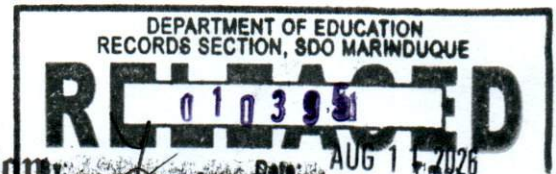




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM

CID- 2026- 058

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, CID
Public Schools District Supervisors
Administrative Officer V
Public Elementary, Secondary & Integrated School Heads
District and School Administrative Officers II
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

**SUBJECT: UPDATES TO DIVISION MEMORANDUM NO. 067, s. 2026
SCHEDULE OF IMPLEMENTATION AND SCHOOL ENCODING IN
THE LEARNING RESOURCE MANAGEMENT INFORMATION
SYSTEM (LRMIS)**

DATE: August 5, 2026

1. Relative to Division Memorandum No.067 s.2026 re:Schedule of Implementation and School Encoding in the Learning Resource Management Information System (LRMIS), all participants are hereby informed of the following additional guidelines for the conduct of the centralized school encoding activity on August 24- 28, 2026 at the Schools Division Office Conference Hall, Malusak, Boac, Marinduque.

- a. No food provision or meal allowance shall be provided during the conduct of the activity. Participants are advised to make the necessary arrangements for their meals and snacks; and
- b. To facilitate efficient encoding and verification of data, all designated school personnel are required to bring the following:
 - b.1. laptop with charger;
 - b.2. extension cord and other necessary accessories to support encoding activities;
 - b.3. hard copies of the school's Learning Resources Inventory;



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- b.4. delivery receipts, acknowledgement receipts, inventory reports, and other pertinent documents related to delivered textbooks, teacher's guides, supplementary learning resources, and other learning resources received by the school; and
 - b.5. other supporting documents that may be needed for the validation and updating of records in the Learning Resource Management Information System (LRMIS).
- 2. All concerned participants are encouraged to ensure that their documents are complete and properly organized prior to their scheduled date of participation to facilitate smooth and accurate encoding of school data.
 - 3. All other provisions of the said Memorandum shall remain in effect.
 - 4. Immediate dissemination of and compliance with this Addendum are directed.