

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



CLMD-RM-2025-353

07 May 2025

**Regional Memorandum**


No. 353 s.2025

**INVITATION TO ATTEND THE TRAINING AND MAINTENANCE  
PHASE OF THE LEARNING RESOURCES MANAGEMENT  
INFORMATION SYSTEM**

To **Schools Division Superintendents**

1. In reference to a letter dated March 31, 2025, this office, through the Curriculum and Learning Management Division (CLMD) invites the Schools Division Offices to send representatives on the said training.
2. This activity aims to validate the system's functionality and prepare the Division TWG for its effective implementation and management.
3. The following personnel from your office are requested to attend:
  - a. Division LR Supervisor;
  - b. Division Supply Officer;
  - c. Division Project Development Officer (PDO) II/ Division Librarian II; and
  - d. Division Information Technology Officer.
4. All Participants are required to bring their own laptop as there will be hands-on sessions and extension cord for convenience.
5. The training will be from May 13, 2025, which will be conducted via online, and face-to-face sessions will be from May 14-17, 2025. The venue will be announced through a separate advisory.
6. Participants must confirm their attendance or register at this link:  
<https://bit.ly/4gFB1NF>
7. For other details, kindly see attached letter for reference.
8. Travel expenses will be reimbursed through the funds downloaded to the Regional Office subject to the usual government accounting and auditing rules and regulations upon submission of required documents. If downloaded fund for the travel expenses is not enough, excess amount shall be charged against the local fund of the division.

9. For clarification and further inquiries, you may contact the Curriculum Learning Management Division-Learning Resources Management Section at (02) 8681-2114 local 421.
10. Immediate dissemination of this information is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director



## Enclosure 1



Republic of the Philippines  
**Department of Education**  
 BUREAU OF LEARNING RESOURCES



ORD IC001-2025-168

## Office of the Director

FOR : **ALBERTO T. ESCOBARTE**  
 Regional Director – Region IVA

**NICOLAS T. CAPULONG**  
 Regional Director – Region IVB

**GILBERT T. SADSAD**  
 Regional Director – Region V

**JOCELYN DR. ANDAYA**  
 Regional Director – NCR

ATTENTION : **SCHOOL DIVISION SUPERINTENDENTS**

FROM : **ARIZ DELSON ACAY D. CAWILAN**  
 Director IV

SUBJECT : **INVITATION TO ATTEND THE TRAINING AND MAINTENANCE  
 PHASE OF THE LEARNING RESOURCES MANAGEMENT  
 INFORMATION SYSTEM**

DATE : **March 31, 2025**

This is to formally invite your representatives to participate in the Training and Maintenance Phase of the Learning Resources Management Information System (LRMIS), scheduled to take place from **May 13 to 17, 2025**, in NCR.

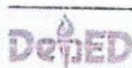
The LRMIS is a centralized platform designed to streamline the management, access, and distribution of learning resources (LRs) across all regions. By integrating advanced technology, the LRMIS enhances efficiency, ensures transparency, and supports the timely delivery of high-quality learning materials to schools. This system aims to empower field offices by providing real-time data, reducing administrative burdens, and improving coordination in managing learning resources.

To ensure the success of this activity, the following personnel from your office are requested to attend:

1. One (1) Division LR Supervisor,
2. One (1) Division Supply Officer,
3. One (1) Division Project Development Officer (PDO) II/Librarian, and
4. One (1) Division Information Technology (IT) Officer.

DIVISION CODE

BIRPD-25-01-000



(BLRM) Ground, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City: (02) 8634-1072; 8634-0901; 8634-1054;  
 (BLRC) Ecotech Compound Sudlon, Lahug, Cebu City: (032) 230-7939; (032) 230-7948

Email Address: [lr@deped.gov.ph](mailto:lr@deped.gov.ph); [lr@deped.gov.ph](mailto:lr@deped.gov.ph); [lr@deped.gov.ph](mailto:lr@deped.gov.ph); [lr@deped.gov.ph](mailto:lr@deped.gov.ph)

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**Important Reminders:**

- All participants are required to bring their own laptop, as this will be essential for the hands-on sessions; and
- Participants are also encouraged to bring an extension cord for convenience, if available.

This activity is a critical component of the LRMIS development process, aiming to validate the system's functionality and prepare the Division TWG for its effective implementation and management. See attached indicative program of activities for your reference. Please confirm your attendance or register through the following link: <https://bit.ly/4gFB1NF>

Travel expenses will be reimbursed through the funds downloaded to the Regional Offices subject to the usual government accounting and auditing rules and regulations upon submission of required documents. If the downloaded fund for the travel expenses is not enough, the excess amount shall be charges against the local funds of the region or division.

Should you have queries or concerns, please contact **Paul Nelo F. Eusebio**, Administrative Assistant II of BLR - Production Division, at 09491347422 or via email at [paul.eusebio@deped.gov.ph](mailto:paul.eusebio@deped.gov.ph), copy furnished to [blr.lrp@deped.gov.ph](mailto:blr.lrp@deped.gov.ph).

*Attached: As stated*