



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

April 20, 2026

**DIVISION MEMORANDUM**

No. 178, s. 2026

**SCHEDULE OF SCHOOLS DIVISION OF BULACAN  
HUMAN RESOURCE MANAGEMENT SYSTEM (HRMS) ROLL-OUT  
(Accounts Distribution, Encoding, Monitoring, and Utilization)**

To : Asst. Schools Division Superintendents  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Human Resource Unit  
ICT Unit  
School Admin Officers  
School ICT Coordinators  
All others concerned

1. In line with Republic Act No. 11032, otherwise known as the Ease of Doing Business and Efficient Delivery of Government Services Act of 2018, and in keeping with our continuing commitment to strengthen digital governance and streamline administrative processes across the Division, this Office hereby announces the official schedule for the **Human Resources Management System (HRMS) Roll-Out.**

Office/ District/ Persons Involved	Date	Time	Venue
SDO Bulacan HR Unit, ICT Unit, Top Management, HRMS Resource Persons	May 4, 2026	9:00 AM – 12:00 PM	SDO Bulacan Conference Hall
SDO Bulacan Top Management, HR Unit, ICT Unit, Section Heads, Education Program Supervisors	May 7, 2026	9:00 AM – 12:00 PM	SDO Bulacan Conference Hall
Bulakan District Paombong District Pulilan District	May 11, 2026	9:00 AM – 12:00 PM	Pulilan Central School Conference Hall
Calumpit North and South District Hagonoy East and West District	May 11, 2026	1:00 PM – 4:00 PM	Pulilan Central School Conference Hall
Bustos District Plaridel District	May 13, 2026	9:00 AM – 12:00 PM	Plaridel Central School Conference Hall



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Pandi North and South District Guiguinto District Bocaue District Balagtas District	May 14, 2026	9:00 AM – 12:00 PM	Guiguinto CS
Secondary Schools Admin Officers handling HR Process, School ICT Coordinators	May 18, 2026	9:00 AM – 12:00 PM	Guiguinto CS
Sta. Maria North, Central, and South District Norzagaray East and West District Angat District	May 26, 2026	9:00 AM – 12:00 PM	Norzagaray District Office
Obando, Marilao North and South Districts	May 27, 2027	9:00 AM – 12:00 PM	Prenza Elementary School
DRT District San Miguel North, Central, and South District	May 28, 2026	9:00 AM – 12:00 PM	San Ildefonso North District Conference Hall
San Ildefonso South and North District San Rafael East and West District	May 28, 2026	1:00 PM – 4:00 PM	San Ildefonso North District Conference Hall

- Participants during the conduct of HRMS roll-out in the district offices are the Schools Administrative Officers handling Human Resources and School ICT Coordinators within the district.
- The ICT Coordinator **shall serve as the technical focal person** for the implementation and operation of the Human Resource Management System (HRMS). He/She shall ensure the system's availability, functionality, and security; provide technical assistance and troubleshooting support to authorized users; manage system access and user credentials in coordination with concerned offices; and ensure compliance with existing **DepEd policies, data privacy, and information security protocols** to safeguard personnel information.
- The School Administrative Officer **shall serve as the HRMS focal person at the school level**. He/She shall ensure the accurate, timely, and complete encoding and updating of personnel information in the Human Resource Management System (HRMS); assist employees in HRMS-related transactions; support the validation and submission of required HR data and reports; coordinate HRMS concerns with the School Head and concerned Division offices; and ensure compliance with existing **DepEd policies, civil service rules, and data privacy requirements**.



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5. A one (1) day service credit shall be granted to all teaching personnel upon the successful completion and validation of the Human Resource Management System (HRMS) records at the school level, subject to compliance with existing DepEd rules and guidelines.
6. Participants in the HRM Roll-out are required to bring their laptops, extension cords, pocket wifi with data connection.
7. A separate memorandum shall be issued to prescribe the specific timeline and deadline for the encoding, completion, and validation of Human Resource Management System (HRMS) records in all schools, as well as the submission of the Daily Time Record (DTR) as a supporting document for the granting of service credit.
8. Expenses to be incurred during the conduct of this HRMS Roll-Out activity in the district offices or schools such as meals, internet load, and transportation shall be taken from the local school funds. While expenses incurred such as melas during the conduct of the HRMS in the Division Office shall be taken from the Division MOOE.
9. Teacher-participants attending the said activity shall be granted service credits, while non-teaching personnel shall be entitled to Compensatory Time Off (CTO), pursuant to DepEd Order No. 53, s. 2023 (Guidelines on the Grant of Vacation Service Credits for Teachers) and CSC-DBM Joint Circular No. 2, s. 2004 (Non-Monetary Remuneration for Overtime Services).
10. For further inquiries and concerns, kindly contact Mr. Marco Paolo M. Victoriano, Information Technology Officer I, through [ictsbulacan@deped.gov.ph](mailto:ictsbulacan@deped.gov.ph).
11. This Memorandum serves as travel authority of the participants.
12. Wide dissemination of this Memorandum is desired.

