MAY 0 2 2006

DepEd MEMORANDUM
No.**1 7 3** , s. 2006

DEP ED - GSIS SERVICE RECORDS UPDATING PROJECT

To: Undersecretaries
     Assistant Secretaries
     Bureau Directors
     Directors of Services/Centers and Heads of Units
     Schools Division Superintendents
     Chiefs of Divisions

1.   On March 5, 2004, the Department of Budget and Management (DBM) issued Circular Letter No. 2004-5 which enjoins all government agencies, government owned and controlled corporations (GOCCs) and local government units (FGUs) to immediately submit to GSIS, among others, the Service Records (SRs) of their employees. On the part of the DepEd, compliance with this DBM Circular is necessary in order to determine the salary levels of every DepEd teaching and non-teaching personnel and for purposes of computing the level of premiums that should be charged to DepEd (government and personal shares) for the period covering January 1997 to December 2003.

2.   The DepEd initially provided GSIS with One Hundred Percent (100%) of Teaching and Non-Teaching Staff Personnel Service Records in the agreed Excel format but which turned out not to be compatible to the GSIS computer format. Consequently, the DepEd and the GSIS has recently signed a Memorandum of Agreement (MOA) to re-encode GSIS Membership Service Profiles (MSP) using DepEd Personnel Service Records on the GSIS prescribed format.

3.   This project is funded by GSIS and will cover an estimated 520,660 teaching and non-teaching personnel in both elementary and secondary schools of the Dep Ed including the teaching and non-teaching personnel of Dep Ed - ARMM.

4.   The DepEd, in coordination with the GSIS, shall conduct conferences/orientation seminars-workshops on the updating and encoding project as follows:

        a. **National Training of Trainors** for two (2) days with DepEd-Division of Iloilo as the venue (Same venue where the project was successfully pilot-tested). Each region shall be represented by its Regional Chief Administrative Officer and Regional ICT coordinator.

b. **Regional Seminar-Workshop** for two (2) days to be attended by its Regional Director, , Schools Division Superintendents, Division Administrative Officers and Division ICT Coordinators (See Enclosure No. 4: Schedule of Regional Training).

c. **Schools Division Seminar-Workshop** for two (2) days to be attended by its Schools Division Superintendent, Assistant Schools Division Superintendents, Administrative Officer, Division ICT Coordinator, liaison officers and encoders selected from every school district and secondary schools. Encoders shall be determined by the Schools Division Superintendent.

5.   Expenses relative to the participation in the National Training of Trainers and Regional Seminar-Workshops shall be shouldered by GSIS through funds transferred to DepEd. Reimbursements to the actual travel expenses shall be done in the regional training centers upon presentation of necessary supporting documents or official receipts.

6.   There shall be seventy (70) identified uploading centers to take care of uploading the validated SRs files to GSIS membership database which will be established in seventeen (17) regions of DepEd. In this connection, the GSIS IT personnel shall (a) set-up 70 sets of the DepEd provided servers, personal computers (PCs) and printers; (b) install the Service Records Management System (SRMS); and (c) test-run the installed SRMS at the GSIS Home Office, Pasay City. These 70 sets of PCs, printers and servers shall be sent to the seventeen (17) identified venues for Regional Seminar-Workshop to be distributed to all identified and established uploading centers in every region.
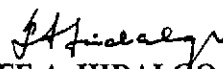
7.   Every schools division shall establish an encoding center and create a task force that is responsible for recruiting encoders for every school district and secondary schools within its jurisdiction as well as oversee and supervise project implementation of SR encoding. The division task force shall be headed by the Schools Division Superintendent as Chairperson; Assistant Schools Division Superintendent as Vice-Chairperson; and Division Administrative Officer, Division Records Officer and Division ICT Coordinator as members.

8.   The Philippine Association of Schools Superintendents (PASS) shall be tapped as a cooperating organization pursuant to the Memorandum of Agreement executed by DepEd and GSIS.

