



August 24, 2018

DIVISION MEMORANDUM

No. 570 , s. 2018

**RECORDS MANAGEMENT INFORMATION SYSTEM (RMIS)
GRAND LAUNCHING**

To: **Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors/Coordinators
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Public Elementary and Secondary School Teachers
Section Heads/Other Concerned Office Personnel
All Others Concerned**

1. This Office announces the "Grand Launching of the Newly-created Records Management Information System(RMIS) with its sub-systems: eRecruitment System, Service Credits, Leave Credits, ePDMS, Service Records Generation System and Division Information System of Deped Cebu Province" on **August 30, 2018** at Ecotech Center, Sudlon, Lahug, Cebu City. Registration is at 7:00 to 7:55 and the program will start at 8:00 A.M.
2. This activity signals the start of utilization of the newly-created information system of DepEd Cebu Province initiated by the Records Management Improvement Committee (RMIC) to address the demands for a more efficient service, more satisfied clients in the Division in terms of Personnel Records, Claims, Reports, Student Records and others.
3. Participants are ASDSs, Division Chiefs, EPSs, SEPSs, EPSs II, Programmers, Videographers, Section Heads, Selected Secondary Lead Principals, Central School Principals, Elem. & Secondary School Heads Association, Elementary and Secondary Teachers Association of each district, PTA Officials, Federation PTA President of each municipality, Private School Association Officers, Student Government Federation (Elem/Sec), ICT Coordinators of each district and selected High School , Online Try-out Applicants(1st & 2nd Batch) of Cebu Province Division and the external stakeholders. PSDSs, School Heads, Teachers and Division Personnel are required to come in executive attire.
4. To ensure 100 % attendance, all District Supervisors are directed to inform all the participants in their respective area regarding this activity.
5. This Memorandum serves as **Authority to Travel** of the participants, speakers, admin/logistics/technical or training support personnel as well as the other members of the training team/management.
6. Expenses of the said activity, such as, venue, meals and snacks of the participants shall be charged against Division MOOE Funds, subject to its availability and the usual accounting and auditing rules and regulations. Transportation expenses shall be charged against School MOOE.
7. Wide dissemination of and strict compliance of this Memorandum is desired.


RHEA MARA ANGTUD, Ed.D. CESO VI
Schools Division Superintendent

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