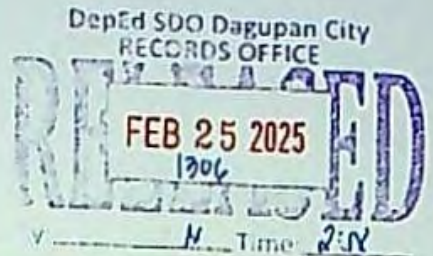




Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division  
Superintendent

February 25, 2025

**DIVISION MEMORANDUM**

No.: 94, s. 2025

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

To: Assistant Schools Division Superintendent  
Chief of Functional Division – CID & SGOD  
Public Schools District Supervisors  
Public School Heads  
All Others Concerned

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 Management System (LRIS) Housekeeping and Optimization at the National Educators Academy of the Philippines – Region I (NEAP-R1), 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 are the following:

**Renata G. Rovillos – Education Program Supervisor (LRMS)**  
**Lemuel Dino V. Visperas – Project Development Officer II**



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**Jan Vincent D. Galvez** – Librarian II

**Joane C. Custodio** – Master Teacher I, Lasip Grande ES

**Daisylene B. Balatico** – Teacher III, West Central ES I

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. Participants are expected to be at the venue before 3:00 PM for the Opening Program and Plenary Session 1.
6. Participants are entitled to 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).
7. Participant's board and lodging 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 information and immediate dissemination.

  
**ROWENA C. BANZON EdD, CESO V**  
Schools Division Superintendent



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