



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

October 6, 2026

DIVISION MEMORANDUM
OSDS-2026 173

To: Administrative Officer II / Public Schools' Property Custodians
Public Elementary and Secondary School Heads
CID and SGOD Chiefs
Education Program Supervisor / Area Consultants
Division Inventory Committee Members
Finance Audit Team
All Others Concerned

**ORIENTATION ON ADMINISTRATIVE AND CIVIL SERVICE COMMISSION (CSC)
UPDATES, LEARNING RESOURCES RECONCILIATION AND LEARNING RESOURCES
MANAGEMENT INFORMATION SYSTEM (LRMIS) ENCODING**

1. Pursuant to the continuing efforts of the Schools Division Office of Tagbilaran City to enhance administrative effectiveness, strengthen property accountability, and ensure accurate management of learning resources, this Office announces the conduct of the Orientation on Administrative and Civil Service Commission (CSC) Updates, Learning Resources Reconciliation, and Learning Resources Management Information System (LRMIS) Encoding on October 20-22, 2026, at KEW HOTEL, J.A. Clarin St, Dampas, Tagbilaran City, Bohol.
2. This activity aims to a.) review recent administrative policies, guidelines, and CSC updates relevant to school operations, b.) strengthen participants' understanding of government rules and regulations on property and supply management, c) reconcile delivered learning resources and textbooks against inventory and delivery records, d.) validate and resolve discrepancies in learning resources records, e.) ensure accurate encoding of delivered learning materials in the Learning Resources Management Information System (LRMIS), and f.) promote accountability, transparency, and efficiency in the management of government properties and learning resources.
3. Participants to this activity are the twenty-seven (27) Administrative Officer II/Public School Property Custodians from public schools and twenty (20) identified Division Office Personnel. The official list of participants is attached as Enclosure No. I and shall form an integral part of this Memorandum. Attendance of all identified participants is hereby enjoined.

4. The three-day activity shall provide participants with updates on administrative policies and Civil Service Commission issuances, strengthen competencies in property and supply management, and facilitate the reconciliation and validation of delivered textbooks and learning resources. Participants shall likewise perform hands-on encoding and updating of records in the Learning Resources Management Information System (LRMIS) to ensure data accuracy and accountability.
5. Expenses relative to the conduct of this activity shall be charged against RO-7-26-00849 and/or any available local funds, subject to the usual accounting, auditing, budgeting, and procurement rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD CESO V
Schools Division Superintendent

WDB/JAAL/SUPPLY/ATMJr/jar



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LIST OF PARTICIPANTS

No.	Name of Participants	Position	School/Office
1	Wilfreda D. Bongalos PhD, CESO V	SDS	Division Office
2	John Ariel A. Lagura PhD	ASDS	Division Office
3	Janet A. Butalid PhD	Chief, CID	Division Office
4	Neolita S. Sarabia EdD	EPSvr	Division Office
5	Aquilino T. Milar Jr. JD, PhD	AO V	Division Office
6	Jose C. Mariñas III	ITO	Division Office
7	Michelle T. Sagaral PhDM, CPA	Accountant	Division Office
8	Marife C. Rallos MPA	Budget Officer	Division Office
9	Gina E. Gamao MPA	AO IV	Division Office
10	Brendalou D. Arancana PhDM, JD	AO IV	Division Office
11	Christian John L. Capon	AO IV	Division Office
12	Japhet A. Revereal	AO IV	Division Office
13	Simon Rios	PDO II	Division Office
14	Joanalli Operiano - Intia	AO II	Division Office
15	Angeli Faith V. Pascual	AO II	Division Office
16	Jose Andrew U. Salise	ADAS III	Division Office
17	Rey Kallen A. Rapirap	ADAS III	Division Office
18	Chinie A. Aparece	ADA VI	Division Office
19	Bernadito T. Taguisa	ADA IV	Division Office
20	Rodrigo Amancio	City Paid	Division Office
1	Jennifer B. Sarigumba	AO II	Bool ES
2	Mary Melody G. Ocon PhDM	AO II	Booy ES
3	Sherry Lyn Dulalas	AO II	Booy South ES
4	Anna Mae C. Bellezas	AO II	Cabawan ES
5	Jan Iris Jane T. Baugbog Rpm, MPsy	AO II	City East ES
6	James Carlo C. Cuanag	AO II	Cogon ES
7	Retchel T. Sumampong MPA	AO II	Dampas ES
8	Fatima Melody P. Ingles	AO II	Dao ES
9	Marecyl D. Mar	AO II	Eastern Cogon ES
10	Aireen T. Ciruela	AO II	Manga ES
11	Laura L. Domingo	AO II	Mansasa ES
12	Mary June Karen Gelomio	AO II	San Isidro ES
13	Ananias J. Sumaylo	AO II	Tagb. City Central ES
14	Cesaria Judith T. Digal	AO II	TCCS SpEd Center
15	Easter Sunday P. Muyco	AO II	Taloto ES
16	Grace A. Rios	AO II	Tiptip ES
17	Maricel A. Galan	AO II	Ubujan ES
18	Nicanor S. Clavicillas	AO II	City of Tagb. NHS
19	Antonette Oguis	AO II	Cogon NHS
20	Ralp R. Botero	AO I	DCPNHS – JHS
21	Cristy Mae C. Aboyabor	ADAS II	DCPNHS – SHS
22	Karyl Anafe P. Manlangit	AO II	Manga NHS
23	Raquel M. Arabaca MPA	AO II	Mansasa NHS
24	Aldrin M. Pajo	AO II	San Isidro NHS
25	May Jean E. Curiba	AO II	TCHS for HI
26	Ronilo B. Cañedo	AO II	Taloto NHS
27	Dinah A. Bustamante	AO II	TCSHS

