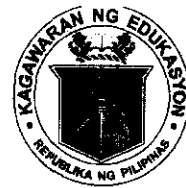




Republic of the Philippines
Department of Education
Region X – Northern Mindanao

DIVISION OF MISAMIS ORIENTAL

Del Pilar corner Don A. Velez St., Cagayan de Oro City, Misamis Oriental 9000
Contact Nos.: 856-4454; 72-4615; 856-4524 (fax); Email: misamis.oriental@deped.gov.ph



Division Memorandum No. 320, s.2017

To : Public Schools District Supervisor/Districts in-charge
District ICT Coordinators
School Heads, Elementary, Junior and Senior High Schools
Personnel Section (Division Office)
All Others Concerned
This Division

From : **CHERRY MAE L. LIMBACO, Ph.D., CESO V**
Schools Division Superintendent *MS*

Date : July 12, 2017

Subject : **UPDATING OF THE DIVISION HUMAN RESOURCE
INFORMATION SYSTEM (DHRIS) (PHASE 1)**

In line with the division's effort to continuously establish an updated system of human resource management, this Office is directing all the Public Schools District Supervisors/Districts in-charge and District ICT Coordinators to update the existing respective district DHRIS data effective immediately.

Updating of the data and other pertinent information for every personnel (teaching and non-teaching) is strictly required. Further, it reiterates that information to be gathered is, as of **July 14, 2017**.

All Public Schools District Supervisors/Districts in-charge in coordination with their District ICT Coordinators are required to coordinate with their respective school's ICT coordinators within the district to facilitate the smooth, orderly and timely compliance of this activity.

The Districts' Consolidated DHRIS shall be submitted through email at freddiejun.delig@deped.gov.ph on or before July 19, 2017 using the template available for download at bit.ly/misordhrisemplate1.

For more particulars regarding this concern, you may contact Freddiejun T. Delig through 09177732993 or through email freddiejun.delig@deped.gov.ph

Immediate and strict compliance of this Division Memorandum is hereby directed.

/osds_ftd

To be indicated in the Perpetual Index

DHRIS
Personnel