



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

**DIVISION MEMORANDUM**  
s. 2020

**27 JANUARY 2020**

**ORIENTATION-WORKSHOP ON THE HUMAN RESOURCE INFORMATION  
SYSTEM (HRIS) TRAINING MODULE AND GATHERING OF  
INFORMATION FOR ADDITIONAL UTILITIES RELATED TO TRAINING**

To: **Irish Karylle D. Monte, SEPS- HRD**  
**Eman A. Lachica, EPS II-HRD**  
**Freddiejun T. Delig, IT Officer**  
This Division

1. You are hereby directed to join **ORIENTATION-WORKSHOP ON THE HUMAN RESOURCE INFORMATION SYSTEM (HRIS) TRAINING MODULE AND GATHERING OF INFORMATION FOR ADDITIONAL UTILITIES RELATED TO TRAINING** on **January 29-30, 2020** at **Dynasty Hotel, Cagayan de Oro City**.
2. Attached to this Division Memorandum is the Regional Memorandum No. 44, s. 2020 for your perusal.
3. Meals, training materials and accommodation of the participants shall be charged to the **Regional HR Fund** while travel and other related incidental expenses shall be charged to local funds/school MOOE subject to the usual accounting rules and regulations.
4. Immediate dissemination and strict compliance with this Memorandum is hereby directed.

**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent

Encls.: As stated

To be indicated in the Perpetual Index

under the following subjects:

COMMUNICATIONS RULES AND REGULATIONS  
POLICY

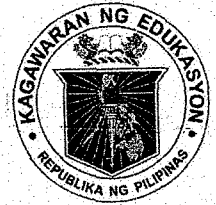
SGOD, HRD-*lachica*



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



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**DepEd Region X – Northern Mindanao**



**DepED-X**  
 Cagayan de Oro City

January 16, 2020

**REGIONAL MEMORANDUM**

No. 14, s. 2020

JAN 22 2020  
 545  
**RELEASED**

**ORIENTATION-WORKSHOP ON THE HUMAN RESOURCE INFORMATION SYSTEM (HRIS) TRAINING MODULE AND GATHERING OF INFORMATION FOR ADDITIONAL UTILITIES RELATED TO TRAINING**

To: **Schools Division Superintendents**  
**All others concerned**  
*This Region*

1. The Department of Education (DepEd) Region X, through the Information and Communications Technology Unit (ICTU), will conduct the **Orientation-Workshop on the Human Resource Information System (HRIS) Training Module and Gathering of Information for Additional Utilities Related to Training** at Dynasty Hotel, Cagayan de Oro City, on January 29-30.
2. The participants of this orientation-workshop are the SEPS/designate HRTD and HRTD SEPS.
3. This activity is aimed at the following:
  - a. Ensure the efficiency of deployment and utilization for effective implementation of DCP in line with the thrust and priorities of the Department of Education; and
  - b. Orient the HR Personnel to the unified Human Resource Information System in the region.
4. The identified DepEd Region X facilitators during the workshop are as follows:

Name	Position/Designation	Office/Division/School
<b>Regie Catedral</b>	IT Officer	Ozamiz City
<b>Joynilenge Lavador</b>	EPS II/Programmer-designate	Bukidnon
<b>Arsenio Quibedo</b>	Teacher II/Programmer-designate	Camiguin
<b>Freddiejun Delig</b>	IT Officer	Misamis Oriental




5. Board and lodging of the participants will be downloaded to the Division of Misamis Oriental while their travel expenses shall be charged to their local funds/DCP/ISF funds, subject to the usual accounting and auditing rules.

6. The participants are expected to be at the venue on January 29, at 8:00 a.m. Check-out is on January 30, at 12:00 noon. First meal is morning snacks on January 29, and last meal is lunch on January 30.

7. For additional information on the summit, please contact Elson C. Jamero, Information Technology Officer I, DepEd Region X, at [elson.jamero@deped.gov.ph](mailto:elson.jamero@deped.gov.ph).

8. Immediate and wide dissemination of this Memorandum is desired.



**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

\* Orientation-Workshop on the Human Resource Information System (HRIS) Training Module and Gathering of Information for Additional Utilities Related to Training at Dynasty Hotel, Cagayan de Oro City, on January 29-30.

ORD-ICTU/elson



Republic of the Philippines  
Department of Education


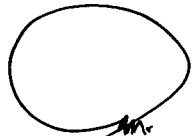
**DIVISION OF MISAMIS ORIENTAL**

Annex A

**AUTHORITY TO TRAVEL**

Control No.

Region: X-Northern Mindanao  
Bureau/Division/School: SDO Misamis Oriental

Date of Filing	January 27, 2020	
Name	IRISH KARYLLE D. MONTE	SEPS-HRD
Position/Designation	EMAN A. LACHICA	EPS II-HRD
	FREDDIEJUN T. DELIG	IT Officer
Permanent Station	Division Office	
Purpose of Travel	<b>TO ATTEND THE ORIENTATION-WORKSHOP ON THE HUMAN RESOURCE INFORMATION SYSTEM (HRIS) TRAINING MODULE AND GATHERING OF INFORMATION FOR ADDITIONAL UTILITIES RELATED TO TRAINING</b>	
Activity Organized/ Sponsored by	DepEd Region X, Information and Communications Technology Unit (ICTU)	
Period Covered (Inclusive of Travel Time)	<b>January 29-30, 2020</b>	
<i>Please Check</i>	<input checked="" type="checkbox"/> <i>Official Business</i>	<input type="checkbox"/> <i>Official Time</i>
Venue/ Destination	Dynasty Court Hotel, Cagayan de Oro City	
Expenses Covered	Traveling and Accommodation Expenses  (subject to the usual budgeting, accounting, auditing rules and regulations)	
Fund Source (Pap. Code/...)	Regional HR Funds	
Recomending Approval:	Approved:	
 <b>ROWENA H. RARA-ON</b> Asst. Schools Division Superintendent	 <b>JONATHAN S. DELA PEÑA, Ph.D., CESO V</b> Schools Division Superintendent	
Date: <u>01-27-2020</u>	Date: <u>01-27-2020</u>	



Republic of the Philippines  
Department of Education


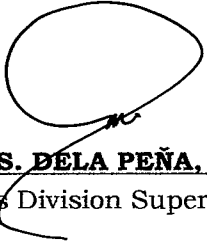
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Date: <u>01-27-2020</u>	Date: <u>01-27-2020</u>	



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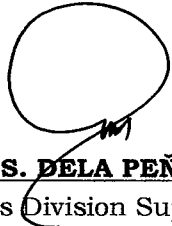
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