9.   Schools divisions/districts shall coordinate in generating the individual Service Record (SR) of teaching and non-teaching personnel from any available files found therein. Generated SRs shall be checked/validated against the payroll and plantilla of personnel by the designated division/district/school official prior to submission to the encoding center. Encoding centers shall encode the validated SRs following the GSIS-SRMS and generate printed copies of the encoded SRs. Encoded printed copies of the SRs shall be sent back to the concerned division/district/school for second validation, where teaching and non-teaching personnel shall sign their respective SR for concurrence. The designated division/district/school official, upon validation, shall counter sign the encoded printed copies of the SRs to indicate concurrence and return the signed SRs to the concerned encoding center. Encoding centers shall effect changes on the encoded SRs (if any), confirm correctness and create the files for submission to the GSIS. The GSIS, or through its field offices, shall upload submitted SRs to the mainframe.

10. Attached are the following enclosures: {1} Compositions of the Executive Committee, DepEd Task Force, National Secretariat; (2) National Training for Regional Chief Administrative Officers and Regional ICT Coordinators; (3) Schedule of Regional Training; (4) List of Participants for National Training of Trainors; (5) Operational Guidelines; and (6) List of Uploading Centers, Schools Divisions covered and GSIS Field Office Units identified for every region.

11. Immediate dissemination of this DepED Memorandum is enjoined.

FE A. HIDALGO
Undersecretary
Officer-In-Charge

Enclosures: As stated.

Reference: N o n e

Allotment: 1 – (D.O.50-97)
To be indicated in the Perpetual Index
under the following subjects:
TRAININGS or SEMINARS   SOCIETY or ASSOCIATIONS
SUPERINTENDENTS

A. Composition of Executive Committee (EXECOM)

Chairperson	-	Hon. Ramon C. Bacani Undersecretary for Regional Operations, DepEd
Co-Chairperson	-	Enriqueta P. Disuanco Executive Vice-President for Operations, GSIS
Vice Chairperson	-	Raymundo A. Lapating Schools Division Superintendent, DepEd - Iloilo National President, PASS Member, Board of Trustees, GSIS
Members	-	Felicidad A. Gutierrez Senior Vice-President Social Insurance Group, GSIS
	-	Edilberto P. Ocampo Senior Vice-President, Information Technology Services Group, GSIS

B. Composition of DepEd Service Records Task Force (DepEd-SRTF):

Chairperson	-	Hon. Ramon C. Bacani Undersecretary for Regional Operations
Vice-Chairperson	-	Jesus G. Galvan Assistant Secretary for Finance and Administration
Members	-	Olivia M. San Pablo Chief Accountant, DepEd
	-	Father Jomar Legaspi Consultant Information Technology
	-	Carlos B. Querubin Information Technology Officer III, DepEd

- Buena Wagan
  Officer-In-Charge
  Remittances Office, Accounting Division
  Financial and Management Service

C. Composition of National Secretariat (NSEC)

Chairperson   Hon. Ramon C. Bacani
                               Undersecretary for Regional Operations, DepEd

Project Director   -   Raymundo A. Lapating
                               Schools Division Superintendent, DepEd - Iloilo
                               National President, PASS
                               Member, Board of Trustees, GSIS

Deputy Project
Directors   -   Atty. Lorenzo E. Leynes, Jr.
                               SACH II, GSIS

                        -      Carlos B. Querubin
                               Information Technology Officer III
                               Systems Division
                               Financial and Management Service

Members   -   Armenia N. Salvanera
                               Project Manager for GSIS
                               Manager
                               Membership Department
                               Social Insurance Group, GSIS

                        -      Fr. Jomar Legaspi
                               Consultant
                               Information Technology

Reina L. Purisima
Manager
Business Applications Systems Department
Information Technology Services Group, GSIS

