



2510-1885

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

DIVISION MEMORANDUM

No. 823, s. 2025

**PARTICIPANTS IN THE REGIONAL OFFICE AND SCHOOLS DIVISION OFFICES
INTERFACE ON DATA MANAGEMENT OF SELF-LEARNING MODULES AND
OTHER LEARNING RESOURCES (LRs)**

To: Asst. Schools Division Superintendent
Chief Education Supervisor-CID
School Head, ISNHS

1. Relative to Regional Memorandum No. 1408, s. 2025, titled "*Regional Office and Schools Division Offices Interface on Data Management of Self-Learning Modules and Other Learning Resources (LRs)*," the following personnel are hereby directed to attend the said activity on October 27-31, 2025, at the National Educators Academy of the Philippines (NEAP) Region I, San Vicente, City of San Fernando, La Union.

NAME	POSITION	OFFICE/SCHOOL
Rommel R. Rabo	EPS-LRMS	SDO
Allan Q. Barrientos	Librarian II	SDO
Aldrich B. Quiocho	PDO II	SDO
Fredalyn S. Padre	School Librarian III	ISNHS

2. Participants are required to pre-register through the link <https://tinyurl.com/PreRegDataMgmtSLMsLRs> on or before October 20, 2025. They are likewise advised to bring a laptop, extension cord, and backup pocket Wi-Fi for use during the sessions.

3. The opening program shall commence at 3:00 p.m. on October 27, 2025. The first meal to be served will be afternoon snacks on October 27, and the last meal will be lunch on October 31, 2025.

4. Expenses such as meals, venue, accommodation, and supplies shall be charged to the FY 2025 GAA, subject to the usual accounting and auditing rules and regulations. Travel expenses shall be downloaded to the Schools Division Office through the issuance of a Sub-Allotment Release Order (SARO). Should the downloaded fund be insufficient, additional expenses shall be charged to available local funds, subject to existing government accounting and auditing rules and regulations.

5. Service credits or compensatory time-off (CTO) shall be granted to the participants who will render services on weekends or holidays in accordance with DepEd Order No. 52, s. 2023, and CSC-DBM Joint Circular No. 2, s. 2025.





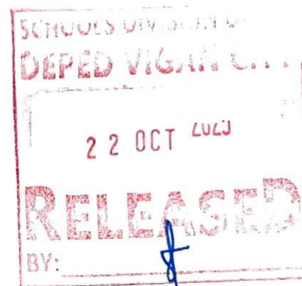
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REGION I
SCHOOLS DIVISION OF VIGAN CITY

6. Attached is the Regional Memorandum 1408, s. 2025 for ready reference.
7. Immediate dissemination of this memorandum is desired.

VILMA D. EDA, CESO V
School Division Superintendent

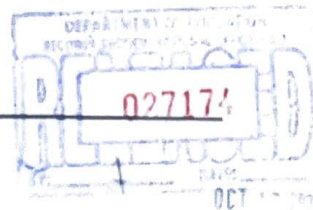
Encl.: None
Reference: RM No. 1408, s. 2025
To be indicated in the Perpetual Index
Under the Subject:
LEARNING RESOURCES

CID-LRMS/aqb/Interface on Data Management
October 21, 2025





Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 1408, s. 2025

**REGIONAL OFFICE AND SCHOOLS DIVISION OFFICES INTERFACE
ON DATA MANAGEMENT OF SELF-LEARNING MODULES AND
OTHER LEARNING RESOURCES (LRs)**

To: Schools Division Superintendents
Chiefs, Curriculum Implementation Division

1. The Department of Education Regional Office I through the Curriculum and Learning Management Division-Learning Resource Management Section will be conducting the **Regional Office (RO) and Schools Division Offices (SDOs) Interface on Data Management of Self-Learning Modules (SLMs) and other Learning Resources (LRs)** at the National Educators Academy of the Philippines-Region I (NEAP-R1), San Vicente, City of San Fernando, La Union on October 27-31, 2025.
2. The activity aims to attain the following:
 - a. establish common LR data formats and structures in the RO and SDOs to ensure consistency and interoperability;
 - b. integrate data from disparate sources and systems enabling seamless data exchange;
 - c. ensure real-time data synchronization across systems, applications and teams to support timely decision-making;
 - d. implement data quality checks and monitoring to detect and correct data errors, inconsistencies and, and inaccuracies;
 - e. gain in-depth knowledge on data analytics, reporting, and visualization to support decision-making;
 - f. mine, analyze and interpret data using different tools;
 - g. streamline library access through automation; and
 - h. apply, store and access data from the different storage/platforms.
3. Participants in the activity are **LR Supervisors, Division Librarians, School Librarians, and Project Development Officers** (Please refer Annex A: No. of Participants per SDO). They are requested to pre-register at <https://tinyurl.com/PreRegDataMgmtSLMsLRs> on or before October 20, 2025. They are also required to bring laptop, extension cord and back-up pocket wifi. Data on Self-Learning Modules and other learning resources (text-based and non-text based) shall also be brought.
4. Meals, venue and accommodation shall be charged against GAA FY 2025. Travel expenses of the participants shall be downloaded to the Schools Division Offices thru an issuance of Sub-Allotment Release Order (SARO). If the downloaded fund is not enough, the additional fund shall be charged to available local funds subject to the existing government accounting rules and regulations.



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5. First meal to be served is afternoon snacks on October 27, 2025 and the last meal will be lunch on October 31, 2025. Opening Program will start at exactly 3 o'clock in the afternoon on October 27, 2025.

6. Service credits or compensatory time off (CTO) shall be granted to the participants for services that will be rendered on weekends/holidays in accordance with the provisions of DepEd Order No. 52, s. 2023 and CSC-DBM Joint Circular No. 2, s. 2025.

7. For any queries or clarification, please contact the Curriculum and Learning Management Division-Learning Resource Management Section at telephone number (072) 682-2324 local 121 or email at lrmds.region1@deped.gov.ph.

8. For guidance and compliance.

For the Regional Director:

RHODA T. RAZON
Director III

Encl: None

References: None

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

DATA MANAGEMENT
LEARNING RESOURCES
SELF-LEARNING MODULES

CLMD/gaa.nmc/RM-DataManagementSLMsLRs
October 16, 2025



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Annex A: Number of Participants per SDO

SDO	No. of Participants
Alaminos City	5
Batac City	3
Candon City	4
Dagupan City	4
Laoag City	7
La Union	7
Ilocos Norte	10
Ilocos Sur	10
Pangasinan I	15
Pangasinan II	11
San Carlos City	4
San Fernando City	4
Urdaneta City	4
Vigan City	4

Program Management Team	
Arlene A. Niro	Chief Education Supervisor/Program Owner
Gina A. Amoyen	Education Program Supervisor/Focal Person
Nida N. Carbajal	Librarian II
Niña Marie C. Ballada	Administrative Asst. II
Rigenald Sonza	Job Order