



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OFFICE OF IRIGA CITY

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION

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Office of the Schools Division Superintendent

June 17, 2026

DIVISION MEMORANDUM

No. 283 s. 2026

**UPDATING, VALIDATION, AND ACCOUNT RECOVERY OF
LEARNING RESOURCES (LR) PORTAL ACCOUNTS OF DEPED PERSONNEL**

TO : Asst. Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
Public Schools Heads
All Teaching and Non-Teaching School Personnel
All Others Concerned

1. In support of the Department of Education's continuous enhancement of digital learning resource management and access, all teaching personnel and school heads are hereby directed to **update, validate, and ensure accessibility** of their respective accounts in the **Learning Resources (LR) Portal**.
2. All teaching and non-teaching personnel are reminded that the default username for accessing the Learning Resources (LR) Portal is their official DepEd-issued email address that was used and registered in the LR Portal system. They are likewise reminded that the password to be used is the password they created and provided during the registration of their LR Portal account, which may be different from their DepEd Email password and Learning Information System (LIS) password.
3. Personnel who have forgotten their LR Portal password may avail themselves of the password recovery facility available in the system, as the account is linked to their registered DepEd email address. For guidance on account access, validation, password recovery, and related procedures, all concerned are directed to refer to **Annex A** (Guide in Accessing and Resetting LR Portal Password) attached to this Memorandum.
4. To facilitate monitoring and validation of LR Portal accounts, all School Heads shall ensure that their teaching personnel successfully log in to their LR Portal accounts and verify that their account information is updated and functional and are directed to accomplish and submit the **Summary of Functional Learning Resources (LR) Portal Accounts** of all teaching and non-teaching personnel. **(See Annex B for the Template)**
5. Both the hard copy and soft copy of the accomplished report shall be submitted to the Division ICT Office on or before June 25, 2026. The report template may be

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SPRINGS**

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Sto. Domingo, Lungsod Iriga
iriga.city@deped.gov.ph



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downloaded from, and the accomplished soft copy shall likewise be uploaded to the following Google Drive repository:

<https://bit.ly/LR-Accounts>

6. The soft copy shall be saved and uploaded using the prescribed filename format:
[SchoolID_SchoolName_LRAccounts.docx]

Example:

302253_ZAHS_LRAccounts.docx

Only Microsoft Word (.docx) files following the prescribed filename format shall be accepted.

7. Immediate and wide dissemination of this Memorandum is desired.

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC-Schools Division Superintendent



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GUIDE IN ACCESSING AND RESETTING LR PORTAL PASSWORD

STEP 1. ACCESS THE LEARNING RESOURCES PORTAL



Figure 1. Learning Resources Portal Homepage

Instructions:

1. Open your preferred web browser.
2. Visit the Learning Resources Portal through:
<https://lrmds.deped.gov.ph>
3. On the upper-right corner of the page, click **Login**.

Important Reminder:

Use your DepEd-issued email account when accessing the Learning Resources Portal.

STEP 2. OPEN THE LOGIN PAGE



Figure 2. LR Portal Login Page

Instructions:

1. Enter your DepEd Email Address in the **Email Address or Username** field.
2. Enter your existing LR Portal password.
3. Click **Sign In**.



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If you cannot remember your password, click "**Click here to reset it.**"

Important Reminder

The LR Portal password is not necessarily the same as:

- your DepEd Email password; or
- your LIS password.

The password may have been created separately when your LR Portal account was initially registered.

STEP 3. REQUEST PASSWORD RESET

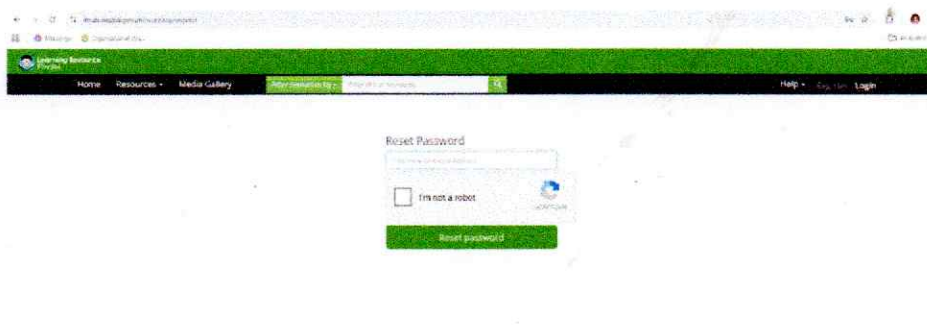


Figure 3. Reset Password Page

Instructions:

1. Enter your DepEd Email Address.
2. Complete the **reCAPTCHA** verification.
3. Click **Reset Password**.
4. Wait for the password reset notification to be sent to your DepEd Email account.