Olivia M. San Pablo
Chief Accountant, DepEd

Ernesto C. Nordesta
Administrative Officer V, DepEd- Iloilo

Sharif Adzhar M. Sarahadil
Regional Chapter President, PASS

Marlowe Rey A. Baldago
Executive Assistant V, GSIS

Grace P. Severo
Executive Assistant IV, GSIS

Marlene Nieva D. Co
Private Secretary III, GSIS

Ruth Isabel B. Quiñon
Education Supervisor I, DepEd- Iloilo

Abraham P. Imas
Education Supervisor I, DepEd- Iloilo

Vivien L. Brasileño
Cashier III, DepEd-Iloilo

Ruby S. Palmaira
DepEd- Iloilo

Victoria B. Romblon
Administrative Officer II, HR, DepEd

Patrocinio M. Gabriel
Treasurer, PASS

List of Participants for the National Training of Trainors by Region

REGION	Chief Administrative Officer	Regional ICT Coordinator
Region I (Ilocos)	Bettina D. Aquino	Anastacio P. Domingo Jr.
Region II (Cagayan Valley)	Caesar B. Macababbad	Caridad Taaca
Region III (Central Luzon)	Pedro Pascua	Amelia Robles
Region IV-A (CALABARZON)	Geralyn T. Pelias	Rita E. Diloy
Region IV-B (MIMAROPA)	Renato Pastorfide	To be named by Regional Director
Region V (Bicol)	Enrique A. Llegado	To be named by Regional Director
Region VI (Western Visayas)	Jesus A. Latumbo	Toribio Berano
Region VII (Central Visayas)	Aniano Bautista Jr.	Josefina Samson
Region VIII (Eastern Visayas)	Atty. Alberto Escobarte	Salvacion Canono
Region IX (Zamboanga Peninsula)	Harpi A. Sali	Pilar G. Layon
Region X (Northern Mindanao)	Atty. Shirley O. Chato	Urbano Acero
Region XI (Davao)	Teresita Tambagan	Dr. Luzminda Onor
Region XII (SOCCKSARGEN)	Fatima Adza	To be named by Regional Director
Region XIII (CARAGA)	Raul Orozco	Erlinda Atienza
CAR	Delfin Sallidao	Alfonso Estolas
NCR	Rizalino Rosales	Priscilla de Sagon
ARMM	Bai Rebecca A. Ampatuan	To be named by Secretary of ARMM

PROGRAM OF ACTIVITIES

National Training of Trainers of
17 Regional Chief Administrative Officers and 17 Regional ICT Coordinators
DepEd – Division of Iloilo
Luna Street, La Paz, Iloilo City

May 18 - 19, 2006

DAY 1 (Thursday May 18, 2006)

07:30 – 08:30	Registration
08:30 – 09:00	Opening Program
09:00 – 10:00	Orientation
10:00 – 10:20	Snack Break
10:20 – 12:00	Session 1 - Administrative Concern on Up-Dating of Teachers and Employees Service Records
12:00 – 01:00	Lunch Break
01:00 – 01:50	Session 2 - Overview on the System (GSIS ITSG Personnel)
01:50 – 02:35	Session 3 - Service Record Management System (SRMS) Administrator Training
02:35 – 02:50	Snack Break
02:50 – 06:00	Session 4 - **Hands-on:** System and Tools Installation; Configuration; Initial Operation; System and Database Maintenance
06:00 – 07:00	Dinner

DAY 2 (Friday May 19, 2006)

08:00 – 08:30	Morning Activities
08:30 – 10:00	Session 5 - SRMS User Training
10:00 – 10:20	Snack Break
10:20 – 12:00	Session 6 - **Hands-on:** Basic Operation; Membership Profile; Service Record; LAWOP
12:00 – 01:00	Lunch Break
01:00 – 02:00	Continuation of Session 6 Hands-on
02:00 – 02:45	Session 7 - System Update and Maintenance
02:45 – 03:00	Snack Break
03:00 – 04:00	Clearing House
04:00 – 05:00	Closing Ceremony

