




Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes

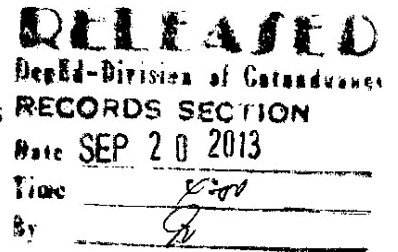


MEMORANDUM TO : Asst. Schools Division Superintendent
Public Schools District Supervisors
Division Coordinators
Elementary & Secondary School Heads
Non-Teaching Personnel

FROM : 
JOSE L. DONCILLO
OIC-Schools Division Superintendent

SUBJECT : **Data-Gathering of Personnel Information**

DATE : **September 20, 2013**



In connection with the on going effort to establish a national database of DepEd personnel, all nationally funded teaching and non-teaching employees holding plantilla positions, locally-funded teaching employees of the Department of Education, and those nationally-funded contractual and casual employees attested by the Civil Service Commission, employed as of August 31, 2013 are advised to accomplish the attached Human Resource Information System (HRIS) e-template. In this regard, a Division Orientation-Workshop for Encoders of HRIS e-template will be conducted in 3 waves with the following schedules:

Wave	Date	Participants	Venue
1	September 21, 2013, 8AM-5PM	9 Encoders of Division Office	SDS Office
2	September 28, 2013, 8AM	1 Encoder per secondary school	Division Office Conference Hall
	September 28, 2013, 1PM	1 Encoder per elementary schools of Virac North San Andres East San Miguel North Baras South Bagamanoc South Viga East Bato West	
3	September 29, 2013, 8AM	1 Encoder per elementary schools of Bagamanoc North Caramoran North San Andres West Bato East Pandan East Gigmoto San Miguel South Baras North	Division Office Conference Hall
	September 29, 2013, 1PM	1 Encoder per elementary schools of Virac South Pandan West Viga West Panganiban Caramoran South	Division Office Conference Hall

The Orientation-Workshop objectives are as follows:

1. Familiarize the assigned Encoders of each school of their responsibility in accomplishing the HRIS e-template.
2. Ensure the accuracy and timely submission of HRIS e-template with the following deadlines:

Level 1 - (Non-teaching personnel at Division Office (inclusive of SDS,ASDS, EPS, ALS Mobile Teachers, DALSCs and PSDS positions) - **September 24, 2013**

Level 2 - Non-teaching, teaching-related (inclusive of school heads) and teaching personnel of all public secondary schools, Locally-funded teaching personnel- **October 11, 2013**

-Teaching and teaching-related personnel (inclusive of school heads) of all public elementary schools, Locally-funded teaching personnel- **October 25, 2013**

Expected participants to this Orientation-Workshop are the assigned encoders of the school (1 per school). They are expected to bring a laptop and a copy of accomplished HRIS e-template.

HRIS e-template (for Level 2) shall be submitted in electronic form (in CD) at the Office of the Schools Division Superintendent or emailed through marichelle.llave@deped.gov.ph

Travel and other incidental expenses of participants shall be charged against local/school funds subject to the usual accounting and auditing rules and regulations.

For information, guidance and immediate compliance.