Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

Received
Ozamiz City
RELEASED
By:
Date: 9/11/26

September 10, 2026

DIVISION MEMORANDUM
No. 439 , s. 2026

PARTICIPATION TO ONLINE ORIENTATION ON THE HUMAN RESOURCE MANAGEMENT SYSTEM FOR BUDGET PREPARATION

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads
This Division

1. In reference to the Regional Memorandum dated September 7, 2026, entitled "Online Orientation on the Human Resource Management System for Budget Preparation," this Office announces its participation in the said online orientation scheduled on September 11, 2026, via Microsoft Teams.

2. The participants for this activity are as follows:

Name	Position/ Designation
SDO HRMOs and/or in charge of Personnel Information Systems	9:00AM – 11:00 AM
School Heads and/or Administrative Officer II	1:30 PM- 4:30 PM

3. Enclosed is the Regional Memorandum dated September 7, 2026 for reference.

DIONESIO L. LIWAGON, JR. CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

References: As stated
To be indicated in the Perpetual Index
under the following subjects:

HUMAN RESOURCE MANAGEMENT SYSTEM BUDGET PREPARATION

RJRG/DJBY/DM– PARTICIPATION TO ONLINE ORIENTATION ON THE HUMAN RESOURCE MANAGEMENT SYSTEM FOR BUDGET PREPARATION

___ /September 10, 2026

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BY: [illegible] DATE: 9-8-26

September 07, 2026

REGIONAL MEMORANDUM
No. 729, s. 2026

ONLINE ORIENTATION ON THE HUMAN RESOURCE MANAGEMENT SYSTEM FOR BUDGET PREPARATION

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. The Regional Office, through its Administrative Division-Personnel Section and Policy Planning and Research Division (PPRD) will conduct an online orientation relative to the Human Resource Management System tool to be used specially for budget preparation on **September 11, 2026, via MS Teams,** details to wit:

Expected Participants	Schedule
SDO HRMOs and/or in-charge of Personnel Information Systems	9:00 AM – 11:00 AM
Schools Heads and/or Administrative Officer II	1:30 PM – 4:30 PM

2. This activity aims to guide the SDOs and schools on how to use the tool to ensure updated data which shall serve as reference for deployment and budget preparation.

3. This meeting will be conducted virtually via MS Teams, link and QR code indicated herein.

LINK	QR CODE
https://tinyurl.com/HR-System-Virtual-Orientation	

4. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

5. This Office directs the immediate dissemination and strict compliance of this Memorandum.

Digitally signed by
Legaspi Ruth Fuentes
Date: 2026.09.07
18:55:59+08'00'

DR. RUTH L. FUENTES, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subject:

MEETINGS TRAINING WORKSHOP

DTS 26-181093

ASD-Per/amad