



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
 SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

December 13, 2023

DIVISION MEMORANDUM
 NO. 730 , s. 2023

ADDENDUM TO DIVISION MEMORANDUM NO. 611, S. 2023 TITLED: PILOT IMPLEMENTATION OF SYSTEMS DIGITALIZATION AND OPTIMIZATION – HUMAN RESOURCE INFORMATION SYSTEM (SDO-HRIS)

To: All Concerned Personnel
 This Division

1. DepEd Memorandum No. 275, s. 2009 ensures the automation and simplification of human resource systems and processes; provides vital information in support of management decisions and strategic plans; and provides valid data requirements to other recipient agencies such as the Civil Service Commission (CSC), the Department of Budget and Management (DBM), the Commission on Audit (COA), and the Government Service Insurance System (GSIS), among others. Hence, this Division shall implement the Systems Digitalization and Optimization—Human Resource Information System (SDO-HRIS).
2. All personnel in the pilot schools/stations listed below must activate their accounts in the SDO-HRIS. This will facilitate the validation, updating, and efficient management of official and personal information.

1. Claveria CS	5. Lugait CS
2. DG Sabal MNHS	6. Lugait NHS
3. Magsaysay CS	7. Division Office
4. Kibungsod NHS	

3. All personnel from the aforementioned pilot schools/stations are required to submit their applications for leave and requests for Service Records through their individual accounts on the SDO-HRIS accessible at www.depedmisor.online.
4. It is required for all personnel in the pilot schools/stations to comply with the submission of an individual "CONSENT FORM ON DATA PRIVACY." The form, provided by the school Administrative Officers II, must be duly accomplished, notarized, and submitted to the ICT Unit of this division not later than December 15, 2023.



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
 Tel. Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
 Website: www.deped.misor.net
 Email: misamis.oriental@deped.gov.ph





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5. For further information, please contact Freddiejun T. Delig – Information Technology Officer 1 at 09177732993 or Janice Lourdes S. Resurreccion, Administrative Officer V at 09773340999.
6. This Office directs the immediate and wide dissemination of this Memorandum.

For: [Signature]

EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

[Signature]

osds/ictu-ftd

