



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

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March 8, 2016,

DIVISION MEMORANDUM

No. /82 ; s. 2016

**ONE-DAY SEMINAR-WORKSHOP ON ENHANCEMENT OF HUMAN RESOURCE
INFORMATION SYSTEM**

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

1. The Human Resource Development Unit together with the Monitoring and Evaluation Team will conduct a One-Day Seminar-Workshop on the Enhancement of Human Resource Information System on March 30, 2016 at 8:00 clock in the morning at the Division Conference Room, 3rd Floor, Division of Negros Oriental.
2. The participants to the above activity will be the Public School District Supervisors, Private School Principals, (Elementary and Secondary) one (1) School ICT and one (1) School Statistician.
3. There will be a registration of 200.00 to defray expenses on food which will cover one [1] lunch and two [2] snacks. Please confirm your attendance on or before March 22, 2016 thru Mrs. Regina Clarina E. Empeso at 09771710017.
4. All private schools are required to bring the following documents enclosed in a folder.
 1. School Profile
 2. School Site Map
 3. Permit to Operate
 4. Government Recognition
 5. Best Practices
 6. Data of Teaching and Non-Teaching Personnel [Personal Data Sheet-Form 212] in soft and hard Copies
5. Furthermore, you are also hereby requested to bring your own laptop and extension wire.
6. For your information, guidance and widest dissemination.

LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
OIC – SDS

08 MAR 2016