



January 24, 2017

REGIONAL MEMORANDUM

No. **032**, s. 2017

CONFERENCE WITH CALOOCAN CITY DIVISION ON THE HUMAN RESOURCE DEVELOPMENT INFORMATION SYSTEM (HRDIS)

To: Schools Division Superintendents
 All Others Concerned

1. In order to facilitate easy and fast retrieval of personnel data, selected staff and personnel from the Regional and Division Offices will attend a Conference with the DepEd, Caloocan City Division Office Management on February 23, 2017.
2. The objectives of the conference are for the participants from Region 8 to:
 - a. acquire knowledge and skills on the HRDIS used by DepEd Caloocan City Division Office, and
 - b. acquire knowledge on other best practices of DepEd Caloocan City Division Office relative to filing, maintenance, safekeeping and retrieval of personnel data.
3. The participants are as follows:

PARTICIPANTS	NO.
SDO - ASDS	13
Division AO V	13
Division Personnel Officers	13
Division Information Officer	13
Division In-Charge of HRDD	13
RO - Chief of Admin. Division	1
Supervising AO – Admin. Div.	1
Chief/Representative of HRDD	1
Regional Personnel Officer	1
Regional In-charge of HRIS	1
Regional Information Officer	1
Regional Computer Programmer	1
TOTAL	72

4. Travelling and board and lodging expenses of RO participants shall be charged against their respective Regional Fund, while those of the DO participants to their local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Regional Memorandum are highly desired.


RAMIR B. UYTICO, Ed.D., CESO IV
 Regional Director