  
**CECILIA E. VALDERAMA, PhD, CESO VI**  
Schools Division Superintendent



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Enclosure 1 to the Division Memorandum No. 198, s. 2026

### **HRMS TERMS OF REFERENCE**

#### **School ICT Coordinators**

The ICT Coordinator plays a critical role in ensuring that the HRMS is reliable, secure, and effectively used to support human resource operations.

#### **1. System Administration and Technical Support**

- Acts as the **primary technical administrator** of the HRMS
- Manages user accounts, access rights, and system roles
- Provides **technical support** to Admin Officer and employees using the system

#### **2. Data Security and Privacy**

- Ensures compliance with **data privacy and cybersecurity policies**
- Implements security measures such as access control, password policies, and backups
- Monitors the system for unauthorized access or data integrity issues
- Coordinates with SDO ICT Unit on HR data protection concerns

#### **3. User Training and Capacity Building**

- Trains school personnel and employees on proper HRMS usage
- Develops or distributes user guides and documentation
- Conducts orientations on encoding and for new users or when new features are introduced

#### **4. System Improvement and Innovation**

- Recommends enhancements to improve system efficiency and usability
- Gathers user feedback and proposes improvements

#### **School Admin Officer**

The School Administrative Officer (SAO) plays a vital role in ensuring the proper implementation, accuracy, and reliability of the HRMS at the school level. The SAO serves as the HRMS focal person of the school and acts as the bridge between school personnel and the Division HR/ICT Offices.

#### **1. School-Level HRMS Administrator**

- Serves as the primary HRMS user/focal person in the school



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- Assists in the enrollment and management of user accounts (teachers and staff)
- Ensures authorized access and proper use of the HRMS

**2. Personnel Data Management**

- Encodes, updates, and validates personnel information in the HRMS, including:
  - Personal data
  - Employment details
  - Position and designation
  - Leave records and service history
- Ensures accuracy, completeness, and timeliness of HR data

**3. HR Transactions Processing**

- Assists in processing HR-related transactions through HRMS, such as:
  - Leave applications
  - Personal data updates
  - Work history and service record verification
- Coordinates with the School Head for approvals as required

**4. Data Validation and Compliance**

- Conducts regular checking and validation of HRMS records
- Ensures school compliance with Division and Central Office HR directives
- Supports data reconciliation activities required by higher offices

**5. User Assistance and Helpdesk Support**

- Provides basic HRMS assistance to teachers and non-teaching staff
- Guides personnel in navigating the system (logging in, viewing records, submitting requests)
- Elevates technical issues to the ICT Coordinator or Division HR/ICT Office

**6. Data Privacy and Security**

- Ensures confidentiality of personnel data in compliance with the Data Privacy Act
- Safeguards HRMS credentials and access privileges
- Promotes proper handling of sensitive employee information

**7. Report Generation and Submission**

- Generates HRMS-based reports as required by:



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- School Head
- Division HR Office
- Other authorized offices
- Ensures timely submission of HR data reports

### **8. Coordination with Division Office**

- Acts as the school liaison to the Division HR and ICT Units regarding HRMS matters
- Communicates system updates, advisories, and implementation guidelines to school personnel

### **9. Capacity Building Support**

- Assists in orientations or briefings on HRMS usage
- Reinforces HRMS policies and procedures at the school level

School Head/ OIC/ TIC

The **School Head** is the **overall authority and approver** of HRMS transactions at the school level. The School Head ensures that HR data is **accurate, compliant, secure, and aligned with policies**, while promoting effective use of HRMS among school personnel.

### **1. Overall HRMS Oversight**

- Provides **leadership and direction** in the implementation and use of HRMS in the school
- Ensures that HRMS supports efficient human resource management and decision-making
- Enforces compliance with DepEd, CSC, and other government HR policies

### **2. Approval of HRMS Transactions**

- Reviews and **approves HRMS-based requests**, such as:
  - Leave applications
  - Personal data updates (as required)
  - Other authorized HR actions
- Ensures that approvals are **accurate, timely, and policy-compliant**

### **3. Data Integrity and Accountability**

- Ensures that personnel records encoded in HRMS are **truthful, complete, and updated**
- Holds school personnel and HRMS focal persons accountable for data accuracy
- Validates HR data used for reports, planning, and official submissions



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**4. Supervision of School HRMS Focal Persons**

- Designates and supervises the **School Administrative Officer or HRMS focal person**
- Ensures proper performance of HRMS-related duties at the school level
- Provides guidance on resolving HRMS-related issues and concerns

