



**Republic of the Philippines**  
**Department of Education**  
**REGION X**  
**SCHOOLS DIVISION OF MISAMIS OCCIDENTAL**

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**E. Curriculum Implementation Division (External)**

**1. Accessing Available Learning Resources from LRMS Portal**

The LRMS Portal is a repository of digitized quality learning/teaching resources from the Central Office, Regional, Division, or Cluster/School level and providing its clientele access to the following:

- Books - (textbooks, story books, etc.) information on quantity and quality and location of and supplementary materials, and cultural expertise,
- Learning, Teaching, and Professional Development Resources in digitized format and locates resources in print format and hardcopy,
- Media Gallery – copyright-free illustrations and graphics for teachers and learners use
- Standards, Specifications and Guidelines for accessing & evaluating, acquiring & harvesting, modification, development and production of resources

<b>Office or Division:</b>	Curriculum Implementation Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Computer/Laptop and Internet Connection		Client		
2. Active LRMS Portal Account using a. DepEd Email Address for DepEd Employees b. Any active Email Address for Learners, Parents and Non-DepEd Stakeholders		LRMS Portal (lrms.deped.gov.ph)  <i>(for activation of inactive accounts, seek assistance from CID LR section of your Schools Division)</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register to LRMS Portal (New Account)	1.1 Access <a href="https://lrms.deped.gov.ph">https://lrms.deped.gov.ph</a>	None	1 minute	Client
	1.2 Assist creation of LR Account 1.3 Log-in to the LR	None	5 minutes	EPS-LR/ PDO



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	Portal/assist in technical issue			
2. Request for Resetting of Password (Old Account)	2.1. Accomplish online form for Resetting of Password	None	1 minute	Client
	2.2 Receive request for resetting of password	None	1 minute	EPS-LR/ PDO
	2.3 Reset password in LRMSD Portal Dashboard	None	3 minutes	
	2.4 Send email notification for new password	None	2 minutes	
3. Access LR thru <a href="https://lrmsd.deped.gov.ph">https://lrmsd.deped.gov.ph</a>	3.1 Provide further assistance, as needed	None	1 minute	PDO-LR
4. Click the Begin Quick Tour		None	3 minutes	Client
5. Sign-in using username and password		None	1 minute	Client
6. Search for LRs on the Navigation Bar a. Resources b. Filter Menu		None	1 minute	Client
7. Select from the List of the specific LRs needed	7.1 Provide LR number code of the desired resources (upon request)	None	5 minutes	PDO/Librarian
8. Click the View button to check the details of the		None	1 minute	Client



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select LRs				
9. Click Download button to save digital copy of the select LRs		None	2 minutes	Client
10. Provide feedback on LRs searched/ downloaded by giving comments on the Add New Comment box (Optional)		None	1 minute	Client
11. Sign-out of the LR Portal		None	1 minute	Client
<b>TOTAL</b>		<b>NONE</b>	<b>29 minutes</b>	



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**2. Borrowing of Learning Materials from Libraries (External)**

DepEd recognizes the rights of every teacher and learner to access available learning materials (LMs), thus the Library Circulation Services. All schools/districts/ SDOs with established libraries offer the library services.

<b>Office or Division:</b>	Curriculum Implementation Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Students and Teaching Related Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Form / Slip (1 Original Copy)		Client		
2. Valid ID ( 1 Scanned/Photocopy)		Client		
3 Borrower's Form		Librarian		
4. Returning Transaction Form		Librarian		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish Request Form/Slip (online or face to face)	1.1 Check accomplished request form/slip and ID	None	2 minute	Librarian/ Library Staff
2. Check and browse	2.1 Prepare and check the availability of LM requested	None	5 minutes	Librarian/ Library Staff
	2.2. Send the (1) list of available LMs, (2) Borrower's Form, and (3) Returning	None	1 minute	Librarian/ Library Staff



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	Transaction Form			
3.Accomplish Borrower's and Returning Transaction Forms	3.1 Receive accomplished Borrower's and Returning Transaction Forms	None	1 minute	Librarian/Library Staff
	3.2 Check the completeness of the Forms	None	3 minutes	Librarian/Library Staff
	3.3 Inform the borrower on the schedule of pick-up (online) or release of resources (walk-in)	None	3 minutes	Librarian/Library staff
4.Receive LM	4.1 Prepare and release the LM	None	5 minutes	Librarian/Library Staff
	4.2 Sign the Borrower's and Returning Transaction Forms	None	1 minute	Librarian/Library Staff
<b>TOTAL</b>		<b>None</b>	<b>21 minutes</b>	



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**3. Alternative Learning System (ALS) Enrolment (External)**

ALS provides opportunities for Out-of-School Youth

<b>Office or Division:</b>	Curriculum Implementation Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Latest 1x1 ID picture (2pcs.) with name tag		Client		
2. Photocopy of Birth Certificate of baptismal Certificate – 1 copy				
3. Valid ID (Driver's License, Postal ID, Voter's ID) – 1 photocopy				
4. Functional Literacy Test (FLT)		CID/ Community Learning Center		
5. Assessment for basic Literacy (ABL)		CID/ Community Learning Center		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly accomplished enrollment form with required documents (walk-in or Google link)	1.1 Receive accomplished enrollment form and all required documents (face to face or online)	None	5 minutes	EPS II – ALS/ ALS Teacher
	1.2 Conduct assessment/screening: ABL and FLT	None	3 hours	EPS II/ ALS Teacher



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	1.3 Identify the entry level attained	None	3 minutes	
	1.4 Group the learners according to literacy level	None	30 minutes	
2. Receive details and information regarding learning session	1.5 Inform schedule of learning session	None	10 minutes	
	<b>TOTAL</b>	<b>None</b>	<b>4 hours, 15 minutes</b>	