



Republic of the Philippines
Department of Education
Region VII, Central Visayas
Division of Cebu Province
IPHO Bldg, Sudlon Lahug, Cebu City



June 2, 2015

DIVISION MEMORANDUM
No. 294, s. 2015

SEMINAR WORKSHOP ON HRIS UPDATING

TO: Assistant Superintendent
Education Program Supervisors/Coordinators
District Supervisors/OICs
Secondary Lead Principal

1. This Office announces the conduct of a half-day seminar-workshop on HRIS updating. Expected participants are the District Plantilla & Payroll In-charge (DPP) and Lead Secondary School Plantilla & Payroll In-Charge (SSPP). The said workshop is scheduled this coming June 8-9, 2015, and the venue will be at DepEd, Ecotech Center, Sudlon, Lahug, Cebu City. Please refer to the attached specific schedules.
2. The participants are directed to bring the following documents and gadgets;
 - a. updated masterlist of teaching and non-teaching personnel,
 - b. records of trainings attended by School Heads and Teachers for the last 5 years,
 - c. PDS (Personal Data Sheet) of teaching and non-teaching personnel,
 - d. laptop,
 - e. extension wire, and
 - f. clean data storage (USB).
3. Travelling and other expenses that will be incurred relative to the said activity shall be chargeable against local school MOOE/SEF/PTA/Division MOOE/Training Funds, subject to the usual auditing and accounting rules and regulations.
4. This Memorandum serves as Authority to Travel.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

ARBEN D. MONISIT, Ed.D.
Schools Division Superintendent

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SEMINAR WORKSHOP ON HRIS UPDATING SCHEDULES

DAY 1am (7:30-12:00nn) June 8, 2015

MUNICIPALITY		No. of Participants	
		DPP	LEAD SSPP
1	MINGLANILLA	2	1
2	SAN FERNANDO	1	1
3	SIBONGA	1	1
4	ARGAO	2	1
5	ALCOY	1	1
6	BOLJOON	1	1
7	BARILI	2	1
8	CONSOLACION	1	1
9	CORDOVA	1	1
10	LILOAN	1	1
11	COMPOSTELA	1	1
12	CATMON	1	1
Sub-total		15	12

DAY 2am (7:30-12:00nn) June 9, 2015

MUNICIPALITY		No. of Participants	
		DPP	LEAD SSPP
25	SAMBOAN	1	1
26	ALOGUINSAN	1	1
27	ASTURIAS	1	1
28	BALAMBAN	2	1
29	PINAMUNGAJAN	2	1
30	TUBURAN	2	1
31	MEDELLIN	1	1
32	SOGOD	1	1
33	BORBON	1	1
34	TABOGON	1	1
Sub-total		13	10

DAY 1pm (1-5pm) June 8, 2015

MUNICIPALITY		No. of Participants	
		DPP	LEAD SSPP
13	ALEGRIA	1	1
14	ALCANTARA	1	1
15	BADIAN	1	1
16	DALAGUETE	2	1
17	OSLOB	1	1
18	SANTANDER	1	1
19	DUMANJUG	2	1
20	GINATILAN	1	1
21	MOALBOAL	1	1
22	MALABUYOC	1	1
23	RONDA	1	1
24	CARMEN	1	1
Sub-total		14	12

DAY 2pm (1-5pm) June 9, 2015

MUNICIPALITY		No. of Participants	
		DPP	LEAD SSPP
35	BANTAYAN	2	1
36	MADRIDEJOS	1	1
37	STA. FE	1	1
38	DAANBANTAYAN	2	1
39	SAN REMIGIO	2	1
40	TABUELAN	1	1
41	SAN FRANCISCO	1	1
42	PORO	1	1
43	PILAR	1	1
44	TUDELA	1	1
Sub-total		13	10

GRAND TOTAL 55 44