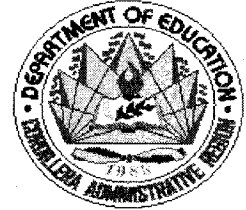




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



**REGIONAL MEMORANDUM**

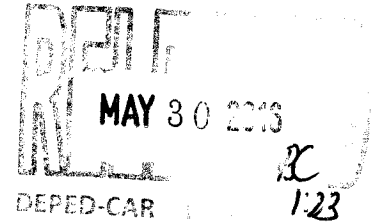
NO. 151.2016

To: All Schools Division Superintendents  
All Regional Division Chiefs

From:   
**ELLEN B. DONATO, Ed.D., CESO III**  
Regional Director

Date: May 25, 2016

Subject: Technical Information on the Interface in Uploading Digitized LRs from Division  
to the Region and vice versa



*to follow photocopy*

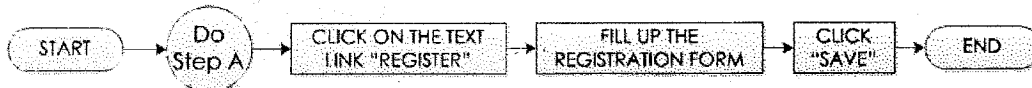
1. Relative to the agreement during the LRMS Conference on National publishing dated May 13, 2016, attached herewith are the copies of the detailed and simplified process flow on the exchange of developed Learning Materials between Division and Region using the LR portal.
2. Additional information is included in a form of resource pamphlet to enhance the Technical information on the Interface operations.
3. Dissemination of this information is highly encouraged.

