



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
City of Kabankalan

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DIVISION MEMORANDUM

No. 156, s. 2018

TO: **Assistant Schools Division Superintendent**
Chief, Curriculum and Implementation Division
Public Schools District Supervisors
Public Elementary School Heads
School ICT and LR Coordinators

FROM: **MA. LORLINIE M. ORTILLO, CESO VI**
Schools Division Superintendent

DATE : **August 10, 2018**

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1. The Schools Division Office of Kabankalan City through the ICT Section and Learning Resource Management and Development (LRMD) Section will conduct a **DIVISION HOUSEKEEPING OF DEPED E-MAILS AND LR PORTAL ACCOUNTS OF TEACHING AND NON-TEACHING PERSONNEL** at the Division Conference Hall on August 23, 2018 with the following schedule:
 - a. Elementary School LR Coordinators- 8:00 a.m. to 12:00 p.m.
 - b. Secondary School LR Coordinators- 1:00 p.m. to 5:00 p.m.
 2. The activity aims to achieve the following:
 - a. Review the DepEd E-mail status of teaching and non-teaching personnel
 - Create DepEd email accounts of newly-hired personnel
 - Update DepEd email accounts of teaching and non-teaching personnel
 - Reiterate the importance of DepEd email for official communication
 - b. Review and clean-up data of teachers in the LR Portal to reach 100% Participation Rate and increase portal utilization in schools
 - Register teachers who are not yet listed in the LR Portal
 - Activate inactive teachers by resetting their passwords/updating user accounts
 - Update the user profile of teachers to reflect present school, district and division
 - Disable and delete name of teachers who are not in service anymore
 3. The participants to this activity are the **Elementary and Secondary School LR Coordinators**. Each participant must bring the following:
 - Laptop, extension cord, internet connection device
 - Actual and latest School User Report extracted in the school LR Portal Dashboard
 - Copy of the latest School Form 7 (SF7) School Personnel Assignment List and Basic Profile

4. The School ICT Coordinator is requested to check the status of the DepEd email (active/inactive) and encode in advance the data of the newly-hired teachers and teachers requesting their DepEd email password to be reset using the following link available in the division website (<http://www.depedkabankalancity.com/>) :

<http://deped.in/SDOKABdepedemail>



5. No snacks will be served in this activity. Travel and other incidental expenses shall be charged against School MOOE/ local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.

sm. Ortillo
MA. LORLINIE M. ORTILLO, CESO VI
Schools Division Superintendent *MA*