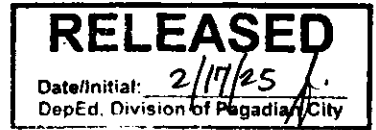




Republic of the Philippines  
**Department of Education**  
Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**



**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

February 14, 2025

**DIVISION MEMORANDUM**  
No. 39, s. 2025

**IMPLEMENTATION OF THE HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRMIS) IN THE SDO PAGADIAN**

**TO:** Asst. Schools Division Superintendent  
All Concerned  
This Division

1. We are pleased to announce the upcoming implementation of the of the Human Resource Management Information System (HRMIS) in the SDO. This initiative is a crucial step toward enhancing our human resource management processes and improving overall efficiency within our organization.
2. The integration of the Human Resource Management Information System (HRMIS) as a key component of the Pagadian City Division's Data Management System (PCDDMS) aims to enhance the efficiency and effectiveness of HR operations within the Department of Education (DepEd) Pagadian City Division. By defining essential modules such as Step Increment, Loyalty, Reclassification and ERF (Employee Request Form), and Application of Leave, the HRMIS will streamline data processing to be fast, accurate, reliable, and customer-center.
3. Implementation Schedule:
  - Phase 1: System Set-up and Configuration and Dry-run: -3<sup>RD</sup>-4<sup>th</sup> week of February, 2025
  - Phase 2: Training and Orientation of all concerned personnel handling personnel matters-2<sup>nd</sup> week of March, 2025
  - Phase 3: Actual Implementation by Module-3<sup>rd</sup> week of March, 2025
4. Participants to the training/orientation are the HRMO, Payroll In charge, In charge of ERF. NOSI and reclassification, Cash, Budget, Acctg, AO V and ITO.
5. For information, guidance and compliance of all concerned.

**DANNY B. CORDOVA, EdD, CESO VI**  
Schools Division Superintendent

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