Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOL DIVISION OF SAN JOSE DEL MONTE CITY
KAYPIAN ELEMENTARY SCHOOL
BARANGAY KAYPIAN, SAN JOSE DEL MONTE CITY

February 09, 2023

SCHOOL MEMORANDUM
No. 014 s. 2023

To: Teaching and Non-Teaching Personnel
Master Teachers
All other concerned

REITERATION ON DEPED MEMORAMDUM NO. 019, S. 2021 AND DEPED ORDER NO. 76, S. 2011

1. Pursuant to Schools Division Memorandum No. 65, s. 2023, reiterating **DEPED MEMORAMDUM NO. 019, S. 2021 Learning Resource Portal User Guide Version 1.1 and DEPED ORDER NO. 76, S. 2011 National Adoption and Implementation of the Learning Resources Management and Development System (LRMDS),** which highlights the utilization of learning resources in the LR Portal for teachers and learners.

2. All teachers and learners are encouraged to register at http://lrmds/deped.gov./ph using their official DepEd Email account to access LRMDS portal.

3. The teachers and learners may refer to Enclosure No. 1 for detailed instructions in accessing the LR Portal.

4. For queries and technical assistance, you may approach our LR Coordinator.

5. Immediate dissemination of this memorandum is desired.

DIANALYN A. PALAGANAS PhD
Principal II

SECUREd KaypESians
Strenghtening and **E**nsuring
Commitment of the **U**nified and
Resilient Stakeholders in Achieving Quality **Ed**ucation

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Accessing the LR Portal

What to Do	Expected Result
1. Open a browser (i.e. Internet Explorer, Firefox, Chrome, Safari).	1. The web browser is displayed.
2. In the Address bar, type https://lrmds.deped.gov.ph and press Enter.	2. The LR Portal Home page is displayed. See *Figure 1*.

Figure 1 – LR Portal Home Page
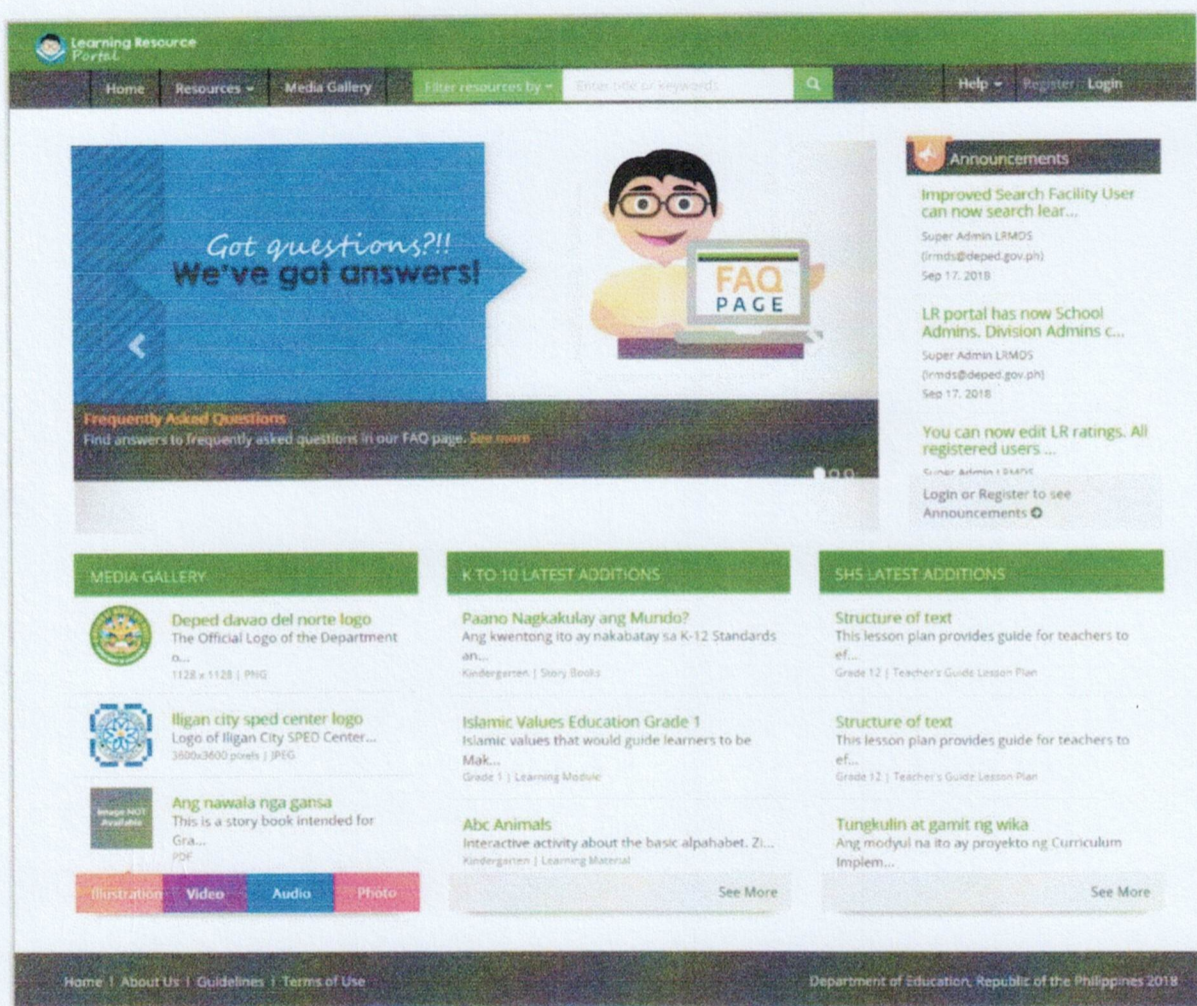
How to register in the LR Portal