Important Reminder

Only personnel who can access their DepEd Email account can independently reset their LR Portal password.

STEP 4. OPEN THE PASSWORD RESET EMAIL

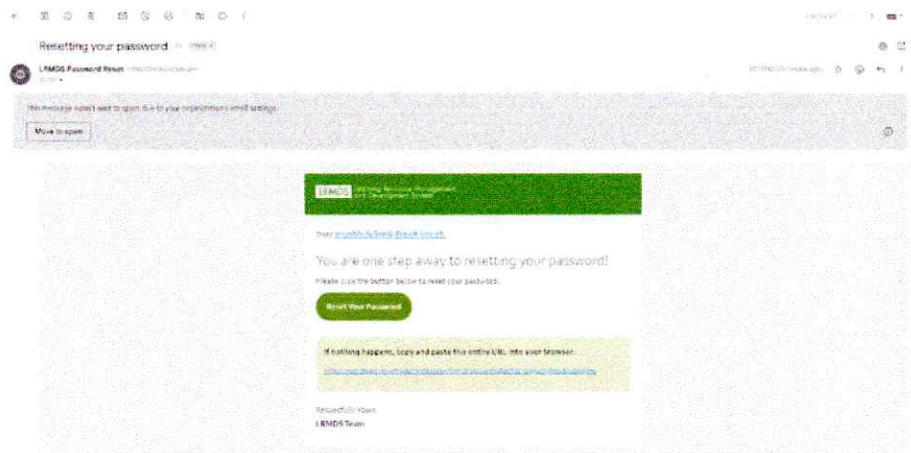


Figure 4. LRMDS Password Reset Email



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Instructions:

1. Log in to your DepEd Email account.
2. Open the email from:

LRMDS Password Reset (lrmds12@deped.gov.ph)

3. Click the **Reset Your Password** button.
4. If the button does not work, copy and paste the provided URL into your browser.

Important Reminder

The password reset link is sent only to the DepEd Email address associated with your LR Portal account.

TECHNICAL ASSISTANCE AND ESCALATION PROCEDURE

To promote self-service account recovery and efficient technical support, all personnel shall observe the following assistance mechanism:

Level 1 Support: School ICT Coordinator

Personnel experiencing difficulties shall first seek assistance from their School ICT Coordinator for:

- LR Portal login concerns;
- Password reset guidance;
- Verification of DepEd Email accounts;
- Basic troubleshooting and account validation.

Level 2 Support: Division ICT Coordinator

Only unresolved concerns shall be elevated to the Division ICT Coordinator, particularly for:

- Personnel without an existing DepEd Email account;
- Inaccessible, disabled, or unrecoverable DepEd Email accounts;
- Technical issues beyond the capability of the School ICT Coordinator;
- Other system-related concerns requiring division-level intervention.



Annex B

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School Name : _____
School ID : _____
District : _____
Address : _____

SUMMARY OF FUNCTIONAL LEARNING RESOURCES (LR) PORTAL ACCOUNTS
School Year 2026–2027

This certifies that the following teaching and non-teaching personnel of (School Name) have validated their Learning Resources (LR) Portal accounts and verified the accessibility of their respective login credentials.

No.	Name of Personnel	Position/ Designation	DepEd Email Address	LR Portal Username	LR Portal Account Status (Functional/Non- Functional)	Password Reset Needed (Yes/No)	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
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Annex B

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SUMMARY

Description	Number
Total Teaching Personnel	_____
Total Non-Teaching Personnel	_____
Total Personnel with Functional LR Portal Accounts	_____
Total Personnel Requiring Password Reset	_____
Total Personnel Without DepEd Email Account	_____
Total Personnel Requiring Division ICT Assistance	_____

CERTIFICATION

I hereby certify that the information contained in this report has been verified and validated by the School ICT Coordinator and that the status of the Learning Resources (LR) Portal accounts reflected herein is true and correct to the best of my knowledge.

Prepared by:

Name of School ICT Coordinator

School ICT Coordinator

Date: _____

Verified by:

Name of School Head

School Head

Date: _____

FOR DIVISION ICT OFFICE USE ONLY

Date Received : _____

Received by : _____

