



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2026- 709

To : Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

Subject : **REGISTRATION OF SCHOOL PERSONNEL IN THE LEARNING
RESOURCE MANAGEMENT INFORMATION SYSTEM (LRMIS)**

Date : August 3, 2026

In line with the phased implementation of the Learning Resource Management Information System (LRMIS), all public elementary and secondary schools are hereby directed to complete the registration of the following school personnel in the LRMIS within the prescribed registration period:

<i>Personnel</i>	<i>Account to be Used</i>
School Head	Official DepEd account of the School Head
School Property Custodian (SPC)	Official School DepEd account
School ICT Coordinator	Personnel DepEd account
School Librarian / Library In-Charge	Personnel DepEd account
Administrative Officer II	Personnel DepEd account

The registration of the above-listed personnel is mandatory to ensure efficient management, monitoring, and utilization of learning resources to support the operational requirements of the LRMIS.

Learning Resource (LR) Coordinators who require access to the LRMIS shall use the account credentials of the School Property Custodian (SPC), subject to the prior authorization and direct supervision of the School Head. Unauthorized sharing or use of account credentials is strictly prohibited.

School Heads shall:

1. Ensure the registration of all designated personnel within the prescribed registration period;
2. Verify completeness, accuracy, and validity of all information entered in the LRMIS;
3. Ensure that only the prescribed official DepEd accounts are used for registration; and
4. Monitor and ensure full compliance with this directive.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
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The Registration period shall be strictly observed from August 3 to August 7, 2026. Failure to register the required personnel within the prescribed period may result in delays in system access and the implementation of LRMIS-related processes.

Immediate dissemination of and strict compliance with Memorandum are directed.

Melanie E. Estacio
MELANIE E. ESTACIO, PhD, CESO V
Schools Division Superintendent *ME*

Schools Division of Digos City
RECORDS SECTION
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Enclosed: As stated.
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