

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. 273, 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 : November 27, 2018

SUBJECT: Addendum/Corrigendum to Division Memorandum No. 158, s. 2018
re: DIVISION HOUSEKEEPING OF DEPED E-MAILS AND
LR PORTAL ACCOUNTS OF TEACHING AND
NON-TEACHING PERSONNEL

1. The following is the new schedule for the Division Housekeeping:


<i>Date</i>	<i>Participants</i>	<i>Time</i>	<i>Venue</i>
November 29, 2018	Kabankalan I & II ELEMENTARY & SECONDARY (Junior & Senior HS) School LR Coordinators	8:00 a.m. - 5:00 p.m.	Library Hub/ LRMD Center
December 4, 2018	Kabankalan III ELEMENTARY & SECONDARY (Junior & Senior HS) School LR Coordinators	8:00 a.m. - 5:00 p.m.	Library Hub/ LRMD Center
December 5, 2018	Kabankalan IV ELEMENTARY & SECONDARY (Junior & Senior HS) School LR Coordinators	8:00 a.m. - 5:00 p.m.	Library Hub/ LRMD Center
December 6, 2018	Kabankalan V ELEMENTARY & SECONDARY (Junior & Senior HS) School LR Coordinators	8:00 a.m. - 5:00 p.m.	Library Hub/ LRMD Center

2. The participants are reminded to 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
3. The School LR Coordinator/ 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>



4. 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.
5. For information and immediate dissemination.


MA. LORLINE M. ORTILLO, CESO VI
Schools Division Superintendent 