



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

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

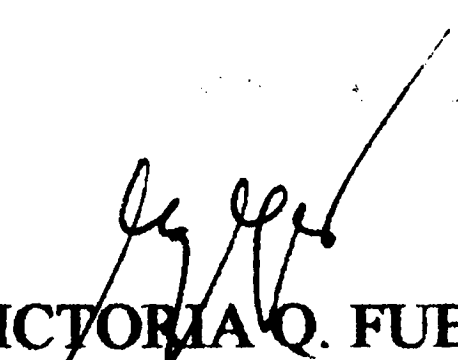
August 10, 2009

MEMORANDUM

**To: Assistant Schools Division Superintendents
Division/District Supervisors
Elementary/Secondary School Principals/Officers In-Charge
All National Paid Employees**

For the information and guidance of the field attached is the form for the additional information needed for the HRIS Project which are not included in the Personal Data Sheet (CSC Form 212). All school administrators are required to have this form duly accomplished by all national paid teaching and non-teaching personnel in their respective schools and submit to Personnel Section not later than August 28, 2009.

For strict compliance.


**VICTORIA Q. FUENTES
Schools Division Superintendent**

Attn : Ms. Ellen Santos
Personnel
Quezo City

ADDED INFORMATION NEEDED FOR THE HRIS PROJECT

Type of Employee ☐ Teaching Personnel ☐ Non-Teaching Personnel

Employee's Name

Employee No: Station Name

Station Code Division

Business Address Telephone Number

GSIS Policy No. GSIS ID No.

Grade/Year Level Major Subject

Parent's Address

NAME OF CHILDREN (Use separate sheet if needed)

	☐ Single	☐ Married	☐ Widow	☐ Separated	☐ Deceased
	☐ Single	☐ Married	☐ Widow	☐ Separated	☐ Deceased
	☐ Single	☐ Married	☐ Widow	☐ Separated	☐ Deceased
	☐ Single	☐ Married	☐ Widow	☐ Separated	☐ Deceased

Hire Date Payment Type ☐ ATM ☐ Cash ☐ Check

Account Number:

TAX CODE (pls. specify no. of dependents)

Single

Head of the family ☐ None ☐ 1 dependent ☐ 2 dependents ☐ 3 dependents ☐ 4 dependents

Married ☐ None ☐ 1 dependent ☐ 2 dependents ☐ 3 dependents ☐ 4 dependents

EDUCATIONAL BACKGROUND

	Inclusive Dates of Attendance (MM/DD/YYYY)	
	FROM	TO
Elementary		
Secondary		
Vocational / Trade Course		
College		
Graduate Studies		

EMPLOYEE INFORMATION

☐ Teaching staff ☐ Local School Board ☐ Retired

☐ Employee is INACTIVE ☐ Teacher has coordinatorship

Pls. update CTC. Info. (for the Year 2009)

Community Tax Certificate No.

Place Issued

Date Issued (mm/dd/yy)