**5. Compliance and Reporting**

- Ensures timely submission of **HRMS-generated reports** required by the Division Office
- Supports HR audits, validation activities, and compliance checks
- Certifies the correctness of HR data coming from the school

**6. Data Privacy and Security**

- Ensures adherence to the **Data Privacy Act of 2012** and related issuances
- Maintains confidentiality of personnel information
- Prevents unauthorized access, misuse, or disclosure of HRMS data

**7. Coordination with SDO Offices**

- Coordinates with the **Division HR and ICT Units** on HRMS implementation, concerns, and updates
- Communicates system advisories, policies, and directives to school personnel

**8. Promotion of HRMS Usage and Capacity Building**

- Encourages teachers and non-teaching staff to properly use HRMS
- Supports orientations, briefings, and continuous improvement of HRMS processes
- Promotes a culture of **digital, transparent, and accountable HR management**

**9. HR Planning and Decision Support**

- Uses HRMS data to support:
  - Leave and attendance monitoring
  - Personnel development and deployment decisions

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Enclosure 2 to the Division Memorandum No. \_\_\_, s. 2026

LIST OF ATTENDEES

May 4, 2026

	<b>Name</b>	<b>Position</b>	<b>Office</b>
1.	CECILIA E. VALDERAMA, PHD, CESO VI	Schools Division Superintendent	OSDS
2.	MARIA CELINA L. VEGA, CESO VI	Asst. Schools Division Superintendent	OSDS
3.	JAIME T. TUGADE, PhD, CESE, RGC	Asst. Schools Division Superintendent	OSDS
4.	CECILIA E. CUSTODIO, PhD.	Chief EPS, CID	CID
5.	RAINELDA M. BLANCO, PhD.	Chief EPS, SGOD	SGOD
6.	VICTORIA MADRIGAL	Admin Officer V	OSDS
7.	MARCO PAOLO M. VICTORIANO	ITO 1	OSDS
8.	TRISTAN RUSS E. VALDERAMA	PDO 1	San Ildefonso North District
9.	RONALD G. SALVADOR	Admin Assistant II	OSDS-ICTU
10.	R-JAY V. LABIOS	Admin Staff	OSDS-ICTU
11.	MHIZZI CAROL MALLARI	Admin Staff	OSDS-ICTU
12.	LORADEL B. PASCO	Admin Officer IV	OSDS
13.	KAREN MINETH TORRES DANGANAN	ADAS III	OSDS-HR
14.	HANA MOLINA HERNANDEZ	ADAS III	OSDS-HR
15.	KEVIN CABAZAL	ADAS III	OSDS-HR
16.	MARIANE T. MANARANG	ADAS III	OSDS-HR
17.	CHARLOTTE JOYCE CRUZ CASIMIRO	ADAS III	OSDS-HR
18.	LLOYD VICTORIA CUNANAN	Admin. Aide VI	OSDS-HR
19.	WELLA PATRICIA FERNANDO	Admin Staff	OSDS-HR
20.	APRIL ROSE PASCUAL ROLDAN	Admin Staff	OSDS-HR
21.	FRESLY JOHN MERCADO CORPUZ	Admin Staff	OSDS-HR
22.	CZARINA A. LADERAS	Admin Staff	OSDS-HR
23.	MA. PATRICIA ALEXANDREI G. SANTIAGO	Admin Staff (CSC Detailed)	OSDS-HR
24.	JOHN RUSSEL C. DE JESUS	Admin Staff	OSDS-HR
25.	KAREN MINETH TORRES DANGANAN	ADAS III	OSDS-HR
26.	CHRISHTINE LYN C. TUAZON	Admin Staff	OSDS-HR
27.	HAMED C. GERON	Admin Staff	OSDS-HR

May 7, 2026

	<b>Name</b>	<b>Position</b>	<b>Office</b>
1	CECILIA E. VALDERAMA, PHD, CESO VI	Schools Division Superintendent	OSDS
2.	MARIA CELINA L. VEGA, CESO VI	Asst. Schools Division Superintendent	OSDS



