



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 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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LR MDS 250170



Flores St., Catbangan, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/682-2324
f DepEd Region I @ region1@deped.gov.ph
www.depedro1.com

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