



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
QUEZON CITY

SFHS Compound, Nueva Ecija St., Bago Bantay, Quezon City

July 28, 2009

MEMORANDUM

To: Assistant Schools Division Superintendents
Division/District Supervisors
Elementary/Secondary School Principals
Head Teacher and Teachers In-Charge
All employees

For the information and guidance of the field and in line with the Project of Hon. Secretary Jesli A. Lapus, Re-installation of Human Resource Information System (HRIS), this Office is required to encode the Personal Data Sheet (CSC Form 212 revised 2005) of all national teaching and non-teaching personnel in this Division within three (3) months to enhance the efficiency and effectiveness of human resource management systems and processes in the Department of Education.

In view of the foregoing, this office reiterates its request in the memorandum dated October 6, 2008, copy attached, to submit to Personnel Section the duly accomplished Personal Data Sheet (CSC Form 212, revised 2005) of all national paid non-teaching and teaching personnel of the following schools that failed to submit not later than July 31, 2009. The filling up of Personal Data Sheet (PDS) must be printed or typewritten so that the encoders will be encoding the correct and accurate data.

Elementary

1. Balingasa Elementary School
2. San Jose Elementary School
3. San Francisco Elementary School
4. Masambong Elementary School
5. Bungad Elementary School
6. Esteban Abada Elementary School
7. Sinag-tala Elementary School
8. San Antonio Elementary School
9. Sto. Cristo Elementary School
10. Commonwealth Annex Elementary School
11. Payatas B Annex Elementary School
12. Balumbato Elementary School
13. L.R. Pascual Elementary School
14. Odelco Elementary School
15. Bagbag Elementary School
16. Pinyahan Elementary School
17. San Vicente Elementary School
18. P. Bernardo Elementary School
19. Valencia Elementary School

Secondary

1. New Era High School
2. North Fairview High School
3. Maligaya High School
4. Justice Cecilia M. Palma
5. Carlos L. Albert High School
6. Ramon Magsaysay (Cubao) High School
7. Dr. Josefa Jara Martinez High School

Immediate compliance with this memorandum is desired.


VICTORIA Q. FUENTES
Schools Division Superintendent



Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsood Quezon
(Misamis St., Bago Bantay, Quezon City)

Department of Education
National Capital Region
RECORDS UNIT

RELEASED

OCT 02 2008

DEP - QUEZON CITY
RECEIVED
OCT 03 2008

September 30, 2008

SY:
RECORDS SECTION
Memorandum to:

Schools Division Superintendents

Enclosed is a copy of unnumbered Memorandum of USEC Teodosio C. Sangil, Jr dated September 25, 2008, relative to the implementation of Phase I of the Human Resource Information System (HRIS). In this connection, it is requested that the CSC Personal Data Sheet (PDS) (revised form 2006) as of September 30, 2008 of officials and employees in your respective divisions, be submitted to their respective Personnel ASAP.

All information in the PDS shall be encoded by encoders to be hired under contracts of service for an estimated period of three (3) months (December 31, 2008), as earlier announced during the orientation/advocacy of the HRIS.

Jeani P. Domalanta
DOMALANTA

"Character, Competence, Excellence and Distinction"

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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION

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Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary
Administration & Finance

September 25, 2008

MEMORANDUM

**IMPLEMENTATION OF PHASE I OF THE HRIS
IN THE FOUR (4) PILOT REGIONS**

To: The Regional Directors of R. O. Nos. I, II, III, IV-A, and IV-B

The Department of Education is set to implement Phase I of the Human Resource Information System (HRIS) in the four pilot regions through a funding under the Education Performance Incentive Partnership (EPIP) under the AusAID Grant Support for the Philippine Basic Education Reform. Target date of completion is December 31, 2008. The Phase II shall cover the rollout of the HRIS in CY 2009 in the remaining regions.

To start the computerization of all personnel data, the basic document needed is the CSC Personal Data Sheet (PDS) revised in 2006. Officials and employees in your area of jurisdiction must therefore be required to submit their PDS updated as of September 30, 2008 to their respective Personnel Units immediately. All information in the PDS shall be encoded by encoders to be hired under contracts of service for an estimated period of three (3) months, as earlier informed during the orientation/advocacy of the HRIS.

The respective heads of the Administrative Divisions and Personnel Units in the regions and divisions shall supervise the encoding services and validate the data in the system. The monitoring of the efficient and effective implementation of the project shall be the main responsibility of Schools Division Superintendents. The Regional Directors are hereby enjoined to ensure compliance to this Memorandum.

We would like to inform you that all service records in the GSIS Management Information System are to be uploaded by the Central Office to the BEAM HRIS Data Center located in R.O. No. XI, Davao City for the meantime that the data centers in the Central Office and the three (3) regional centers have not been established. This will greatly reduce the encoding process in the division offices.

Your office can now access the HRIS Home page at <http://hris.beam.org.ph> with username: test and password: test.

Please be guided accordingly.

TEODOSIO C. SANGIL, JR.
Undersecretary