



Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur




DIVISION MEMORANDUM

No. 01 s. 2018

ENHANCED LR PORTAL REGISTRATION

TO: Chief, Curriculum Implementation Division
Education Program Supervisor I – LR Manager
Public Schools District Supervisor (Elementary & Secondary)
Division IT Officer I
Project Development Officer II – LRMDs
Elementary District LR Coordinators
Secondary School LR Coordinators
All Others Concerned

FROM:  **ARNULFO M. BALANE, CESO V**
Schools Division Superintendent

Date: January 3, 2018

1. In consonance with DepEd Order # 76 s. 2011 re: National Adoption and Implementation of Learning Resource Management and Development System (LRMDS), this office through the Curriculum Implementation Division (CID) – Learning Resource Management and Development Center (LRMDC) enjoins all teaching and non-teaching personnel (School Heads, PSDS, DALSC's) to register at <https://lrmds.deped.gov.ph> in order to access the Enhanced LR Portal.
2. The official DepEd Email account (e.g. juan.delacruz@deped.gov.ph) should be used during registration.
3. Below are the steps to follow in creating Deped Email Address linked with Google Philippines

Step 1. Under Google search bar type <https://depedverify.appspot.com/public/account-request>

Step 2. Under **Enter Your Account Details**, supply the required data correctly and carefully. Click **I'm not a robot**. If it requires more steps, just follow correctly to avoid further delay in the process.

Step 3. Click the button **Get My DepEd Email Account**. **Confirm** the data you supplied then click **submit**. If no problem found, Under **Get your Google Account**, you will be provided with your official Email address, User name and temporary password. You may copy or print screen then save later.

(There are 2 possible cases/scenarios in the next step)

Step 4-a (1st scenario). Wait for Verification Officer to approve the retrieval of your account, inform the Division IT officer - Felipe A. Nebrea or the Project Development Officer II - Jesus C. Gamora about the verification/approval of your new account. You will be informed thru email or text message for the next step to be followed. Please keep track of your pending verification by always checking your Email. If your account is verified/approved and you successfully obtained your Deped Email Add, User Name and Password, proceed to step 5.

One **VISION** and **MISSION**
One **CAMARINES SUR DIVISION**
One Goal: **QUALITY EDUCATION**

Step 4-b (2nd Scenario). Make sure to sign out any active Google account before you click **Claim Now** (don't forget the temporary pass word and other given data). Data will be loaded and processed automatically. Follow the succeeding instructions.

Step 5. Login to Google as new account using the **Deped email add** obtained and **temporary password**. Click **Accept** the Terms of Service and Google Privacy Policy for new account.

Step 6. Change password (optional). Supply the same/identical new password to the spaces provided, and then click **Change Password**.

Step 7. (Optional) Under **Protect Your Account**, you can update (provide cell phone number that is available in your possession and active recovery Email add) or just click done and update later.

Step 8. If your creation is successful, it will be loaded and you will be automatically redirected to your Deped Email Account, and you're finally done.

4. Steps in registering with the Enhanced LR Portal

Step 1. Type <https://lrmds.deped.gov.ph/register> and click **enter** to be redirected to Enhanced LR Portal registration page.

Step 2. Under **Create LR Portal Account** registration page, supply correctly/carefully the required data in every specific field/space. Use your **Deped Email Add** and **Username**. **Password** may be the same or you may create a new one. Under **Location**, select school and supply the data in the name of division, district and the name of your school. For district and division personnel, you will select **division** as your location.

Step 3. Follow other succeeding instructions and then click **register**.

Step 4. You're one step away. Log in at your DepEd Email account and open your inbox, you will receive an email from LRMDs for verification of your **deped email address** and to activate your LR account, just click the *green* button "**ACTIVATE YOUR ACCOUNT**".

If you are successful, you will receive the message "**Congratulations! Your account is now activated**". You may now login using your own LR Email Add or username and password. You may start to download any available item provided by the LR portal for free.

5. With regards to the procedure and any difficulty you may encounter in the process, please inform and contact the EPS I – LR Manager , Mr. Fernando C. Macaraig at 09985530573 or fernando.macaraig@deped.gov.ph or the Project Development Officer II- LRMDs – Mr. Jesus C. Gamora at 09106008808 or jesus.gamora@deped.gov.ph
6. Hundred percent registration of all concerned is required. All schools are advised to submit LR Registration Form in hard and soft copy on or before January 12, 2018 at the LRMDc Office, Cadlan, Pili, Camarines Sur.
7. Immediate and wide dissemination of this memorandum is desired.