



Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**



Office of the Schools Division Superintendent

February 28, 2025

**DIVISION MEMORANDUM**

No. 03-074, 2025

**SUBMISSION OF THE ANNUAL DEPED LEARNING RESOURCE (LR)  
PORTAL ACCOUNT STATUS REPORT 2025**

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

1. The LR Portal is a web based catalogue and repository of learning, teaching, and professional development resources. It functions as a clearinghouse. It provides information about the location of resources (hardcopy and softcopy) and allows users of the system to access directly digitized versions of resources that are published and stored within the LR Portal repository.
2. This aims to:
  - a. determine the number of teachers and school heads registered in the LR Portal; and
  - b. know the number of registered users utilizing the LR Portal.
3. The following are the data to be collected:
  - a. Number of permanent personnel (teachers and school head) in school;
  - b. Number of permanent personnel registered in the LR Portal;
  - c. Number of permanent personnel registered in the LR Portal without downloaded LR's;
  - d. Number of permanent personnel registered in the LR Portal with a download of 1 to 10 LR's;
  - e. Number of permanent personnel registered in the LR Portal with a download of 11 and above LR's;
  - f. Number of teachers registered with an active DepED email account;
  - g. Number of teachers registered with an active personal email account;
  - h. Number of teachers with an inactive account; and
  - i. Number of teachers registered with duplicate/multiple accounts.
4. Deadline of submission will be on March 7, 2025 (Friday). Please see attached LR Portal Accounts Status Report Template/form.



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5. For any inquiries and clarifications, personnel concerned are advised to contact Mr. Carlo Borris G. Oraliza, PDO II (LRMS) at phone number 09952189012 or Messenger App.
6. Immediate dissemination of this memorandum is directed.

**MANUEL O. CABERTE**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl: As stated

Reference: As stated

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

LRPORTAL      LRC      LIBRARY HUBS

CID/cbo

02/28/25



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**LR PORTAL ACCOUNTS STATUS REPORT 2025**

School Name: \_\_\_\_\_ School ID: \_\_\_\_\_

School Address: \_\_\_\_\_

School Head Name: \_\_\_\_\_

Asst. School Head Name: \_\_\_\_\_

School Profile	
Number of permanent personnel (teaching and non-teaching) in school	
Number of permanent personnel registered in the LR Portal without downloaded LR	
Number of permanent personnel registered in the LR Portal with a download of 1 to 10 LR	
Number of permanent personnel registered in the LR Portal with a download of 11 and above LR	

LR Portal			
Number of teachers registered with an active DepED email account	Number of teachers registered with an active personal email account	Number of teachers with an inactive account	Number of teachers registered with duplicate/multiple accounts

Prepared by:

\_\_\_\_\_  
School LR Coordinator

Approved by:

\_\_\_\_\_  
School Head