What to Do	Expected Result
1. Click on the **Register** link located at the upper right portion of the LR Portal Homepage. See *Figure 2*.	1. The LR Portal Registration screen is displayed. See *Figure 3*.

Figure 2 – Register link
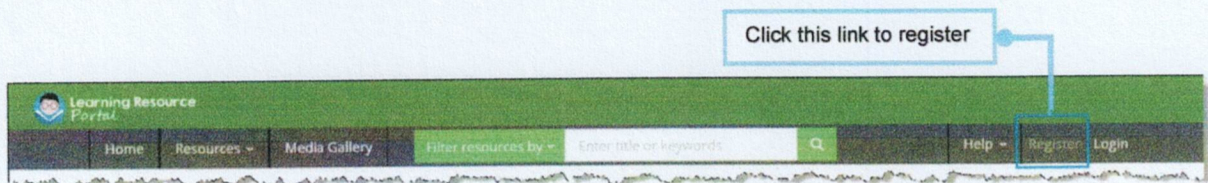

Figure 3 – LR Portal Registration screen

2. Fill in the details then click on the Register button. Refer to *Table 1* on field definition.

2. A message prompt is displayed with instruction to activate your user account via a verification message that is sent to your registered email address. See *Figure 4*.

Table 1 – Field Definition for Registration Screen

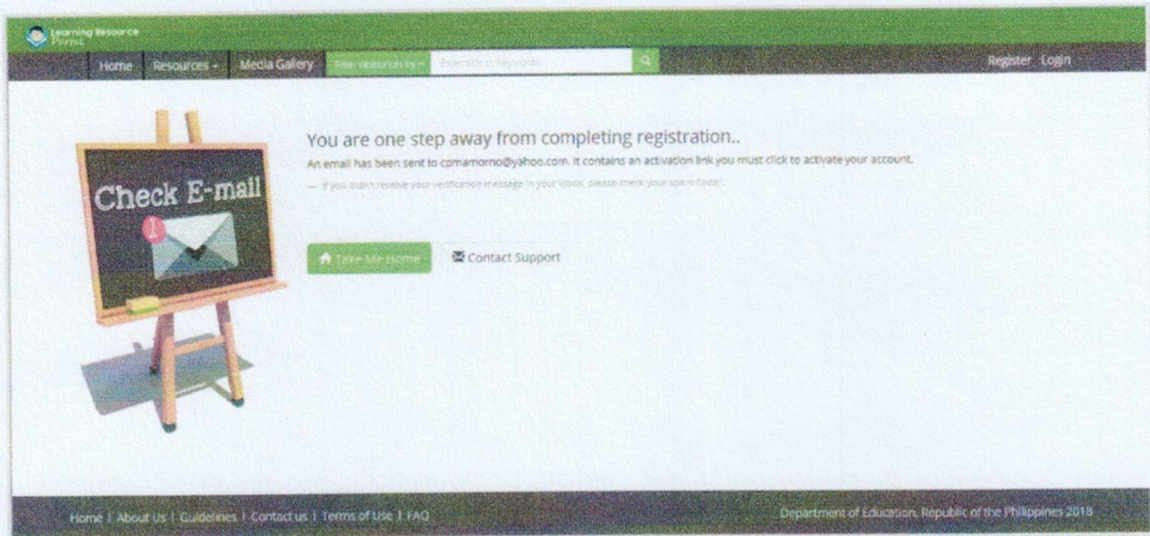| DATA ELEMENT	DESCRIPTION
Full Name (Lastname*, Middlename, Firstname*)	User's Full Name

E-mail Address*	User's email address
	
	▪ Access to learning resources vary depending on the email address used for registration:
	   ○ **DepEd email** (ex. name.surname@deped.gov.ph) gives access to all learning resources available in the LR Portal – K to 12 Learners Materials and Teacher's Guides, ALS modules, Professional Development materials, and Media Gallery
	   ○ **Personal email/Non-DepEd email** gives access to learning resources available except for resources that are intended for educators and professional development

Username*	User's preferred login name ▪ User may opt to use an email address as his/her username granted that it is the same as the email address used under the email address input field. ▪ Otherwise, it will not be accepted by the system.
Password*	User's preferred password to LR Portal
Repeat Password*	Confirmation of the preferred password
Birthdate*	User's date of birth
Gender*	User's gender
Affiliation	User's affiliation ▪ Selecting the Affiliation helps the LR Portal administrators to identify the number of users per school, division, and region. For school users, you can type the school ID or school name in the school field in selecting the name of your school.
Region*	User's region of affiliation
Area of Expertise	User's area of expertise
"I will not distribute the materials found in the portal for commercial distribution"*	Denotes user's agreement in the use of LR Portal's materials
"I have read and agree to the LR Portal Terms of Use"*	Denotes user's agreement to the LR Portal's Terms of Use
"I'm not a robot" *	Captcha's security check

