



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

January 10, 2022

DIVISION MEMORANDUM

No. 009 s. 2022

**PRESENTATION AND PREPARATION FOR THE PHASE III – ROLL OUT OF
THE DIVISION HUMAN RESOURCE INFORMATION SYSTEM (HRIS),
AUTOMATION OF PROCESSES, AND TEACHER PORTAL**

To : Assistant Schools Division Superintendents
SGOD and CID Chiefs
Unit Heads
All Others Concerned

1. The Schools Division Office of Bulacan hired systems developers, on contract of service, to prepare the SDO's Human Resource Information System (HRIS), automation of process / tracking of documents, and Teachers Portal. This is in adherence to the third strategic goal of DepEd which is the modernization of education management and governance and RA 11302 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018. The systems developers are now ready to present the outputs for piloting of the implementation; hence this activity is organized.
2. The activity aims to:
 - A. present the HRIS, Teachers Portal and automation of systems (document tracking)
 - B. orient chiefs and unit heads on the systems
 - C. prepare for the piloting of the systems
3. The activity is scheduled on January 11, 2022, at 9:00 – 5:00 at the SDO Conference Hall for the chiefs and unit heads and via Google Meet for the other participants.
4. The following are attached to this Memorandum:

Enclosure No. 1 - List of Participants
Enclosure No. 2 – Matrix of Activities



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5. Expenses to be incurred in this activity will be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD CESO V
Schools Division Superintendent

/ASDS/rtq
January 10, 2022



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
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Enclosure No. 1 to Division Memorandum No. 009, s. 2022

LIST OF PARTICIPANTS

NO.	NAME	POSITION
1	Zenia G. Mostoles, EDD, CESO V	Schools Division Superintendent
2	Rowena T. Quiambao, CESE	Assistant Schools Division Superintendent
3	Cecilia E. Valderama, PhD	Assistant Schools Division Superintendent
4	Gregorio C. Quinto, EDD	CID Chief
5	Cecilia S. Custodio, PhD	SGOD Chief
6	Joel Vasallo, EDD	EPS – TLE/TVL
7	Olivia Torres, PhD	EPS-ALS
8	Rainelda M. Blanco, PhD	EPS - LRMDS
9	Daniel V. Ortega, PhD	PSDS
10	Jay-Arr Tayao	EPS – SGOD
11	Paulo Eduardo Cruz	Planning Officer
12	Maribel Perez	SEPS – Planning and Research
13	Marilene Ramos	SEPS – Human Resource Development
14	Malou J. Patag	SEPS – SMME
15	Bryan Amiel de Jesus	SEPS – Social Mobilization and Networking
16	Inah Marifaye M. Blanco	PDO II - YFPS
17	Engr. Carl Fernando	Division Engineer – Education Facilities Section
18	Pedro Lacap	PDO II – DRRM
19	Dr. Carlo Castillo	Medical Officer – School Health Section
20	Shirley Burgos	Nurse – School Health Section
21	Richard Biglete	IT Officer
22	Atty. Elmer Lopez	Legal Officer
23	Lorena Bodoso	Legal Assistant
24	Agnes Seifnezhad	Accountant
25	Alice Almazar	AO IV - Budget Office
26	Josefina Pedroche	AO V
27	Victoria Madrigal	AO IV – Personnel Unit
28	Raquel Climaco	AO IV – Property and Supply Unit
29	Rona Jema Mercurio	AO IV – Cash Unit
30	Ronald Salvador	ADAS II – Records Unit
31	Loradel Pasco	AO II – Personnel Unit
32	Paula Nunag	ADA VI – OSDS
33	Maribel Enriquez	ADAS II – OASDS
34	Crisanta Alfonso	COS – HRMPSB Secretariat
35	Precy Magpayo	ADA VI – OASDS
36	Jesusa Pampilon	QMS Team Member
37	Bhelle Fajardo	QMS Team Member
38	Jun Grimaldo	Systems Developers Team Leader
39	Romel Cometa	Systems Developer
40	Melvin Rioveros	Systems Developer



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Enclosure No. 2 to Division Memorandum No. 009, s. 2022

MATRIX OF ACTIVITIES

TIME	ACTIVITY	IN-CHARGE
9:00 – 9:15	Registration	OSDS- Personnel Unit
9:15 – 9:30	Opening Program	SGOD – HRDS
9:30 – 10:00	Statement of Purpose and Discussion on RA 11302 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018	ASDS Rowena T. Quiambao, CESE
10:00 – 12:00	Presentation of the HRIS and Teachers Portal	Mr. Jun Grimaldo Head, Systems Developers Team
12:00 – 1:00	LUNCH BREAK	
1:00 – 1:30	Energizer	CID
1:30 – 3:00	Presentation of the Online Processes and Document Tracking	Mr. Jun Grimaldo Head, Systems Developers Team
3:00 – 4:30	Planning for the Phase III – Roll Out of the 3 Projects	ASDS Rowena Quiambao and Mr. Jun Grimaldo
4:30 – 5:00	Closing Program	OSDS – ICT Unit

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