



Republic of the Philippines
 Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Curriculum Implementation Division

1. Access to LRMS Portal

The LRMS provides access to quality resources from the Regions, Divisions, Cluster/School level including:

- 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 hardcopy,
- standards, specifications and guidelines for assessing & evaluating, acquiring & harvesting, modification, development and production of resources

Office or Division:	SDO Zamboanga del Norte-Curriculum Implementation Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Computer./Laptop and Internet Connection			Client	
2. Registered LR account a. DepEd Email for DepEd Employees b. Any active Email Address for Learners, Parents and Stake Holders			LR Portal (lrms.deped.gov.ph)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Open any browser engine and go to www.lrms.deped.gov.ph	Assist Client (if necessary)	None	1 minute	Client/PDO-LR / Librarian
2. Click the Begin Quick Tour for new users(optional)	Assist Client (if necessary)	None	1 minute	Client/PDO-LR / Librarian

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O-pportunities to
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T-ransformation&



Capitol Drive, Estaka, Dipolog City, 7100
 Tel No.: (065) 212-5843
 e-mail address: zn.division@deped.gov.ph



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3. Log-in to the LR portal	Assist Client (if necessary)	None	1 minute	Client/PDO-LR / Librarian
4. On the upper right left side menu bar, click the Resources Tab and select either K-12 Resources, Alternative Learning System or Professional Development	Assist Client (if necessary)	None	6 minutes	Client/PDO-LR / Librarian
5. Select Grade Level	5.1 Assist Client (if necessary)	None		
6. Select your desired learning area	Assist Client (if necessary)	None		
7. Select the content from the given list	Assist Client (if necessary)	None		
8. a. Select a title from the list (The list could still be refined based on DepEd Special Programs such as IPEd, ALS, etc) b. Use the search button to look for the desired Learning Resource	Assist Client (if necessary)	None		
9. Click view or download (Guest can only browse and search for LRs in the Portal. Only registered users are given downloading privileges)	Assist Client (if necessary)	None	3 minutes	Client/PDO-LR / Librarian
10. Copy or print the downloadable Learning Resource	10.1 Assist Client (if necessary)	None	5 minutes	Client/PDO-LR / Librarian

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11. Open feedback mechanics tab and accomplished Online Feedback from in the Contact Us Tab	11.1 Assist Client (if necessary)	None	2 minutes	Client/PDO-LR / Librarian
12. Log-out the LR Portal	12.1 Assist Client (if necessary)	None	1 minute	Client/PDO-LR / Librarian
TOTAL		None	20 minutes	

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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, thus the Library Circulation Services. All schools/districts/SDOs with established libraries offer the library services.

Office or Division:	SDO Zamboanga del Norte-Curriculum Implementation Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Students and Teaching Related Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter (1 Original copy, 1 Photocopy)			Client	
2. Valid Identification card (1 original, 1 Photocopy)			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to Record Section	1.1 Receive the request letter	None	2 minutes	Record's Personnel
	1.2 Forward the request letter to library hub	None	2 minutes	Record's Personnel
	1.3 Receive the request letter	None	1 minute	Librarian
2. Present the Received request letter and valid ID	1. Receive request letter and valid ID	None	2 minutes	Librarian

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3. Check and browse available reading materials in the display shelves	3.1 Assist Client	None	2 minutes	Client and Librarian
4. Select titles of reading materials to borrow		None	15 minutes (depending on the number of books to borrow)	Client and Librarian
5. Accomplish two (2) copies of Borrowing and Returning Transaction Form	5.1 Prepare and record reading materials for lending	None	2 minutes	Librarian
6. Receive reading materials	6.1 Return ID presented and Release the reading materials to borrow	None	2 minutes	Client/ Librarian
TOTAL		None	28 minutes	

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