

Template and Guide for the Citizen's Charter

1. Access to LRMDs Portal

The LRMDs 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 hard copy, standards, specifications and guidelines for assessing & evaluating, acquiring & harvesting, modification, development and production of resources.

Office or Division:		Curriculum and Implementation Division		
Classification:		Simple		
Types of transaction:		G2C-Government to Citizen		
Who May Avail:		Teachers of SDO Malolos		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Computer/ Laptops, Internet Connection, DepEd Email		DepEd Learning Portal		
		SDO-School LRMC Facebook Group		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Open any browser engine and go to www.lrmids.deped.gov.ph	1.1 Assist Client	None	1 minute	Client/LR Team/Librarian
2.Click the Begin QuickTour for new users	2.1 Assist Client	None	1 minute	Client/LR Team/Librarian
3.Log-in to the LR portal	3.1 Assist Client	None	1 minute	Client/LR Team/Librarian
4.On the upper left side menu bar, click the Resources Tab and select either K to 12 Resources, Alternative Learning System or Professional Development	4.1 Assist Client	None	10 minutes	Client/LR Team/Librarian

5.Select GradeLevel	5.1 Assist Client	None	5 minutes	Client/LR Team/Librarian
6.Select your desired learning area	6.1 Assist Client	None		Client/LR Team/Librarian
7.Select the content from the given list	7.1 Assist Client	None		Client/LR Team/Librarian
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	8.1 Assist Client	None		Client/LR Team/Librarian
9.Click view or download. (Guest can only browse and search for LRs in the Portal. Only registered users are given downloading privileges)	9.1 Assist Client	None		Client/LR Team/Librarian
10.Copy or print the downloaded Learning Resource	10.1 Assist Client	None	5 minutes	Client/LR Team/Librarian

11.Open feedback mechanism tab and accomplish Online Feedback form in the ContactUs Tab	11.1 Dispense Client Report	None	3 minutes	Client/LR Team/Librarian
12.Log-out the LR Portal	12.1 Assist Client	None	1 minutes	Client/LR Team/Librarian
TOTAL:		None	27 minutes	