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3.	JAIME T. TUGADE, PhD, CESE, RGC	Asst. Schools Division Superintendent	OSDS
4.	CECILIA E. CUSTODIO, PhD.	Chief EPS, CID	CID
5.	RAINELDA M. BLANCO, PhD.	Chief EPS, SGOD	SGOD
6.	VICTORIA MADRIGAL	Admin Officer V	OSDS
7.	MARCO PAOLO M. VICTORIANO	ITO 1	OSDS
8.	TRISTAN RUSS E. VALDERAMA	PDO 1	San Ildefonso North District
9.	RONALD G. SALVADOR	Admin Aide	OSDS-ICTU
10.	R-JAY V. LABIOS	Admin Assistant I	OSDS-ICTU
11.	MHIZZI CAROL MALLARI	Admin Assistant I	OSDS-ICTU
12.	LORADEL B. PASCO	Admin Officer IV	OSDS
13.	KAREN MINETH TORRES DANGANAN	ADAS III	OSDS-HR
14.	HANA MOLINA HERNANDEZ	ADAS III	OSDS-HR
15.	KEVIN CABAZAL	ADAS III	OSDS-HR
16.	MARIANE T. MANARANG	ADAS III	OSDS-HR
17.	CHARLOTTE JOYCE CRUZ CASIMIRO	ADAS III	OSDS-HR
18.	LLOYD VICTORIA CUNANAN	Admin. Aide VI	OSDS-HR
19.	WELLA PATRICIA FERNANDO	Admin Staff	OSDS-HR
20.	APRIL ROSE PASCUAL ROLDAN	Admin Staff	OSDS-HR
21.	FRESLY JOHN MERCADO CORPUZ	Admin Staff	OSDS-HR
22.	CZARINA A. LADERAS	Admin Staff	OSDS-HR
23.	MA. PATRICIA ALEXANDREI G. SANTIAGO	Admin Staff (CSC Detailed)	OSDS-HR
24.	JOHN RUSSEL C. DE JESUS	Admin Staff	OSDS-HR
25.	KAREN MINETH TORRES DANGANAN	ADAS III	OSDS-HR
26.	CHRISHTINE LYN C. TUAZON	Admin Staff	OSDS-HR
27.	HAMED C. GERON	Admin Staff	OSDS-HR
28.	LORENA P. BODOSO	Records Officer II	OSDS
29.	RONA JEMA R. MERCURIO	Cashier II	OSDS
30.	RAQUEL I. CLIMACO	Supply Officer II	OSDS
31.	DAN HARVEY D. CASTRO	Admin Officer IV – Procurement Unit	OSDS
32.	JONNALYN D. GONZALES, CPA	Accountant III	OSDS
33.	ALVIN SURIBEN	Budget Officer	OSDS
34.	ATTY. ELMER D. LOPEZ	Attorney III, Legal Services	OSDS
35.	ATTY. CORNELIO PACALA	Attorney V, Site Titling	OSDS
36.	JAY-ARR C. TAYAO, DBA, EdD.	DEPSvr-SGOD	SGOD
37.	DRA. NICOLE ADREANA BULSECO	Medical Officer III	SGOD
38.	VILMA O. AGUAS, DMD	Head Dentist	SGOD
39.	PAULO EDUARDO C. CRUZ, JR.	Planning Officer III	SGOD
40.	MARIBEL S. PEREZ	SEPS, Planning and Research	SGOD
41.	ENGR. CARLO PAULO A. FERNANDO	Engineer III	SGOD



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42.	MA. LOURDES J. PATAG	SEPS, SMME	SGOD
43.	CRISTIAN M. DE GUZMAN	SEPS, HRDM	SGOD
44.	BRYAN AMIEL F. DE JESUS	SEPS, SOCMOB	SGOD
45.	PEDRO G. LACAP	PDO I, DRRM	SGOD
46.	JENNIFER O. DAGUMAN	PDO I	SGOD
47.	AGNES D. BERNARDO	EPS-ALS	CID
48.	MARINELLA T. PENGSON	EPS-SCIENCE	CID
49.	JAY ARR V. SANGOYO	EPS-ENGLISH	CID
50.	ANASTACIA N. VICTORINO	EPS-FILIPINO	CID
51.	JOEL I. VASALLO	EPS-TLE/ EPP/ TVL	CID
52.	ELESEO E. GODOY	EPS-VALUES EDUCATION	CID
53.	PERLITA G. PAGDANGANAN	EPS-KINDER	CID
54.	FRANCISCO B. MACALE	EPS-MATHEMATICS	CID
55.	MARILENE G. RAMOS, EdD.	EPS- LR	CID
56.	RAFAEL RUBIO, PhD.	PSDS	CID
57.	CHARITO S. LAGGUI, PhD.	SEC – PSDS	CID
58.	DANTE LEONGSON, PhD.	SEC – PSDS	CID
59.	DANIEL ORTEGA, EdD.	President, PSDS Group	CID
60.	RIZALDY C. PIDLAOAN	President, PSSPA Bulacan	Parada NHS
61.	LOPE ADRIAN C. ACAPULCO	President, PESPA Bulacan	Arsenio Santos MS
62.	OLIVER M. MANGAO	DIVISION COOR - MAPEH	CID
63.	NICA MARIE MAGISA	Division Core Team – HR	Parada NHS
64.	RONALD G. GABITO	Division Core Team – HR	FVR Phase 3 ES