*denotes required field

Figure 4 – Activation prompt screen

3. Check your email and open the verification message.

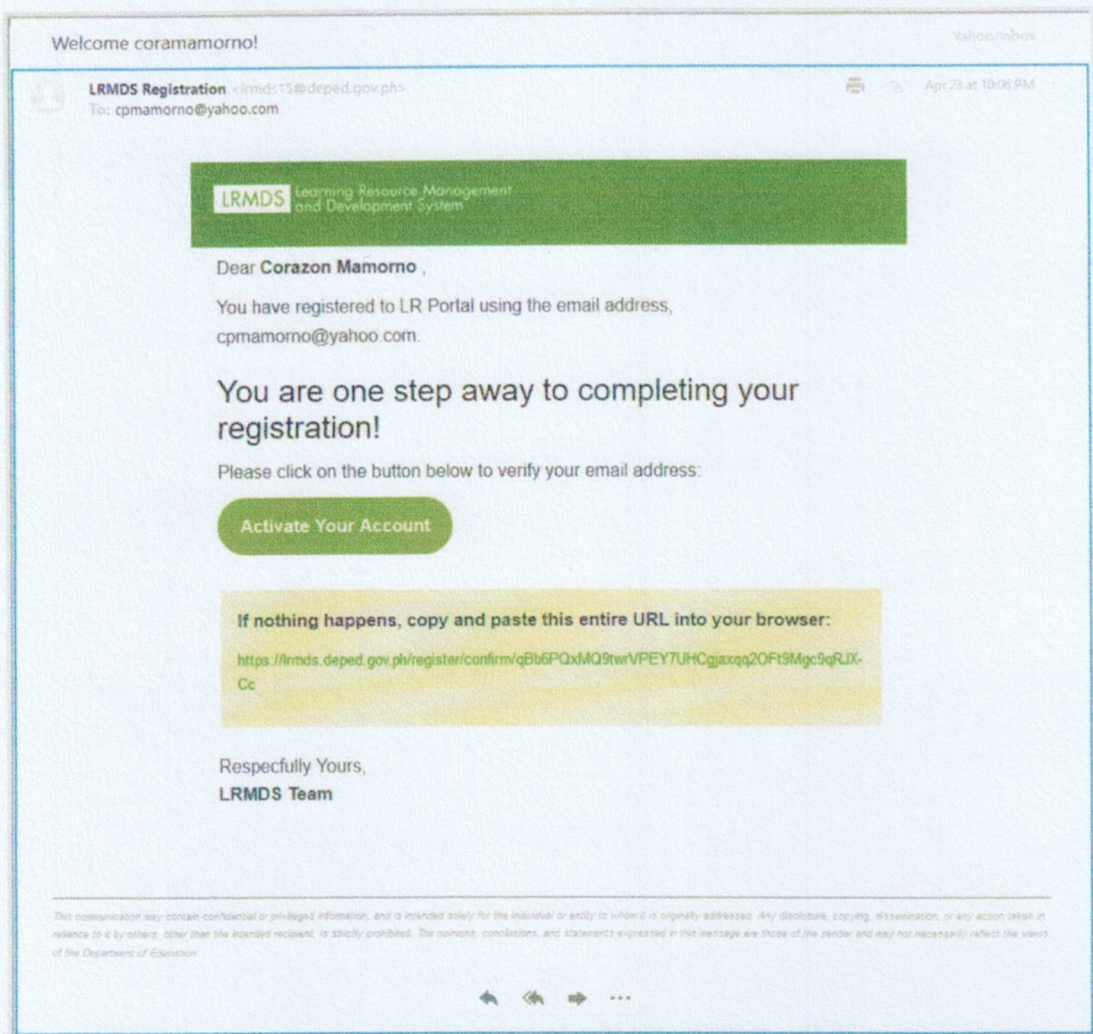3. Email message sent by the system is displayed. See *Figure 5*.