ACTIVITY MATRIX

Time	Activity
Day 1 – October 20, 2026: Administrative Updates and CSC Reorientation	
7:00 AM – 8:30 AM	Arrival and registration of participants
8:30 AM – 9:00 AM	Opening Program <i>Hymns, Prayer, DepEd Quality Policy Statement</i> <i>Welcome Address</i>
9:00 AM – 10:30 AM	Division Administrative Matters and Office Updates
10:30 AM – 10:45 AM	Health Break
10:45 AM – 11:15 AM	PhilGEPS Registration and Other Procurement Matters
11:15 AM – 12:00 PM	Cashiering and Accounting Updates
12:00 PM – 1:00 PM	Lunch Break
1:00 PM – 2:30 PM	Payroll, Personnel and Human Resource Policies
2:30 PM – 2:45 PM	Health Break
2:45 PM – 3:45 PM	CSC Updates, Relevant Issuances, and Employee Responsibilities
3:45 PM – 4:30 PM	Administrative Issues and Concerns: Open Forum
4:30 PM – 5:00 PM	Synthesis and Closing of Day 1 Activities
Day 2 – October 21, 2026: Property and Supply Management, Learning Resources Reconciliation, LRMIS overview	
8:00 AM – 8:30 AM	Recapitulation of Day 1
8:30 AM – 9:30 AM	Reorientation on Property and Supply Management
9:30 AM – 9:45 AM	Health Break
9:45 AM – 12:00 PM	Reconciliation of Delivered Textbooks and Other Learning Resources
12:00 PM – 1:00 PM	Lunch Break
1:00 PM – 2:00 PM	Validation and Resolution of Delivery and Inventory Discrepancies, Issues and Concerns for LR deliveries
2:00 PM – 5:00 PM	Overview of the Learning Resources Management Information System (LRMIS): Features, Requirements, and Reporting
Day 3 – October 22, 2026: LRMIS Encoding Workshop	
8:00 AM – 8:30 AM	Review of Day 2 Outputs and Encoding Requirements
8:30 AM – 10:00 AM	LRMIS Encoding Workshop Proper
10:00 AM – 10:15 AM	Health Break
10:15 AM – 12:00 NN	Continuation of Encoding of Delivered Learning Materials
12:00 NN – 1:00 PM	Lunch Break
1:00 PM – 3:00 PM	Data Validation and Error Correction
3:00 PM – 4:00 PM	Generation and Submission of LRMIS Reports
4:00 PM – 5:00 PM	Presentation of Outputs and Closing Program

WORKING COMMITTEE

COMMITTEE	ASSIGNED PERSONNEL
AVP (Hymns, Prayers, Presentations)	Jose Andrew U. Salise May Jean E. Curiba – Conductor
Program and Certificates	Japhet A. Revereal
Attendance and Registration	Chinie A. Aparece
Venue Preparation (Physical Arrangement)	Ananias J. Sumaylo, Japhet A. Revereal, Jose Andrew U. Salise
MOL Assignment (Management of Learning)	Day 1: Bool ES, Booy ES, Booy South ES, Cabawan ES, City East ES, Cogon ES, Dampas ES, Dao ES, Eastern Cogon ES Day 2: Manga ES, Mansasa ES, San Isidro ES, Tagb. City Central ES, TCCS SpEd Center, Taloto ES, Tiptip ES, Ubujan ES, City of Tagb. NHS Day 3: Cogon NHS, DCPNHS – JHS, DCPNHS – SHS, Manga NHS, Mansasa NHS, San Isidro NHS, TCHS for HI, Taloto NHS, TCSHS
Resource Speakers	Reconciliation of Delivered Textbooks and Other Learning Resources; Reorientation on Property and Supply Management Japhet A. Revereal, Chinie A. Aparace, Jose Andrew Salise Administrative and CS Updates: Aquilino T. Milar Jr. JD, PhD PhilGEPS Registration and Other Procurement Matters Christian John L. Capon, Angeli Faith V. Pascual Cashiering, Accounting and Finance Updates Gina E. Gamao MPA Michelle T. Sagara PhD, Marife C. Rallos MPA Payroll, Personnel and Human Resource Policies Brendalou D. Arancana PhDM, JD, REA, REB Joanalli O. Intia Overview of the LRMIS: Features, Requirements, and Reporting Neolita S. Sarabia EdD Jose C. Mariñas III Simon Rios