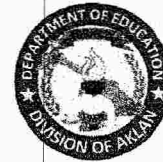




Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Kalibo, Aklan



December 11, 2017

**DIVISION MEMORANDUM**

No. 318, s. 2017

**YEAR-END REVIEW/ASSESSMENT ON THE UTILIZATION OF THE LEARNING  
RESOURCE (LR) PORTAL**

To: Chief Education Supervisors  
Education Program Supervisors  
Division LRMDs Team  
Public Schools District Supervisors  
Principals/Head Teacher In-Charge of the District  
School Heads Concerned  
Division Information Technology Officer

1. There will be a one-day review on the utilization of the LR Portal on December 18, 2017, 8:00 A.M. to 5:00 P.M. at the Library Hub, Banga Elementary School, Banga, Aklan.
2. The objectives of the activity are to:
  - a. assess the status of LR Portal utilization by teachers in the nineteen districts in the division;
  - b. update/clean-up the existing database of LR Portal registration by teachers and personnel;
  - c. register newly-appointed teachers to the Portal; and
  - d. address issues and concerns on the utilization of the Portal.
3. The participants to this activity are:
  - a. 19 District LR Coordinators;
  - b. 19 District ICT Coordinators; and
  - c. 19 District Planning Officers-Designate
4. Each district should bring the data contained in the attachment.

5. In addition, **each district should provide an internet connectivity device loaded with unlimited internet access.**
6. **Meals, travel and other expenses** relative to this activity shall be **charged against local fund** subject to its availability and the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:



**JOSE NIRO R. NILLASCA**

Education Program Supervisor  
In-Charge, Office of the Assistant Schools  
Division Superintendent  
In-Charge of the Division

Enclosure: As stated

Reference: None

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

DATA      SURVEY      TEACHING AIDS

Enclosure to Division Memorandum No. 318, s. 2017

**LR PORTAL REGISTRATION DATA OF TEACHERS**

DISTRICT OF \_\_\_\_\_  
as of December \_\_\_\_\_, 2017

**A. Teachers with existing DepED email account**

**Include those with Permanent and Provisional (in the case of SHS teachers) Appointment only; DO NOT include school board teachers here**

Name of School	Name of Teacher (First, M.I., Last)	DepED email address	LR Portal username	LR Portal password
Elementary				
School 1				
School 2				
Secondary				
School 1				
School 2				

**B. Teachers with no existing DepED email account**

**Include those with Permanent, Provisional (in the case of SHS teachers) Appointment, and SCHOOL BOARD TEACHERS**

Name of School	Name of Teacher (First, M.I., Last)	Active non-DepED email address	LR Portal username	LR Portal password
Elementary				
School 1				
School 2				
Secondary				
School 1				
School 2				