



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

13 Nov 2024

DIVISION MEMORANDUM  
CID No. **263** s. 2024

HOUSEKEEPING OF USER ACCOUNTS IN THE LR PORTAL

To: Public Schools District Supervisors/Principals In-Charge Concerned  
Public Elementary and Secondary School Heads Concerned  
Elementary and Secondary School LR Portal Administrators Concerned  
All Others Concerned

1. In reference to Division Memorandum CID No. 016, s. 2024 on Access and Utilization of the Learning Resource Portal, this office reiterates that the School LR Portal Administrators shall conduct housekeeping in their respective LR Portal dashboards as needed.

2. In line with this directive, School LR Portal Administrators of the listed schools are instructed to perform account housekeeping. This includes removing accounts associated with retired, resigned, and deceased users; duplicate accounts created with personal or incorrect email addresses; and inactive accounts caused by incorrect email addresses. Additionally, inactive accounts with correct email addresses should be reactivated.

**A. Schools with Duplicate LR Portal Accounts**

School	Municipality	Registered Users	Number of Duplicate Accounts
Sto. Nino NHS	Sto. Nino	129	14
Banga NHS	Banga	130	8
Tantangan NTHS	Tantangan	46	7
Cariaga-Mercado ES	Tampakan	28	6
New Lambunao IS	Tantangan	40	6
Tantangan NHS	Tantangan	52	6
Polonuling CES	Tupi	46	6
San Miguel ES	Norala	25	5
Lampitak NHS	Tampakan	24	5
Lusok IS	Tboli	30	5
Norala CES	Norala	47	4
Polomolok Creek IS	Polomolok	40	4
Polomolok NHS	Polomolok	134	4
Tupi CES	Tupi	80	4
Malaya ES	Banga	19	3
Haliland IS	Lake Sebu	23	3
Antual ES	Lake Sebu	11	3



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

Telephone Number: (083)228-3801

Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
 REGION XII  
**SCHOOLS DIVISION OF SOUTH COTABATO**

Dawang ES	Lake Sebu	14	3
San Miguel NHS	Norala	30	3
Palkan ES	Polomolok	19	3
Pob. Polomolok NHS	Polomolok	147	3
Upper Klinan NHS	Polomolok	32	3
Sto. Nino CES	Sto. Nino	63	3
Guinsang-an NHS	Sto. Nino	20	3
Sto. Nino NSAT	Sto. Nino	30	3
Lamsugod NHS	Surallah	32	3
Liberty NHS	Tampakan	31	3
Maibo ES	Tantangan	13	3
New Iloilo ES	Tantangan	29	3
Datal Bob ES	Tboli	14	3
Basag NHS	Tboli	21	3
Tboli NHS	Tboli	126	3
Kablon ES	Tupi	17	3
Lamba NHS	Banga	31	2
San Jose NHS	Banga	39	2
Klubi ES	Lake Sebu	17	2
Denlag ES	Lake Sebu	19	2
Pulo Subong IS	Lake Sebu	14	2
Purok Osmena ES	Norala	9	2
Norala NHS	Norala	89	2
Dole Cannery CES	Polomolok	60	2
Silway 8 NHS	Polomolok	87	2
Surallah CES	Surallah	70	2
Libertad NHS	Surallah	93	2
New Cuyapo ES	Tantangan	11	2
Diata IS	Tboli	13	2
Afus ES	Tboli	11	2
Tdaan Leteng ES	Tboli	14	2
Lunen IS	Tupi	29	2
Lamba CES	Banga	30	1
Lampari ES	Banga	12	1
Lambukay IS	Banga	19	1
Purok Reyes CES	Banga	31	1
Cristiano L. Ladot ES	Banga	13	1
Malaya NHS	Banga	34	1
Lamlahak ES	Lake Sebu	18	1
Lamfugon ES	Lake Sebu	16	1
Lake Sebu CES	Lake Sebu	35	1
Lemlunay ES	Lake Sebu	14	1
T'bong ES	Lake Sebu	7	1
Hanoon ES	Lake Sebu	10	1
Lake Lahit ES	Lake Sebu	10	1



