



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

13 Jan 2025

DIVISION MEMORANDUM
CID No. **022**, s. 2025

**LR PORTAL REGISTRATION, ACCESS, UTILIZATION
AND CONDUCT OF HOUSEKEEPING**

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

1. In reference to Division Memorandum CID No. 056, s. 2020 on the Downloading of Learning Resources from the Learning Resource Portal and Division Memorandum CID No. 014, s. 2021 on Access to and Downloading of Learning Resources from LRMS Portal, this office reiterates its order to all School Heads and teachers to access the Learning Resource Portal at <https://lrms.deped.gov.ph> and continuously download all available K to 12, Alternative Learning System (ALS) and Professional Development learning resources.
2. This activity aims to:
 - a. obtain access to learning materials for a particular subject or topic indicated in the Curriculum Guides;
 - b. download resources for self-study, skill development, and personal growth;
 - c. create backups of important learning materials for future reference; and
 - d. enable offline learning by downloading resources for later access without requiring an internet connection.
3. The newly hired teachers are directed to register in the Portal using their DepEd Email account. Teachers who are registered in the LR Portal using their personal email are advised to create a new account using their DepEd email.
4. All registered users are required to download resources relevant to their subjects taught.
5. School LR Portal Administrators are directed to conduct housekeeping in their respective dashboards as needed such as:



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
Telephone Number: (083)228-3801
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- a. Deletion of the LR Portal Accounts of retired and resigned personnel;
 - b. Deletion of the LR Portal Accounts of Deceased Personnel;
 - c. Deletion of the duplicate accounts registered with personal email or incorrect email;
 - c. Edit the profile information of Users with incorrect entries; and
 - d. Activating Inactive but valid Accounts.
6. Transfer of LR Portal accounts to and from other schools, assignment of User's Role such as School LR Portal Administrator and DepEd Personnel, and among others shall be requested through <https://bit.ly/SDSC-LRPORTF>.
7. Furthermore, School LR Portal Administrators are enjoined to assist teachers in creating their LR Portal Account and provide technical and troubleshooting assistance to registered users in accessing and downloading resources from the LR Portal.
8. All registered users are reminded that the downloading of learning resources from the LR Portal is an individual task of every teacher and not of the School LR Portal Administrator or School ICT Coordinator.
9. For any inquiries and assistance, all personnel concerned are advised to contact Leomel B. Ledda, PDO 2-LRMS at Messenger or at his email account leomel.ledda@deped.gov.ph.
10. Immediate dissemination of this memorandum is directed.

LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: As Stated
Reference: DM CID No. 056, s. 2020
DM CID No. 014, s. 2021
To be indicated in the Perpetual Index
under the following subjects:

LEARNING RESOURCES

LBL/DM- LR portal registration, access, utilization, and conduct of housekeeping
0000/January 13, 2025



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