# GENERAL LR PORTAL OPERATIONS FLOWCHART

## A. OPENING THE LR PORTAL



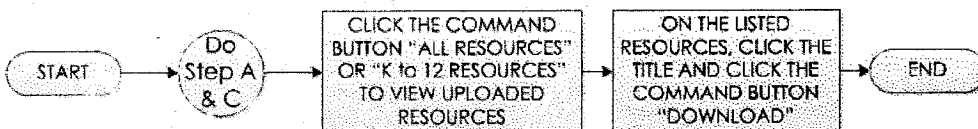
## B. LR PORTAL REGISTRATION



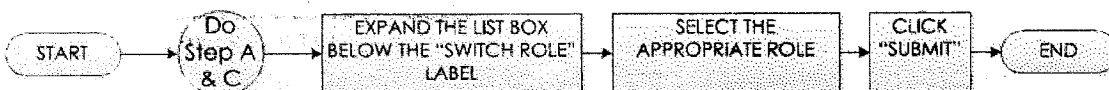
## C. LR PORTAL LOG-IN



## D. MEMBER ROLE USER INTERFACE AND OPERATIONS

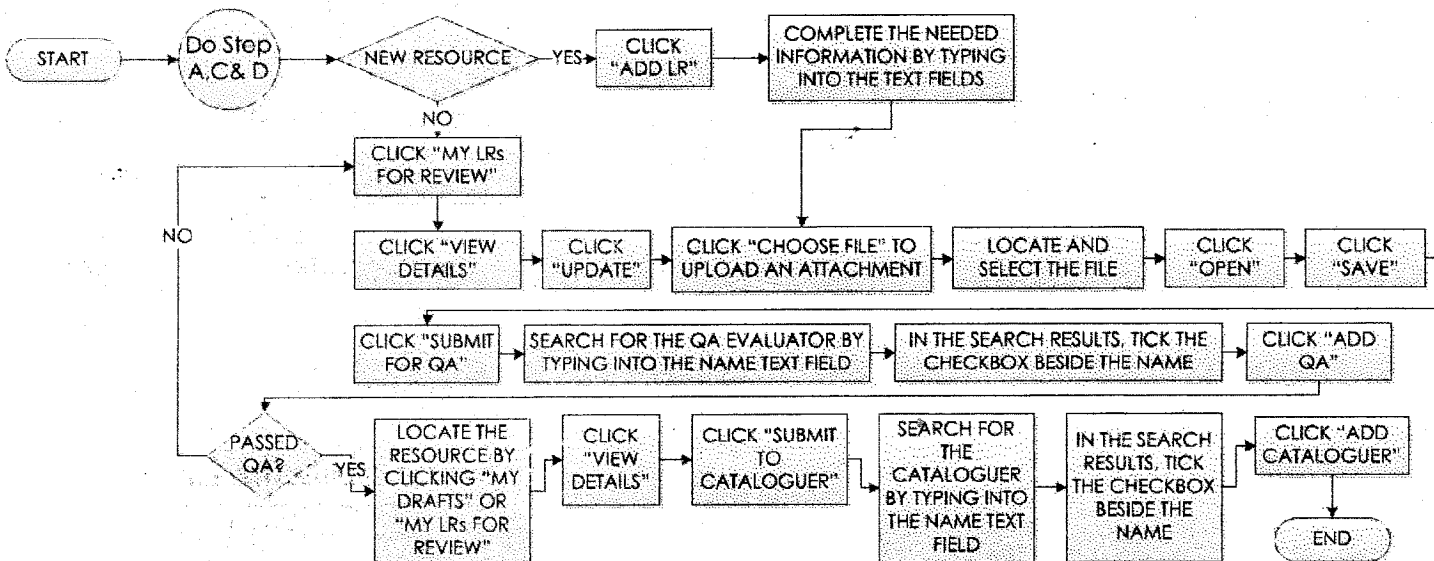


## E. MULTIPLE ROLE - SWITCHING

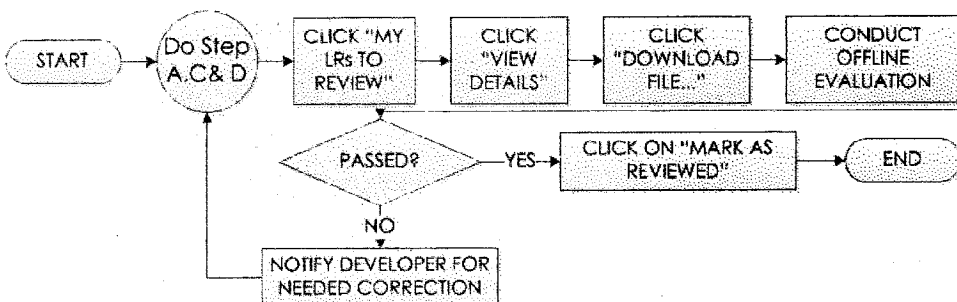


Steps F, G and H are for multiple user role holders only.

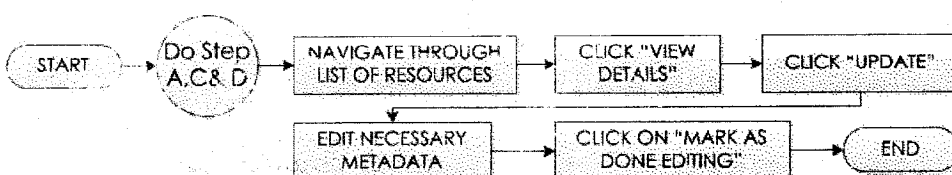
## F. DEVELOPER ROLE USER INTERFACE AND OPERATIONS



## G. QA ROLE USER INTERFACE AND OPERATIONS



## H. CATALOGUER ROLE USER INTERFACE AND OPERATIONS




# **BIG BOOK GENERAL GUIDELINES**

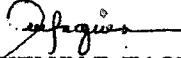
<b>PAGE NO.</b>	<b>SPECIFICATIONS</b>
i	Cover page – include author and illustrator
ii	Copyright – arial, size = 11
iii	Preface <ul style="list-style-type: none"><li>• Date of development</li><li>• Resource location (school, district, division)</li><li>• Learning area</li><li>• Grade level</li><li>• LR type (LM/ TM/ PDM)</li><li>• Quarter/ Week</li><li>• Competency with code</li></ul>
iv	Acknowledgement (use mother tongue or Filipino)
1	Title page
2	Illustration
3	Text
	Body
Last page	Translation in English/ Filipino, font size = 30

- Font face: century gothic
- Font size: 90 (title), 72 (body)
- Margins: Left (binding side) -2" Right, Top, Bottom – 1"
- Background colors/ borders/ shades need not be placed if not needed to convey the content
- Translation – Font size-30
- Pagination – Bottom center, size 30
- Avoid the use of hyphens (no broken texts)

Consolidated by:

  
**LAUREEN B. LIKIGAN**  
Teaching Aids Specialist  
CLMD-LRMDS

Certified true and correct:

  
**ETHIELYN E. TAQUED, Ed.D.**  
Education Program Supervisor  
CLMD-LRMDS