



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON CITY

Office of the Schools Division Superintendent

JUL 15 2026

DIVISION MEMORANDUM

No. ~~207~~, s. 2026

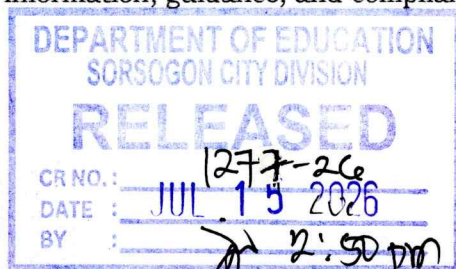
**Phased Rollout of the Learning Resource Management
Information System (LRMIS)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors- CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads
Others Concerned

1. In alignment with the Memorandum issued by the Office of the Undersecretary for Learning Systems DM-OULS-2026-262 re: "National Implementation and Phased Rollout of the **Learning Resource Management Information System (LRMIS)**", this Office, through the CID-LRMS and ICT Unit, will implement the LRMIS phased rollout.
2. The LRMIS is designed to streamline the cataloging, distribution, and monitoring of learning resources across all regions and school divisions nationwide.
3. To ensure smooth implementation and adequate technical support, the rollout will be conducted in accordance with the following schedule

Activity	Date
LRMIS School Registration	July 15-17, 2026
Division Orientation	To be announced in a separate Memorandum
School Encoding	August 24-29, 2026
Completion of Encoding	September 29-October 2, 2026
Monitoring and Evaluation	August 5, 2026 - Onwards

4. To facilitate the LRMIS School Registration, the school heads, administrative officers, school property custodian are requested to register/sign-up on the LRMIS portal, which can be accessed at **lrms.deped.gov.ph**. Attached are the step-by-step registration/sign-up instructions for your reference.
5. For information, guidance, and compliance.



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LRMIS School Registration

- Expected Registrants: The school personnel required to register in the LRMIS are the School Head, Administrative Officer, School Property Custodian, School Librarian, and School ICT
- For Administrative Officers handling multiple schools: Use your primary school to register your main account. For the other schools you handle, the assigned school Property Custodian should register and encode the school's data.
- Use your DepEd Gmail account when registering in the LRMIS.

STEPS

1. Open your web browser and go to the official LRMIS website: **lrmis.deped.gov.ph**



2. Click the Sign-up button on the homepage.
3. Enter all the required information in the registration form.

The screenshot shows the 'Create Your DepEd LRMIS Profile' registration form. It includes fields for 'First Name', 'Last Name', 'Email', 'Password', 'Confirm Password', 'School', 'Position', 'Gender', 'Date of Birth', 'Mobile Number', and 'Emergency Contact'. There is a 'Submit' button at the bottom right of the form.

4. Double-check your details, then click the Submit button.
5. Read the User Data Privacy Agreement, then click Confirm to agree.
6. Wait for the on-screen confirmation message indicating that your account has been successfully created.
7. Wait for the Division ICT / LRMS Office to review and approve your registration.
8. Once you receive account approval, log in and complete your profile details.
9. A step-by-step walkthrough is available in the LRMIS Video Tutorial:

<https://tinyurl.com/sorc-city-lrmis-july2026>



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