</b> DepEd Order No. 14, s. 2012<br>Policy and Guidelines on the Proper<br>Distribution, Care, Recording, Retrieval and<br>Disposal of TXs,TMs and Other IMs | <b>James Ceasar Dayao</b><br>AO IV-Supply Officer                                     |
| 10:00-10:15   | Health Break                                                                                                                                                              |                                                                                       |
| 10:15-11:00   | <b>Session 2:</b> SDO Inventory System                                                                                                                                    | <b>Allan Dumalsin</b><br>Information Technology Officer                               |
| 11:00-12:00NN | <b>Workshop 1:</b> Data Entry of LRs (2024-<br>present)                                                                                                                   | Participants                                                                          |
|               | LUNCH BREAK                                                                                                                                                               |                                                                                       |
| 1:00-3:00     | Workshop: Continuation....                                                                                                                                                |                                                                                       |
| 3:00-3:15     | Health Break                                                                                                                                                              |                                                                                       |
| 3:15-4:30     | Presentation of Partial Outputs                                                                                                                                           | Representatives from each District                                                    |
| 4:30-5:00     | End-of-the day Evaluation                                                                                                                                                 | Participants                                                                          |
| Day 2         |                                                                                                                                                                           |                                                                                       |
| 8:00-8:30     | Preliminaries                                                                                                                                                             | Secretariat                                                                           |
| 8:30-9:00     | <b>Session 3:</b> LRMIS: A Centralized System for<br>Managing DepEd Learning Resources; Access<br>Permission and User Roles                                               | <b>Helen B. Orap</b><br>EPS-LRMS                                                      |
| 9:00-10:00    | <b>Session 3:</b> Account Creation, Approval and<br>LRMIS Navigation; Data Base and Inventory<br>Process                                                                  | <b>Loriet L. Iyadan</b><br>PDO II                                                     |
| 10:00-10:15   | Health Break                                                                                                                                                              |                                                                                       |
| 10:15-11:00   | Data Entry and Management                                                                                                                                                 | <b>Teofila P. Agsunod, Librarian II</b>                                               |
| 11:00-12 NN   | Trouble Shooting and FAQs                                                                                                                                                 | <b>Allan Dumalsin</b><br>Information Technology Officer                               |
|               | LUNCH BREAK                                                                                                                                                               |                                                                                       |
| 1:00-3:00     | <b>Workshop 2:</b> Data Entry of TXs and TMs                                                                                                                              |                                                                                       |
| 3:00-3:15     | Health Break                                                                                                                                                              |                                                                                       |
| 3:15-4:00     | Continuation of Workshop                                                                                                                                                  |                                                                                       |
| 4:00-4:30     | Presentation of Analysis of Data                                                                                                                                          | By District                                                                           |
| 4:30-4:40     | End-of-the day Evaluation                                                                                                                                                 |                                                                                       |
| 4:40-5:00     | Closing Program                                                                                                                                                           | Secretariat                                                                           |