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Datu Kahar Macasayon ES	Lake Sebu	10	1
Lamcade IS	Lake Sebu	21	1
Blit ES	Lake Sebu	18	1
New Cebu ES	Lake Sebu	5	1
Tubog ES	Lake Sebu	6	1
Ned NHS	Lake Sebu	12	1
Tuburan ES	Norala	8	1
Purok Rizal ES	Norala	11	1
Sergio L. Legayada NHS	Norala	22	1
Polomolok CES	Polomolok	109	1
Kawit ES	Polomolok	8	1
Kalyong IS	Polomolok	14	1
Perfecto B. Salada ES	Polomolok	30	1
Guaza ES	Polomolok	4	1
LR Morandante IS	Polomolok	27	1
Viray-Lising IS	Polomolok	27	1
Silway 8 ES	Polomolok	42	1
Bentung Sulit NHS	Polomolok	31	1
Katipunan NHS	Sto. Nino	15	1
Lamian CES	Surallah	22	1
Naci IS	Surallah	39	1
Laureano Iscovidal IS	Surallah	16	1
Lambontong ES	Surallah	17	1
Surallah East ES	Surallah	28	1
Kiantay ES	Surallah	12	1
Moloy ES	Surallah	18	1
Purok Sison ES	Surallah	35	1
Tampakan CES	Tampakan	45	1
Josol ES	Tampakan	9	1
Danlag ES	Tampakan	13	1
Tokay Mal ES	Tampakan	7	1
Lambayong ES	Tampakan	19	1
Tablu ES	Tampakan	13	1
Claudio-Delos Reyes ES	Tampakan	7	1
Danlag NHS	Tampakan	13	1
Tantangan CES	Tantangan	40	1
Upper Tantangan IS	Tantangan	14	1
Bukay Pait NHS	Tantangan	30	1
Lubiya ES	Tboli	10	1
Balnabo ES	Tboli	6	1
Motokling ES	Tboli	9	1
Maan ES	Tboli	14	1
Talambong ES	Tboli	6	1
Sinolon ES	Tboli	17	1
Salacafe IS	Tboli	25	1



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Laconon IS	Tboli	48	1
Basag IS	Tboli	10	1
New Dumangas ES	Tboli	17	1
Kboyong ES	Tboli	4	1
Santos Hill ES	Tupi	13	1
Benigno S. Aquino IS	Tupi	11	1
Acfaon ES	Tupi	10	1
Glandang ES	Tupi	9	1
Cebuano ES	Tupi	46	1
Polonuling NHS	Tupi	45	1

**B. Schools with Inactive Accounts**

School	Municipality	Registered Users	Number of Inactive Accounts
Polomolok Creek IS	Polomolok	40	9
Tantangan NTHS	Tantangan	46	8
Tampakan CES	Tampakan	45	8
Libertad NHS	Surallah	93	4
Polonuling CES	Tupi	46	4
Tupi NHS	Tupi	189	3
Lampitak NHS	Tampakan	24	3
Surallah East ES	Surallah	28	3
Lamian CES	Surallah	22	3
Tupi CES	Tupi	80	2
Lusok IS	Tboli	30	2
Lamba NHS	Banga	31	2
Guinsang-an NHS	Sto. Nino	20	2
Basag NHS	Tboli	21	2
Kablon ES	Tupi	17	2
Danlag NHS	Tampakan	13	2
Maibo ES	Tantangan	13	2
Tantangan CES	Tantangan	40	2
Josol ES	Tampakan	9	2
Lemsnolon ES	Tboli	15	2
Sto. Nino NHS	Sto. Nino	129	1
Tantangan NHS	Tantangan	52	1
Polomolok CES	Polomolok	109	1
Salacafe IS	Tboli	25	1
Pob. Polomolok NHS	Polomolok	147	1
Lamian NHS	Surallah	60	1
LR Morandante IS	Polomolok	27	1
Cariaga-Mercado ES	Tampakan	28	1
Lamlahak ES	Lake Sebu	18	1
Bianan IS	Tboli	18	1
Haliland IS	Lake Sebu	23	1



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Sergio L. Legayada NHS	Norala	22	1
Lambangan IS	Tboli	15	1
Abboy ES	Lake Sebu	7	1
Liberty NHS	Tampakan	31	1
Silway 8 NHS	Polomolok	87	1
El Kuda ES	Norala	11	1
Jose D. Escobillo NHS	Tupi	9	1
Paglaum ES	Tantangan	9	1
Kule ES	Tboli	7	1
Surallah CES	Surallah	70	1
Diente IS	Lake Sebu	21	1
Lambontong NHS	Surallah	16	1
Santos Hill ES	Tupi	13	1
Kinubing ES	Lake Sebu	6	1
New Cuyapo ES	Tantangan	11	1
San Jose NHS	Banga	39	1
Tinago Grande ES	Norala	13	1
Blit ES	Lake Sebu	18	1
Kiantay ES	Surallah	12	1
Lamfugon ES	Lake Sebu	16	1
Cebuano NHS	Tupi	47	1
New Cebu ES	Lake Sebu	5	1
Datal Tablo IS	Tboli	14	1
VL Barber ES	Surallah	6	1
Tinongcop ES	Tantangan	9	1
Matapol ES	Norala	9	1
Bato ES	Polomolok	5	1
Tubi-allah ES	Surallah	23	1

3. For the transfer of LR Portal accounts of personnel moving to other schools, please submit your request via [bit.ly/SDSC-LRPORF](http://bit.ly/SDSC-LRPORF).
4. For inquiries and technical assistance, all personnel concerned are advised to contact Leomel B. Ledda, PDO II-LRMS through telephone no. 228-1549.
6. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

---

Encl.: As Stated

Reference: DM CID No. 016, s. 2024

To be indicated in the Perpetual Index  
under the following subjects:

LEARNING RESOURCES

LBL/DM- housekeeping of user accounts in the LR portal.  
0000/November 13, 2024



Address: Alunan Avenue, Koronadal City, South Cotabato 9506

Telephone Number: (083) 228-3801

Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)