



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 29 2025

DIVISION MEMORANDUM
No. 425 s. 2025

**UPSKILLING OF SCHOOL HEADS ON LEARNING RESOURCES MANAGEMENT AND
DEVELOPMENT SYSTEM AND PROCESSES
AND SCHOOL LIBRARY OPERATIONS**

TO: OIC- Asst. Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC – Chief Supervisor, School Governance and Operations Division
Schools Heads- Elementary and Secondary Public Schools
All Concerned

1. Pursuant to DepEd Memorandum No. 82, s. 2017 titled “Learning Resource Management and Development System Implementation in the Rationalized DepEd Structure reiterates the adoption and implementation of Learning Resource Management and Development System (LRMDS) to provide emphasis on the LRMDS roles and responsibilities at all levels of governance”.
2. School Heads, as stewards of schools, play a crucial role in ensuring an enabling and supportive environment for effective teaching and learning. Furthermore, it is expected that the capacity training in the field does not only be designed for teachers, but for school heads as well (NCR Priority 3). Through their quality leadership and management, the Department of Education (DepEd) can develop quality teachers and “holistic learners who are steeped in values, equipped with 21st century skills, and able to propel the country to development and progress” (DepEd Order No. 42, s. 2017).
3. Relative to the above-mentioned issuances and in consideration of the newly appointed school heads, the LRMS will be holding a one-day training titled: **Upskilling of School Heads on Learning Resources Management and Development System and Processes and School Library Operations**, to be held on **September 19, 2025, from 8:00 a.m. to 5:00 p.m., at Parque Espana, East Asia Drive, Filinvest Corporate City, Alabang.**

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Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com



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4. The objective of this activity is to provide the school heads with full orientation/re-orientation of all the Learning Resources and Management and Development System (LRMDS) Processes, including School Library Operations as well as to give them update of the new Bureau of Learning Resources (BLR) issuances, policies and guidelines.
5. Attached to this memorandum is the list of the expected participants, the training matrix and the training committee. 100% attendance of the participants is expected.
6. Immediate dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

LEARNING RESOURCES

SCHOOLS

SCHOOL HEADS

TRAININGS

NUM-2025-425



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TRAINING MATRIX

UPSKILLING OF SCHOOL HEADS ON LEARNING RESOURCES MANAGEMENT AND DEVELOPMENT
SYSTEM AND PROCESSES
AND SCHOOL LIBRARY OPERATIONS

September 19, 2025- Parque Espana- Filinvest, Alabang

Time	Activity	Person-in-Charge
8:00-8:30	Registration	LRMS Staff/Personnel/TWG
8:30 – 9:30	Preliminaries Opening Program <ul style="list-style-type: none"> • Opening Prayer • National Anthem • DepED Quality Policy Statement • Galaw Pilipinas • Presentation of Participants And Welcome Address <ul style="list-style-type: none"> • Statement of Purpose <ul style="list-style-type: none"> • Inspirational Message 	MVP Dr. Gina U. Urquia, EPS-LRMS Dr. Florante C. Marmeto Chief Supervisor- CID Dr. Violeta M. Gonzales Asst. Schools Division Superintendent Office of the Schools Division Superintendent
9:30-9:45	BREAK	
9:45 – 11:00	Session 1: The LRMS Framework and the Quality Assurance Process	Dr. Daisy L. Mataac EPS LRMS/ALS SDO TAPAT
11:00 – 12:30	Session 2: Public School Libraries Standards and Operation	Ms. Michelle Mae M. Cacho School Librarian III MNHS
12:30-1:30	LUNCH	
1:30-2:00	Session 3: LRMS Updates	Dr. Gina U. Urquia EPS- LRMS
2:00-2:30	Session 4: Library Updates	Ms. Cecilia A. Ilarde Division Librarian II
2:30- 3:00	Session 5: SDO LR Portal Features and Updates	Mr. Reynante L. Benito PDO II
3:00-3:15	Break	
3:15 – 4: 30	Closing Program Prayer Nationalistic Song Awarding of Certificates Closing Remarks SDO Hymn	MVP Dr. Lilia A. Ricero Asst. Schools Division Superintendent MVP
4:30- 5:00	QAME	TWG



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LIST OF PARTICIPANTS

	NAME	DESIGNATION	OFFICE/SCHOOL
1	Dr. Violeta M. Gonzales	OIC- SDS	SDO
2	Dr. Lilia A. Ricero	ASDS	SDO
3	Dr. Florante C. Marmeto	Chief- CID	SDO
4	Dr. Gina U. Urquia	EPS- LRMS	SDO
5	Ms. Cecilia A. Ilarde	Division Librarian	SDO
6	Mr. Reynante C. Benito	PDO II	SDO
7	Ms. Chelo De Guzman	EPSA – M and E	SDO
8	Mr. Andrei Sicam	EPSA- HRTD	SDO
9	Dr. Rosendo Sangalang	School Head	MNHS
10	Ms. Ma. Regale Olarte	EPS- OIC School Head	PNHS
11	Ms. Vilma Vioria	School Head	TNHS
12	Dr. Ador Querubin	School Head	MunSci
13	Dr. Louie Valdez	School Head	LIS
14	Dr. Antonio Rocha	School Head	PEDHS
15	Mr. Reynante Espeleta	School Head	MBHS
16	Ms. Jinky Delos Santos	School Head	MBHS- SA
17	Dr. Jason Albaro	School Head	CSHS
18	Dr. Jayboy Evano	School Head	SSHS
19	Mr. Reynaldo Comisario	School Head	VHES
20	Dr. Raul Felix	School Head	PoBES
21	Dr. Ma. Myran Namit	PSDS – OIC School Head	IES
22	Dr. Shella Navarro	School Head	MES
23	Ms. Olivia Elloso	School Head	TES
24	Mr. Edizer Laqueo	School Head	CES-Main
25	Mr. Hilario Canasa	School Head	PES
26	Dr. Jane May Valbuena	School Head	BES Unit I
27	Ms. Jocelyn Morales	School Head	BES-Main
28	Ms. Hazel Hernandez	School Head	FDEMESA ES
29	Dr. Antonio Gagala	School Head	SHES
30	Dr. Aurora Bartolaba	School Head	AES
31	Dr. Jennifer Joson	School Head	SES- Main
32	Ms Maricel Lumio	School Head	CESA
33	Ms. Mary Ann Esmeria	School Head	Buli ES
34	Dr. Hayde Gucor	School Head	SESA Zone 3 and 4
35	Ms. Alma O. Bituin	School Head	FAES
36	Mr. Felipe Marapao	School Head	BSES
37	Resource Speaker 1		
38	Resource Speaker 2		