



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

**DIVISION MEMORANDUM**

No: 94 s. 2024

**PARTICIPANTS TO THE LEARNING RESOURCE INFORMATION SYSTEM (LRIS)  
 HOUSEKEEPING AND OPTIMIZATION**

**TO:** Asst. Schools Division Superintendent  
 Chief Education Supervisor- CID  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. Department of Education Regional Office I through the Curriculum and Learning Management Division-Learning Resource Management Section (CLMD-LRMS) issued Regional Memorandum No. 284, s. 2025 on the conduct of Learning Resource Information System (LRIS) Housekeeping and Optimization at National Educators Academy of the Philippines-Region I (NEAP-R1) on March 9-12, 2025.

2. The following participants are advised to attend the activity:

Name	Position	School/Office
Rommel Rabo	EPS-LRMS	CID
Aldrich Quiocho	PDO II	CID
Allan Barrientos	Librarian II	CID
Fredalyn Padre	Librarian I	ISNHS
Naira Abigail Segui	AO II	VCS

3. Attached is the Regional Memorandum No. 284, s. 2025 for reference
4. Immediate dissemination of this Memorandum is desired.

*for: H. Tash*  
**VILMA D. EDA, CESO V**  
 Schools Division Superintendent

Reference: as stated

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

LEARNING RESOURCES



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Republic of the Philippines  
**Department of Education**  
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 SCHOOLS DIVISION OF VIGAN CITY

<b>REFERENCE:</b>	Regional Memorandum No. 284, s. 2025
<b>TITLE OF TRAINING:</b>	<i>Learning Resource Information System (LRIS) Housekeeping and Optimization</i>
<b>DATE:</b>	March 9-12, 2025
<b>VENUE:</b>	NEAP R1, San Vicente, City of San Fernando, La Union
<b>REGISTRATION:</b>	None
<b>EXPECTED PARTICIPANTS:</b>	EPS-LRMS, PDO, SDO Librarian, School LR Coordinators
<b>SLOT FOR VIGAN:</b>	Five (5) slots

**RECOMMENDEES:**

**Please choose 2 participants**

Name	Position/Designation	School/ Office
<input type="checkbox"/> Janine Austin Rafanan	Administrative Officer II	VNHSW
<input checked="" type="checkbox"/> Fredalyn Padre	School Librarian	ISNHS
<input type="checkbox"/> Katrine Ann Arce	Administrative Office II	BMSE/CAPES
<input type="checkbox"/> Alexander Pajo	Administrative Officer II	VNSHE
<input type="checkbox"/> Reginald Quario	Administrative Officer II	RES/NES
<input type="checkbox"/> Dennis Aguimbag	Administrative Officer II	RPES/SJES
<input type="checkbox"/> Lailanie Rabbon	Administrative Officer II	BMSW
<input checked="" type="checkbox"/> Naira Segui	Administrative Officer II	VCS

Note: The following are the three (3) identified participants from SDO CID-LRMS:

- **Mr. Rommel Rabo**, EPS-LRMS
- **Mr Aldrich Quioco**, PDO II
- **Mr. Allan Barrientos**, SDO-Librarian
- **Ma. Cristina Emely Ramos**, AO II, MES-GESIIMS – Nursing mother
- **Jessica Rigos**- AO II, SPBES- TES- Nursing mother
- **Jesse Mae Andres**- AO II, CCES-CAMES- Nursing mother
- **Angelica Taberna**- AO II, BPES- Nursing mother
- **Gloaida Reclusado**- AO II, APES- will accompany spouse for processing of documents

Prepared by:

**ROMMEL R. RABO**  
 Education Program Supervisor

Reviewed by:

**MARIE CHRISTINE L. NATIVIDAD**  
 Chief Education Supervisor, CID

APPROVED:

**VILMA D. EDA, CESO V**  
 Schools Division Superintendent



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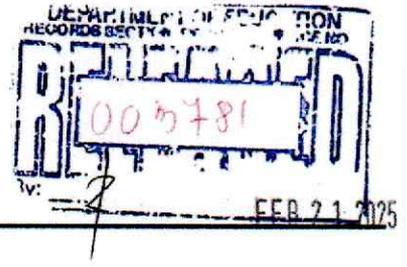
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Republic of the Philippines  
Department of Education  
REGION I



**REGIONAL MEMORANDUM**

No. 284, s. 2025

**LEARNING RESOURCE INFORMATION SYSTEM (LRIS)  
HOUSEKEEPING AND OPTIMIZATION**

To: Schools Division Superintendents

1. The Department of Education Regional Office I through the Curriculum and Learning Management Division- Learning Resource Management Section (CLMD-LRMS) shall conduct the Learning Resource Information System (LRIS) Housekeeping and Optimization at the National Educators Academy of the Philippines - Region I (NEAP-RI), San Vicente, City of San Fernando, La Union on March 9-12, 2025.
2. The activity aims to:
  - a. identify and resolve bottlenecks, errors, and inefficiencies that affect the system's functionality and user experience;
  - b. remove or archive logs that LRIS has made as a result of the users activities;
  - c. delete temporary files that take up space;
  - d. clean up the system's storage;
  - e. defragment programs to improve the system's performance; and
  - f. improve the performance, reliability, and efficiency of the LRIS.
3. The participants in this activity per Schools Division Office are the following:
  - a. Education Program Supervisor In-Charge of the Learning Resource Management Section;
  - b. Project Development Officer (PDOs);
  - c. Librarians of the Curriculum Implementation Division of the fourteen (14) Schools Division Offices; and
  - d. two (2) District or School LR Coordinators.
4. Participants are expected to bring a laptop and extension cord to facilitate the production of the desired outputs.
5. The first meal to be served is PM snack on March 9, 2025 and the last meal will be lunch on March 12, 2025. All participants are expected to be at the venue before 3:00 p.m. for the Opening Program and Plenary Session 1.
6. Participants are entitled of Compensatory Time-off (CTO) on March 9, 2025 (Sunday) per CSC-DBM Joint Circular No. 2 s. 2024 (Non-monetary Remuneration for Overtime Service Rendered).



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7. Board and lodging of the participants shall be charged against 2025 Regional MOOE subject to the accounting rules and regulations. Travel expenses, however, shall be charged to local funds subject to the usual government accounting rules and regulations.

8. For further information, please contact the CLMD- Learning Resource Management Section through Gina A. Amoyen, Education Program Supervisor at [lrmds.region1@deped.gov.ph](mailto:lrmds.region1@deped.gov.ph) or call telephone number 072-607-8137 loc. 121.

9. For information and immediate dissemination.

For the Regional Director:

  
**ATTY. RHEA JOY L. CARBONELL**  
Chief Administrative Officer  
Administrative Division

Encl.: None

Reference: None

To be indicated in the Perpetual Index  
Under the subject:

**LEARNING RESOURCE INFORMATION SYSTEM**

CLMD/gaa.nmcb/RM\_LRISHousekeepingandOptimization  
February 21, 2025

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