



Republic of the Philippines

DEPARTMENT OF EDUCATION

Region VII, Central Visayas

**SCHOOLS DIVISION OF NEGROS ORIENTAL**

Capitol Area, Dumaguete City

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January 5, 2016

**DIVISION MEMORANDUM**

No. 05; s. 2016

**“SUBMISSION OF UPDATED SCHOOL HUMAN RESOURCE  
INFORMATION SYSTEM (HRIS)”**

TO : District Supervisors/In-Charge  
School Heads of Public Elementary and Secondary Schools  
All others concerned

1. The Division Human Resource and Development Unit (HRD) under the Schools Governance and Operations Division (SGOD) will be updating the HRIS of the Division of Negros Oriental starting January 2016. This is to better facilitate the DepEd employees' concerns regarding promotion, retirement, and the like.
2. All School Heads must submit the updated School HRIS (as of December 31, 2015) not later than January 15, 2016. Please submit soft copy in CD.
3. For strict compliance.

  
**SALUSTIANO T. JIMENEZ, CESO VI**  
Schools Division Superintendent




01/05/16



STJ/rbp/dpa/lmsm

65 JAN 2016

Be One of Us! Be Counted. Let's Practice  
 **W.A.T.C.H.**