Figure 5 – Email verification message

4. Click on the **Activate Your Account** button to verify your email address and complete the registration process.
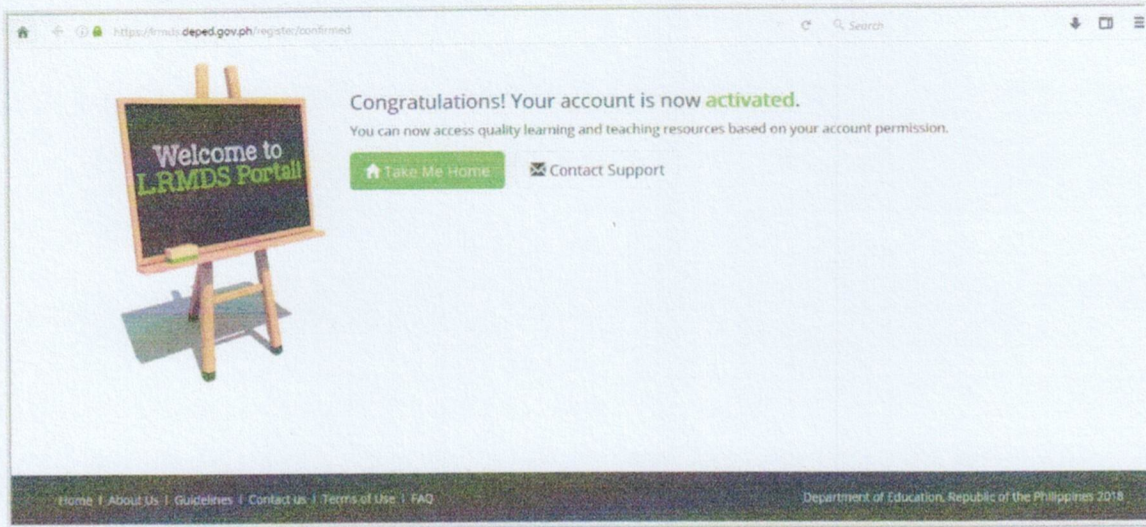
4. A confirmation message is displayed. See *Figure 6*.

Figure 6 – Confirmation message

5. Click on the **Take Me Home** button start using the LR Portal.

5. The LR Portal Homepage is displayed. See *Figure 1*.

How to login and logout in LR Portal

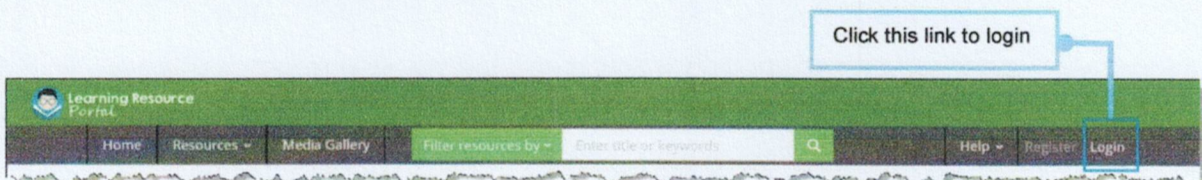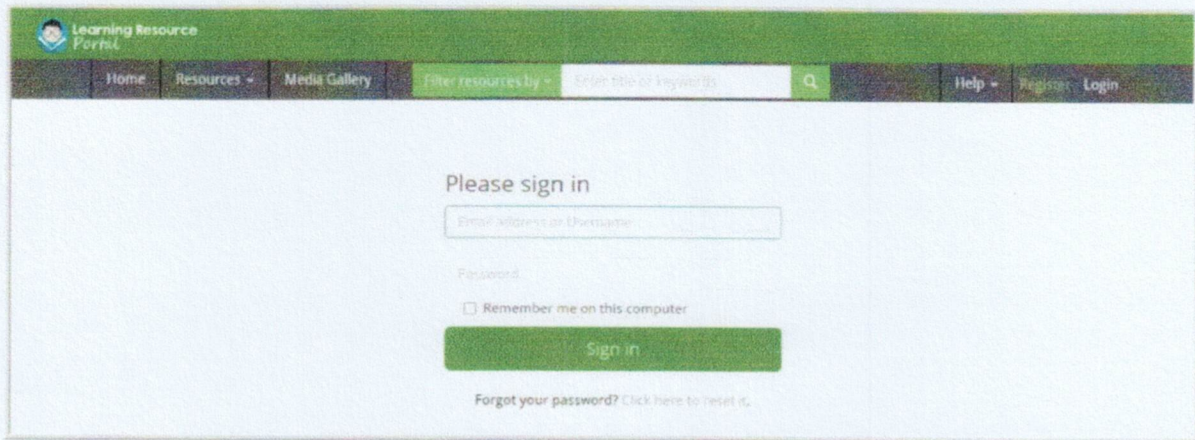| What to Do	Expected Result
1. Click on the **Login** link located at the upper right portion of the LR Portal Homepage. See *Figure 7*.	1. The LR Portal login screen is displayed. See *Figure 8*.

