



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
DIVISION OF BAGUIO CITY
 #82 Military Cut-off Road, Baguio City



DIVISION MEMORANDUM
 NO. 141, S. 2016

DepED DIVISION OF BAGUIO CITY
 MAY 18 2016
RELEASED

**Reiteration on the use of the DepED Email Address and Re-Enrolment
 in the DepED LRMDS Portal**


TO: Public Elementary and Secondary School Heads

1. Relative to DepED Order 85, s. 2012 – Policy on the establishment of DepED Email Service, that all permanent employees are enjoined to register for their DepEd email accounts and adopt it in its day-to-day official communications, all school heads are advised to submit a complete listing of their teachers with their DepED Email addresses and LRMDS usernames to the LRMDS Section of the Division on or before June 10, 2016.
2. To register an email, visit the DepED Email Registration Link (depedverify.appspot.com), after registration, please inform the LRMDS Project Development Officer, Christopher David Oliva via email (depedbagoio.lrmads@gmail.com) in order for the email to be verified. Please include the complete listing of the registered DepEd email as an attachment.
3. Since there is a **change in the system of the LRMDS Portal**, teachers are hereby advised to re-enrol in the DepED LRMDS Portal making use of their DepED Email addresses. Only teachers' DepED Email addresses shall be accepted by the system as usernames in the LRMDS portal.
4. Please advise your teachers who haven't enrolled in the LRMDS Portal to register/enrol in order for them to access and download learning resources at this web address: lrmads.deped.gov.ph
5. Please follow the following template to fill out the complete listing of teachers with registered DepEd emails and registration in the LRMDS Portal.

School: _____
 District: _____
 School Head: _____

Name	Position	DepED Official Email	LRMDS Username

6. Immediate and wide dissemination of this memorandum is desired.


FRANCIS CESAR B. BRINGAS, CESO VI
 Schools Division Superintendent
 Officer-In-Charge
 Assistant Regional Director