



**Republic of the Philippines**  
**Department of Education**  
 REGION X- NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

## Curriculum Implementation Division

### 1. Access to LRMS Portal

The LRMS Portal is designed to provide clients with access to:

- Information on quantity and quality and location of textbooks and supplementary materials, and cultural expertise,
- Access to learning, teaching and professional development resources in digital format and locates resources in print format and hard copy,
- Standards, specifications and guidelines for assessing & evaluating, acquiring & harvesting, modification, development and production of resources

<b>Office or Division:</b>	Curriculum Implementation Division-LRMS			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	DepEd Teaching and Non-teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Computer/Laptop and Smart Phones with Internet Connection		Client		
2. Registered LR account in LRMS portal using DepEd Email		LR Portal Website ( <a href="http://lrms.deped.gov.ph">lrms.deped.gov.ph</a> ) and activate account using the registered email address.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Open internet browser engine and go to <a href="http://www.lrms.deped.gov.ph">www.lrms.deped.gov.ph</a>	1.1 Assist Client (if necessary)	None	1 minute	Client, PDO II, Librarian and LR Staff
2. Click the Begin Quick Tour for new users (Optional)	2.1 Assist Client (if necessary)	None	1 minute	Client, PDO II, Librarian and LR Staff
3. Log-in to the LR portal	3.1 Assist Client (if necessary)	None	1 minute	Client, PDO II, Librarian and LR Staff



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
 Website: [depedmalaybalay.net](http://depedmalaybalay.net)  
 Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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4. On the upper left side menu bar, click the Resources Drop Down Tab and select either K to 12 Resources, Alternative Learning System or Professional Development	4.1 Assist Client (if necessary)	None	10 minutes	Client, PDO II, Librarian and LR Staff
5. Select Grade Level on the right side	5.1 Assist Client (if necessary)	None		Client, PDO II, Librarian and LR Staff
6. Select your desired learning Area	6.1 Assist Client (if necessary)	None		Client, PDO II, Librarian and LR Staff
7. Select the content from the given list	7.1 Assist Client (if necessary)	None		Client, PDO II, Librarian and LR Staff
8.a. Select a title from the list.	8.1 Assist Client (if necessary)	None		Client, PDO II, Librarian and LR Staff
b. Use the search button to look for the desired Learning Resource				
9. Click view or download. (Unregistered emails can only browse for LRs in the Portal. Only registered users can download)	9.1 Assist Client (if necessary)	None	4 minutes	Client, PDO II, Librarian and LR Staff





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10. Print or copy downloaded Learning Resource	10.1 Assist Client (if necessary)	None	4 minutes	Client, PDO II, Librarian and LR Staff
11. Open Feedback mechanism tab in Help drop down button (upper right corner) and accomplish Online Feedback form in the Contact Us Tab	11.1 Dispense Client Report	None	3 minutes	Client, PDO II, Librarian and LR Staff
12. Log-out the LR Portal	12.1 Assist Client (if necessary)	None	1 minutes	Client, PDO II, Librarian and LR Staff
	<b>TOTAL:</b>	<b>None</b>	<b>25 minutes</b>	



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**2. Borrowing Procedures for Books and Other Materials Over Night**

DepEd recognizes the rights of every teacher and learner to access available learning resources. All schools/districts/SDO with established libraries offer the library services.

<b>Office or Division:</b>	Curriculum Implementation Division-LRMDS			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizen			
<b>Who may avail:</b>	DepED Teaching and Non-Teaching Personnel and Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1 Valid ID		Client		
3. Filled-up borrower's data slip		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present 1 Valid ID to the in-charge	1.1 Receive 1 Valid ID	None	3 minutes	Librarian/ Library staff
2. Fill in the Borrower's data slip	2.2. File the borrower's data slip	None	5 minutes	Librarian/ Library staff
3. Check and browse available reading materials in the display shelves	3.1 Assist Client	None	5 minutes	Client & Librarian/Library Staff
4. Select titles of reading materials to borrow	4.1 Assist Client	None	15 minutes <i>(Depending on the number of books to borrow)</i>	Client
5. Accomplish the borrowing and Returning Transaction Form	5. 1 Prepare and record reading materials for lending	None	5 minutes	Librarian/Library staff



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6.Receive reading materials	6.1 Return ID presented and Release reading materials to borrow	None	2 minutes	Librarian/Library staff
<b>TOTAL:</b>		<b>None</b>	<b>35 minutes</b>	



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