



October 13 , 2015

DIVISION MEMORANDUM
No. 703 , s. 2015

**ONE - DAY SEMINAR WORKSHOP ON THE COMPLETION OF HUMAN
RESOURCE INFORMATION SYSTEM (HRIS) DATA**

To : Assistant Superintendent
Division Supervisors / Coordinators
District Supervisors/OICs/ Caretakers
Elementary School Heads

1. In line with the deadline of HRIS submission as per information by the Central Office on October 15, 2015 , all District Plantilla and Payroll (DPP) in – charge of the identified Districts which failed to submit their complete HRIS data are directed to attend a **Seminar Workshop on the Completion of HRIS** in the Division Office on October 15 – 16, 2015.
2. Participants must be at the venue at exactly 7 o'clock in the morning and shall bring with them the following :
 - a. Laptop and pocket Wifi
 - b. Copy of the plantilla
 - c. Master list of teachers
 - d. District copy of teachers' PDS
 - e. HRIS district copy / encoded in USB / disc
3. Attached herewith is the list of identified districts which shall participate in the said workshop with their respective schedule.
4. Expenses of the said activity, such as , meals and snacks of the participants shall be charged against Division Training Funds, subject to its availability and the usual accounting and auditing rules and regulations.
5. This Memorandum will serve as your Authority to Travel.
6. Immediate dissemination of and compliance with this Memorandum is directed.


RHEA MAR A. ANGTUD , Ed.D.
Schools Division Superintendent



Department of Education
Region VII, Central Visayas
Division of Cebu Province
IPHO BUILDING Sudlon , Lahug ,Cebu City



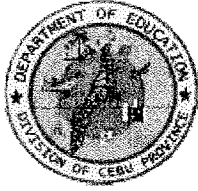
**LIST OF IDENTIFIED DISTRICTS WHICH NEED TO
ATTEND A ONE - DAY SEMINAR WORKSHOP
ON THE COMPLETION OF HRIS WITH
THEIR RESPECTIVE SCHEDULE**

Date	Name of Districts																						
October 15, 2015 B	<table><tbody><tr><td>1. Minglaniila I</td><td>12. Dalaguete II</td></tr><tr><td>2. Minglaniila II</td><td>13. Dumanjug I</td></tr><tr><td>3. San Fernando</td><td>14. Dumanjug II</td></tr><tr><td>4. Alcantara</td><td>15. Ginatilan</td></tr><tr><td>5. Alcoy</td><td>16. Malabuyoc</td></tr><tr><td>6. Alegria</td><td>17. Moalboal</td></tr><tr><td>7. Argao I</td><td>18. Oslob</td></tr><tr><td>8. Argao II</td><td>19. Ronda</td></tr><tr><td>9. Badian</td><td>20. Sariboa</td></tr><tr><td>10. Boljoon</td><td>21. Santander</td></tr><tr><td>11. Dalaguete I</td><td>22. Asturias</td></tr></tbody></table>	1. Minglaniila I	12. Dalaguete II	2. Minglaniila II	13. Dumanjug I	3. San Fernando	14. Dumanjug II	4. Alcantara	15. Ginatilan	5. Alcoy	16. Malabuyoc	6. Alegria	17. Moalboal	7. Argao I	18. Oslob	8. Argao II	19. Ronda	9. Badian	20. Sariboa	10. Boljoon	21. Santander	11. Dalaguete I	22. Asturias
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Prepared by:

RENE D. BUNZABA
SCHOOL ADMINISTRATOR

ARMO



**Department of Education
Region VII, Central Visayas
Division of Cebu Province
IPHO BUILDING Sudlon , Lahug ,Cebu City**



SCHEDULE OF ACTIVITIES

7 : 00 – 8 : 00	-	Registration
8 : 00 – 8 : 10	-	Prayer
8 : 10 – 8 : 00	-	National Anthem
8 : 30 – 9 : 00	-	Opening Remarks
9 : 00 – 12 :00	-	Workshop Proper
12:00 – 1 : 00	-	Lunch Break
1 : 00 – 4 : 30	-	Workshop Continuation
4 : 30 – 5 : 00	-	Closing Remarks