



Republic of the Philippines
Department of Education
REGION III - CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

April 29, 2026

SCHOOLS DIVISION MEMORANDUM

No. 143, s. 2026

ORIENTATION ON HUMAN RESOURCE INFORMATION SYSTEM (HRIS)

To: All SDO Personnel Unit Staff
Public School Heads (Elementary and Secondary)
School Administrative Officers

1. Please be informed that the Information and Communications Technology Unit (ICTU) will conduct an orientation on Human Resource Information System (HRIS) on **May 14, 2026, 8:30 am**, at Schools Division Office Teacher's Hall.
2. The orientation aims to familiarize all participants with HRIS, including its features, functions, and proper usage.
3. A brief presentation of the Web-based Document Tracking System will also be included.
4. All participants are hereby required to bring their laptops and internet connectivity devices for the system walkthrough.
5. For information and strict compliance.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent 