SCHEDULE OF REGIONAL TRAINING

	REGION	DATE	VENUE	TRAINORS	National Training & Technical Support Team
1	VI - WESTERN VISAYAS	May 22-23, 2006	Division of Iloilo	Jesus A. Latumbo / Toribio Berano	
2	VII - CENTRAL VISAYAS	May 25-26, 2006	Division of Cebu	Aniano Bautista Jr. / Josefina Samson	C
3	VIII - EASTERN VISAYAS	May 25-26, 2006	Division of Tacloban City	Atty. Alberto Escobarte / Salvacion Canono	D
4	I - ILOCOS REGION	May 29-30, 2006	Division of Laoag City	Bettina D. Aquino / Anastacio P. Domingo Jr.	A
5	II - CAGAYAN VALLEY	May 29-30, 2006	Division of Isabela	Caesar B. Macababbad / Caridad Taaca	B
6	III - CENTRAL LUZON	June 1-2, 2006	Division of Cabanatuan City	Pedro Pascua / Amelia Ròbles	B
7	CAR	June 5-6, 2006	Division or Baguio City	Delfin Sallidao / Alfonso Estolas	B
8	NCR	May 25-26, 2006	Division of Makati City	Rizalino Rosales / Priscilla de Sagon	A
9	IV-A (CALABARZON)	May 25-26, 2006	Regional Office, Rambo, Pasig City	Geralyn T. Pelias / Rita E. Diloy	B
10	IV-B (MIMAROPA)	June 1-2, 2006	Regional Office, Meralco Ave., Pasig City	Renato Pastorfide / To be named by Director	A
11	V - BICOL REGION	June 5-6, 2006	Division of Albay	Enrique A. Llegado / To be named by Director	A
12	IX - ZAMBOANGA PENINSULA	June 1-2, 2006	Division of Dipolog City	Harpi A. Sali / Pilar G. Layon	C
13	X - NORTHERN MINDANAO	June 1-2, 2006	Division of Cagayan de Oro City	Atty. Shirley O. Chato / Urbano Acero	D
14	XI - DAVAO REGION	May 29-30, 2006	Division of Davao City	Teresita Tambagan / Dr. Luzminda Onor	C
15	XII - SOCCSKSARGEN	May 29-30, 2006	Division of Sultan Kudarat	Fatima Adza / To be named by Director	D
16	XIII - CARAGA	June 5-6, 2006	Division of Agusan del Norte	Raul Orozco / Erlinda Atienza	C
17	ARMM	June 5-6, 2006	Division of Lanao del Sur	Bai Rebecca A. Ampatuan / To be named by Director	D

[See next page for composition of National Training and Technical Support Team]

Enclosure No. 4 to DepEd Memorandum No. 173, s. 2006

NATIONAL TECHNICAL SUPPORT TEAMS

		NAMES OF TECHNICAL SUPPORT STAFF	REGIONS COVERED	DATES OF REGIONAL TRAINING
TEAM A	1	Manuel Enriquez III	I - ILOCOS	May 29-30, 2006
	2	Dante Molina	NCR	May 25-26, 2006
	3	Marlowe Rey Baldago	IV-B (MIMAROPA)	June 1-2, 2006
	4	Grace Severo	V - BICOL	June 5-6, 2006
TEAM B	1	Carlos Querubin	II - CAGAYAN VALLEY	May 29-30, 2006
	2	Buena Wagan	III - CENTRAL LUZON	June 1-2, 2006
	3	Ma. Victoria Romblon	CAR	June 5-6, 2006
	4	Fritz John Lapating	IV-A (CALABARZON)	May 25-26, 2006
	5	Ramonito Severo		
TEAM C	1	Abraham Imas	VII - CENTRAL VISAYAS	May 25-26, 2006
	2	Ian Legada	IX - ZAMBOANGA PENINSULA	June 1-2, 2006
	3	Ma. Ruth Isabel Quiñon	XI - DAVAO	May 29-30, 2006
	4	Ruby Palmaira	XIII - CARAGA	June 5-6, 2006
	5	Ali Sarahadil		
TEAM D	1	Ernesto Nordesta	VIII - EASTERN VISAYAS	May 25-26, 2006
	2	Angelo Arendain	X - NORTHERN MINDANAO	June 1-2, 2006
	3	Rommel Agnes	XII - SOCCSKSARGEN	May 29-30, 2006
	4	Vevien Brasileño	ARMM	June 5-6, 2006
	5	Jose Emman Lapating		

Enclosure No. 5 to DepEd Memorandum 173, s. 2006

OPERATIONAL GUIDELINES
DepEd - GSIS Service Records Updating Project

Project Title: DepEd - GSIS Service Records Updating

Project Scope: National Implementation

Number of Service Records: 520,660 or more

Venue: 17 Regions & 187 Schools Divisions of DepEd

Persons/Agencies Involved: Hon. Ramon C. Bacani
Undersecretary for Regional Operations, DepEd

Enriqueta P. Disuanco
Executive Vice-President for Operations, GSIS

Raymundo A. Lapating
Schools Division Superintendent, DepEd-Iloilo
National President, PASS
Member, Board of Trustees, GSIS

Schools Division Superintendents
Assistant Schools Superintendents
Division Administrative Officers
Division Record Officers
Division ICT Coordinators/Technical Staff
District/School Record Officers/District ICT Coordinators
District Liaison Officers/Encoders/Teachers
Division/District/School Non-Teaching Staff
Teaching and Non-Teaching Personnel
GSIS Technical Support Team

Management and Technical Support Team
DepEd-Division of Iloilo

Special Bodies   -   Executive Committee (EXECOM)
DepEd Service Records Task Force (DepEd SRTF)
National Secretariat (NSEC)

I.   General Policy

1.   The encoding of teachers' service records shall be undertaken by DepEd and GSIS with the Philippine Association of Schools Superintendents (PASS) as the cooperating organization.

