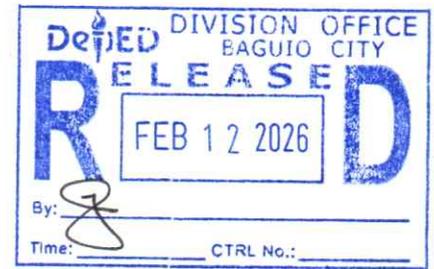




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



February 12, 2026

OFFICE MEMORANDUM

No. **016,2026**

IMPLEMENTATION OF SUPPLY HUB BAGUIO CITY AND USER ACCOUNT CREATION

To: All SDO Personnel
Other Concerned Personnel

1. This is to advise and inform all Schools Division Personnel, as end users, to access the Supply Hub Baguio City directly through the official link <https://supplyhubbaguio.depedcar.ph/> (Enclosure 1) when submitting requests for supplies.
2. The Supply Hub Baguio City is implemented to ensure an organized, efficient, and transparent process in **managing supply requests**, monitoring inventory, and tracking transactions within the Division.
3. **All personnel must use their official DepEd email accounts** when logging in and ensure that they are signed in with the correct DepEd credentials to successfully access the system. If you are unable to access your account, kindly follow these steps:
 - a. Log in using your official DepEd email account.
 - b. If you are unable to log in, reset or change your password and try logging again at <https://supplyhubbaguio.depedcar.ph/>.
 - c. Should you still be unable to access the Supply Hub Online after completing the steps above, particularly if your DepEd email is not recognized by the system, kindly enter your name and request in the link <https://forms.gle/fXbeZREzoNgAQG657> for consolidation and account creation.
4. After submitting a request through the Supply Hub and upon processing by the Supply and Property Management Unit (SPMU), the generated Requisition and Issue Slip (RIS) shall be printed by the SPMU to be released to the requester for signature and approval by the Head of the Functional Division. **The duly signed RIS must then be returned to the SPMU prior to the release of the requested supplies and materials.**
5. For your information, guidance, and strict compliance.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/SPMU/vgc



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Enclosure 1

SupplyHUB Baguio City

Sign in to start your session

Enter your Username or Email Address

Password

Success!

CLOUDFLARE

Sign In

[I forgot my password](#)

Step 1: Sign in with Deped email account

Step 2: Click I forgot my password and will be directed to GATEkeeper

GATEkeeper

Sign in to start your session

Username or Email

Password

Success!

CLOUDFLARE

Sign In

[Forgot your password?](#)

Step 4: Accomplish change password and log out GATEkeeper

SupplyHUB Baguio City

Sign in to start your session

Enter your Username or Email Address

Password

Success!

CLOUDFLARE

Sign In

[I forgot my password](#)

Step 5: Go bag to Supply Hub Baguio City to log-in