Figure 7 – Login link

Figure 8 – LR Portal Login screen

2. Enter login details (i.e. **Username** and **Password**) as authorized user. Then click on the [Sign in] button.

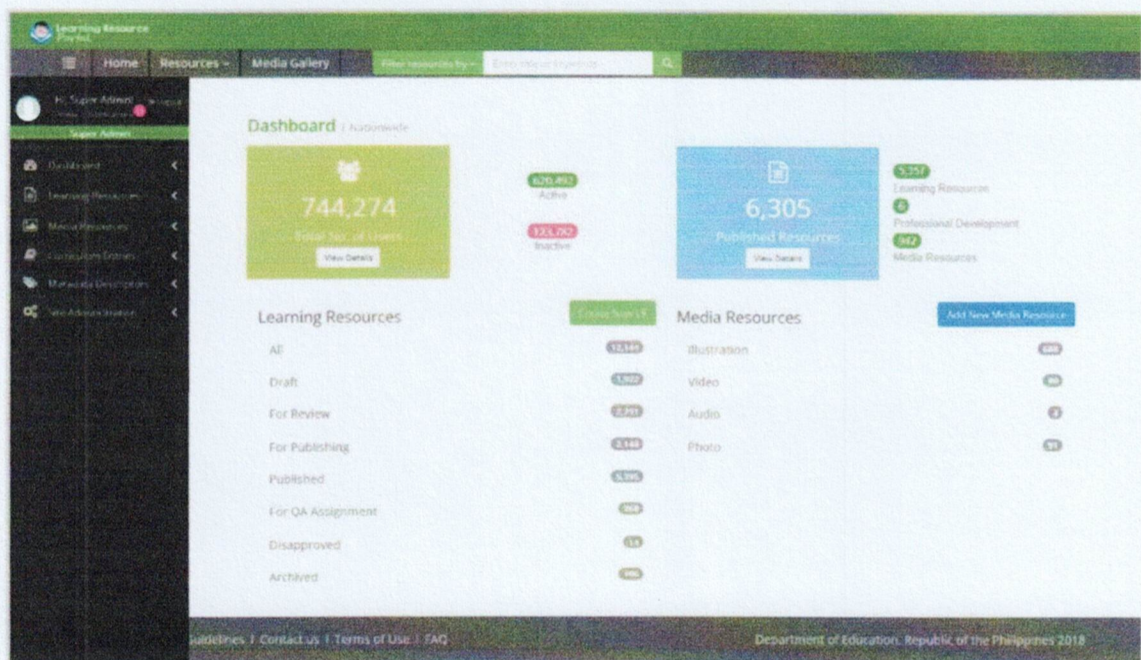2. The **LR Portal Dashboard** is displayed. See *Figure 9*.

Figure 9 – LR Portal Dashboard

3. To logout, click on the **Logout** link located at the upper left portion of the LR Portal Dashboard. See *Figure 10*.

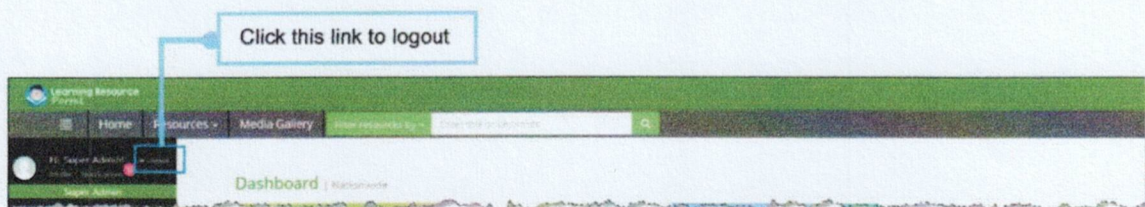3. The system goes back to the **LR Portal Homepage** screen. See *Figure 1*.

Click this link to logout

Figure 10 – Logout link