



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

09 July 2026

DIVISION MEMORANDUM
No. **461** s. 2026

**COMPOSITION OF DIVISION AND SCHOOL LEARNING RESOURCE
MANAGEMENT AND INFORMATION SYSTEM (LRMIS) TEAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with the **Memorandum DM-OULS-2026-262** dated **June 23, 2026**, titled **"National Implementation and Phased Rollout of the Learning Resource Management and Information System (LRMIS)** and with the **Regional Memorandum No. 435, s. 2026** entitled, **Workshop on the Registration and Utilization of Learning Resource Management Information System**, dated **June 4, 2026**, this office informs the field on the composition of the Division and School LRMIS Team for the efficient and proper implementation of the system, to wit:

DIVISION LRMIS TEAM

Designation	Name	Terms of Reference/System Permission
Information Technology Officer	Mark Bryan F. Valencia	Role: Resource Editor Handles division-level resource encoding, bulk uploads, dashboards, user management, and reporting functions.
EPS-LRMDS	Generosa F. Zubieta	Role: Resource viewer Monitors resources and reports at the division level with the viewing access and reporting capabilities.
Project Development Officer	Ermelo A. Escobinas	Role: Resource Viewer with Admin
SDO Librarian	Edna E. Eclavea	Oversee division dashboards, manager user accounts, supervise LR Hub operations, adds district and schools, and generate reports and inventory checks.
SDO Supply Officer	Joyce Anne P. Limbo	

2. In addition, the school shall likewise create and compose the School LRMIS Team and be guided with the specific composition stated below:

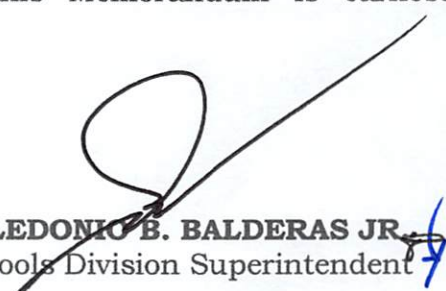
SCHOOL LRMIS TEAM

Designation	Name	Terms of Reference
Administrative Officer / School Property Custodian / School Librarian (<i>whichever applicable</i>) School ICT	<i>Please fill out with the corresponding names.</i>	Role: Resource Editor Primary Responsible for adding resources and bulk imports at the school level. They can add School Years and conduct Pre-inventory Counts. They cannot manage user accounts. They can generate school-specific reports and inventory checks.
School Principal	<i>Please fill out with the corresponding name.</i>	Role: Resource Viewer Views school dashboards, reports and inventory data but does not manage users or perform resource encoding.
Teachers	<i>All Teachers</i>	Role: Resource Viewer Has limited access to view assigned or available learning resources only.

3. As such, the member of the Division/School LRMIS Team is expected to carry out the roles, duties and responsibilities assigned to them for proper implementation of the program in accordance with the policy guidelines stipulated herein.

4. Kindly submit the School LRMIS Team composition on or before July 15, 2026. Should there be clarifications from your end, please send email to ermelo.escobinas@deped.gov.ph.

5. Immediate and wide dissemination of this Memorandum is earnestly desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: None

Reference: Memorandum DM-OULS-2026-262

RM No. 435, s. 2026

To be indicated in the Perpetual Index
under the following subjects:

LEARNING RESOURCE MANAGEMENT AND INFORMATION SYSTEM

CID- composition of division and school learning resource management and information system (Irmis) team
CIDTSJPL-003387/July 09, 2026