



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**

Capitol Area, Dumaguete City

www.depednegor.net

negros.oriental@deped.gov.ph

SGOD Office [035] 225 - 6180

June 2, 2016

**DIVISION MEMORANDUM**

No. 326 s. 2016

**SUBMISSION OF SCHOOL & DISTRICT HUMAN RESOURCE AND INFORMATION SYSTEM (HRIS)  
COORDINATORS**

To: District Supervisors/District In-Charge  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. To facilitate proper consolidating and updating of HRIS in the Districts. PSDSs/DICs and School Heads are hereby directed to designate HRIS Coordinators respectively.
2. Designated School HRIS Coordinator should take charge in updating the School HRIS, while Designated District HRIS Coordinator should take charge of the District HRIS.
3. Designated School HRIS Coordinators must submit their data to the designated District HRIS Coordinator who shall then fill up the attached form and email to [depednegor.hrtd@gmail.com](mailto:depednegor.hrtd@gmail.com) on or before June 10, 2016.
4. For compliance.

**LELANIE T. CABRERA, CESE**

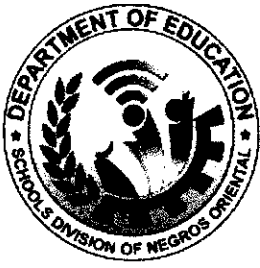
Assistant Schools Division Superintendent

Officer In-Charge  
06/02/16

SGOD/HRTD

LTC/ms.i

03 JUN 2016




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**HRIS COORDINATORS**

**DISTRICT COORDINATOR**

NAME	SCHOOL	POSITION	CONTACT NO.	EMAIL ADDRESS

**SCHOOL COORDINATORS**

NAME	SCHOOL	POSITION	CONTACT NO.	EMAIL ADDRESS

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**DISTRICT SUPERVISOR/DISTRICT IN-CHARGE**