



## 2. Procedure for the Use of LRMS Computers

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

| <b>Office or Division:</b>                  | Curriculum and Learning Management Division   |  |                   |   |
|---|---|--|-------------------|---|
| <b>Classification:</b>                      | Simple  |  |                   |   |
| <b>Type of Transaction:</b>                 | Government to Government (G2G)<br>Government to Citizen (G2C)                       |  |                   |   |
| <b>Who may avail:</b>                       | Everyone (Learners, Parents, Teachers, Stakeholders)                                |  |                   |   |
| <b>CHECKLIST OF REQUIREMENTS</b>            |   | <b>WHERE TO SECURE</b>   |                   |   |
| 1. Registered LR Account or email address   |   | www.lrms.deped.gov.ph  |                   |   |
| 2. Valid ID/Borrower's card                 |   | Learning Resource Management and Development Center, Regional Office |                   |   |
| CLIENT STEPS                                | AGENCY ACTION   | FEES TO BE PAID  | PROCESSING TIME   | PERSON RESPONSIBLE                                    |
| 1. Log-in the LRMS computer logbook         | 1.1. Assist client  | None   | 1 minute          | Administrative Assistant II / Teaching Aid Specialist |
| 2. Follow step by step instructions         | 2.1. Provide assistance to client, including searching for LRs that cannot be found | None   | 25 minutes        | Librarian/TAS   |
| 3. Log-out and shut down computer once done |   | None   | 1 minute          | Librarian/TAS   |
| 4. Sign and submit the CLMD feedback form   | 4.1. Generate Client Report   | None   | 2 minutes         | Librarian/TAS   |
| 5. Sign-out from the logbook                |   | None   | 1 minute          | Administrative Assistant II                           |
| <b>TOTAL:</b>                               |   | <b>None</b>  | <b>30 minutes</b> |   |