



Republic of the Philippines
Department of Education
Region V– Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY

Office of the Schools Division Superintendent

August 17, 2026

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DIVISION MEMORANDUM

No. 404, s.2026

DIVISION TRAINING WORKSHOP ON LEARNING RESOURCE MANAGEMENT AND INFORMATION SYSTEM AND CYBERSECURITY AWARENESS SESSION IN SUPPORT OF THE UTILIZATION OF KEY STAGE I LEARNING RESOURCES

To: Assistant Schools Division Superintendent
Chief Education Supervisors, (CID/SGOD)
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Other Concerned

1. In line with the Department Memorandum No. OULS-2026-262 s, 2026, titled National Implementation and Phased Rollout of the Learning Resource Management Information System (LRMIS), the Schools Division of Ligao City shall conduct Division Training Workshop on Learning Resource Management and Information System and Cybersecurity Awareness Session in Support of the Utilization of Key Stage I Learning Resources on August 19, 2026 at ITOs Private Villa, Bonga Ligao City.
2. This activity aims to:
 - a. Demonstrate awareness of common cybersecurity threats and preventive measures.
 - b. Use cybersecurity best practices to safeguard sensitive data, digital accounts, devices, and the LRMIS and other platforms.
 - c. Explain the purpose, features, and functions of the Learning Resource Management and Information System (LRMIS) in supporting the management and utilization of Key Stage I learning resources.
 - d. Understand the purpose, features, and benefits of the Learning Resource Management and Information System (LRMIS).
 - e. Demonstrate proficiency in navigating and operating the LRMIS platform.
3. The participants in this activity are the designated Project Development Officer I/Administrative Officers/School Property Custodian/In-charge of LRMIS of 67 schools of SDO Ligao City. Each school should send **one (1)** participant.
4. The names of the members of the Division Program Management Team as well as the template needed during workshop are provided in the enclosures.



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5. Participants are advised to bring a inventory list of textbooks and manuals (from 2024-present), laptop, extension cord, and mobile Wi-Fi/modem for internet connectivity, as these are necessary during the workshop.
6. Expenses relative to the conduct of this activity shall be charged against the Textbooks and Instructional Materials (TIMS) funds, while the transportation expenses of the participants shall be charged against their respective School MOOE/local funds, subject to the usual accounting and auditing rules and regulations
7. For information and guidance of all concerned.

NYMPHA D. GUENO
Schools Division Superintendent



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Enclosure No. **1** to Division Memorandum No. **1404**, s. 2026

EXECUTIVE COMMITTEE

NYMPHA D. GUEMO
Schools Division Superintendent

MELCHIZEDECK C. TONGCO
Assistant Schools Division Superintendent

TITA V. AGIR
CID Chief

ERNIE M. BARAQUEL
SGOD Chief

PROGRAM MANAMENT TEAM

ROMMEL CARL R. PERALTA
Education Program Supervisor, CID-LRMS,

GRACE G. SARET
Librarian II, CID-LRMS,

JAY A. BOLAÑOS
Project Development Officer II, CID-LRMS,

ANGELO C. QUINTAN
SEPS-M&E/ School Head, Bobonsuran ES

MARK ANGELO F. CASTRO
AA II, Supply Section,

JAYPEE C. DIVINAFLO
Information Technology Officer I

RACHELLE G. MADRASO
Librarian I-BRSHS

1 SDO Nurse



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Enclosure No. 2 to Division Memorandum No. 11404, s. 2026

NEEDED DATA DURING ENCODING IN THE LRMIS								
Name of Books	Grade Level	Date of Delivery	IAR Number	Source	Usable	Partially Damaged	Damaged	reason of Damaged

School Profile			
2025-2026			
Grade Level	Male	Female	Population