



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

April 29, 2022

DIVISION MEMORANDUM

No. 144 s. 2022

**ROLL-OUT OF THE DIVISION HUMAN RESOURCE INFORMATION SYSTEM (HRIS), TEACHERS' PORTAL,
PROJECT RECRUIT AND APPLICATION**

To : Asst. Schools Division Superintendents
All School Principals/OICs
Mr. Jun Grimaldo et al
Administrative Officer V
Administrative Officers II
Administrative Assistants with HR Functions
All Others Concerned

1. This is to inform all school heads and non-teaching personnel of the Division Roll-Out of the Division Human Resource Information System (HRIS), Teachers' Portal, Project Recruit and Application which will be conducted on May 17, 2022, 8:30am-12:00pm via MS Teams.
2. Participants are instructed to prepare the following for the online workshop:
 - Laptop/desktop computer, sample copies of Personal Data Sheets, Letters of Intent with teachers' credentials
 - Stable internet connection
3. Attached is the matrix of the activity.
4. Expenses to be incurred in this activity shall be charged against Division MOOE subject to the accounting and auditing rules.
5. For information and dissemination to all concerned.


ZENIA G. MOSTOLES, EdD, CESO V
Schools Division Superintendent

Encl. as stated

Personel/vom





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

Enclosure No. 1 to the Division Memorandum No. 144 S. 2022

MATRIX OF ACTIVITES

8:00 - 8:30	- Registration and Attendance	
8:30 - 9:00	- Opening Program	- Personnel Unit
	- Inspirational Message	- Zenia G. Mostoles, EdD, CESO V Schools Division Superintendent
	- Presentation of the Innovation	- Rowena T. Quiambao, CESE Assistant Schools Division Superintendent
	- Introduction of the Systems Developer	- Victoria O. Madrigal Administrative Officer IV
9:00 - 11:00	- Orientation on the HRIS, Teachers' Portal Project Recruit and Application	- Mr. Jun Grimaldo Head of the Systems Developers
	- Workshop on the application of the systems	
11:00 - 12:00	- Open Forum	- Mr. Jun Grimaldo Victoria O. Madrigal

