



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capital Area, Dumaguete City

www.depednegor.net negros.oriental@deped.gov.ph SGOD Office (035) 225 - 6180

September 14, 2016

DIVISION MEMORANDUM

No. 547 s. 2016

**2-DAY CONFERENCE-WORKSHOP ON THE UPDATING OF HUMAN RESOURCE
AND INFORMATION SYSTEM (HRIS)**

To: District Supervisors/District In-Charge
District HRIS Coordinators
All Others Concerned

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1. There will be a 2-Day Conference-Workshop on the Updating of Human Resource and Information System (HRIS) on September 30- October 1, 2016 at the 2nd Floor Room, Division Office. Participants should be in the venue at exactly 8:00 in the morning.
 2. Participants to the said activity are the District HRIS Coordinators (only 1 per District).
 3. Participants to the said activity are to bring the following:
 - a. Laptop and extension wire
 - b. 1 DVDR per district for storage
 - c. Updated HRIS per District both Elementary and Secondary (as of August 2016) (soft copy)
 - d. HRIS FORM A- Excel form of the consolidated Directory of Schools Heads by District
(pls refer to Division Memo No. 520, s. 2016)
 - e. HRIS FORM B- Excel form of the consolidated Directory of Teachers by school in the district (please see attached format)
 - f. HRIS FORM C- Excel Form of the consolidated 3 year performance rating of Teaching and Non-Teaching personnel per school (pls. see attached format)
 - g. Designation as District HRIS Coordinator signed by the PSDS/DIC (Hard Copy)


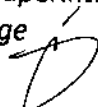


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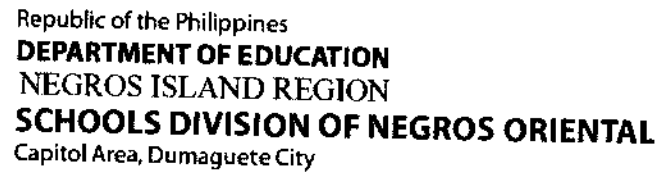
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4. Food: 2 Lunch, 4 Snacks and 1 Breakfast (2nd Day) will be charged to Division HRTD Funds, while Travel and other incidental expenses is chargeable against School MOOE Funds, subject to the usual accounting and auditing rules and regulations.
5. The teachers can avail of one (1) day service credit while compensatory time-off for school administrators or non-teaching personnel for the Saturday schedule upon submission of duly accomplished DTR.
6. For the information, guidance and compliance of all concerned.


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer In-Charge
9/15/16 

LTC/imsm2016



DIRECTORY OF TEACHING & NON-TEACHING PERSONNEL AS OF AUGUST 2016

DISTRICT _____

SCHOOL ID: _____

SCHOOL NAME: _____

[illegible]



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HRIS FORM C

3-YEAR PERFORMANCE RATING OF TEACHING & NON-TEACHING PERSONNEL

_____ DISTRICT

SCHOOL ID: _____

SCHOOL NAME: _____

NAME OF TEACHERS (in alphabetical order)			DESIGNATION	SEX	SY 2012-2013		SY 2013-2014		SY 2014-2015	
FAMILY NAME	FIRST NAME	MIDDLE INITIAL			NV	DV	NV	DV	NV	DV

SCHOOL HRIS COORDINATOR

SCHOOL HEAD