2.   A DepEd Memorandum shall be issued to the field for the implementation of the DepEd-GSIS Member Service Records Updating Project.

3.   The project should have started on February 28, 2006 with duration of six (6) months and shall end on August 28, 2006. However, certain delays have been encountered which moved the starting date to May 15, 2006.

4.   The budget of P17,181,780.00 shall be released by GSIS to DepEd through a progressive billing or breakdown schedule of 60% upon signing of the Memorandum of Agreement, 30% after 80% completion of the project and 10% after completion of the project to cover the total cost of encoding the Service Records of 520,660 teaching and non-teaching personnel.

5.   DepEd Central Office shall immediately release the operational budget to defray the following cost:

P2,603,300.00 (P5.00 per Teacher Service Record) for operating expenses of the schools division based on the number of teachers and shall be released during the Regional Training.

P2,603,300.00 (P5.00 per Teacher Service Record) for administrative and supervisory costs for the National Training of Trainors, monitoring, supervision, etc., to be released to DepEd – Division of Iloilo as the venue.

6.   Purchase of seventy (70) personal computers (PCs), printers and other accessories to be procured by DepEd Central Office for distribution to seventy (70) identified Uploading Centers with a budget of P4,165,280.00.

7.   The budget for actual encoding of 520,660 Service Records (SRs) shall be released through progressive billing by GSIS to DepEd for distribution to the different Schools Divisions.

8. Every Schools Division shall set its encoding center proportionate to the number of teachers. Expenses relative to this activity shall be charged against the schools division operating expenses to be released during the Regional Training.

9. The budget for software and hardware shall remain with DepEd Central Office for immediate purchase of the equipment. Personal computer specifications shall be strictly followed.

10. The seventy (70) personal computers (PCs), printers and other accessories must be ready and shall be distributed during the Regional Training to be used by identified Uploading Centers in every region.

11. GSIS shall install the software called Service Records Management System (SRMS) to the seventy (70) DepEd-provided personal computers with printers and other accessories and shall be distributed to all ICT Coordinators of Division Offices identified as Uploading Centers.

12. The seventy (70) DepEd-provided personal computers with printers and other accessories shall remain with the respective Uploading Centers for future use.

II. Organization and Management

A. Executive Committee (EXECOM)

1. An Executive Committee shall be organized and shall serve as the policy- making body to be composed of the following:

Chairperson	-	Hon. Ramon C. Bacani Undersecretary for Regional Operations, DepEd
Co-Chairperson	-	Enriqueta P. Disuanco Executive Vice-President for Operations, GSIS
Vice-Chairperson	-	Raymundo A. Lapating Schools Division Superintendent, DepEd-Iloilo National President, PASS Member, Board of Trustees, GSIS

Members   -   Felicidad A. Gutierrez
Senior Vice-President
Social Insurance Group, GSIS

-     Edilberto P. Ocampo
Senior Vice-President
Information Technology Services Group, GSIS

Consultants   -   Hon. Fe A. Hidalgo
Undersecretary/Officer-In-Charge, DepEd

Atty. Winston F. Garcia
President and General Manager, GSIS

Atty. Bernardino Abes
Chairman, Board of Trustees, GSIS

2.   It shall be responsible for the over-all operation and accomplishment of the project.

B.   DepEd Service Records Task Force (DepEd-TF)

1.   A DepEd Service Records Task Force shall be organized to oversee the implementation of the project in coordination with the Executive Committee.

2.   It shall compose of the following:

Chairperson   -   Hon. Ramon C. Bacani
Undersecretary for Regional Operations

Vice-Chairperson   -   Jesus G. Galvan
Assistant Secretary for
Finance & Administration

Members   -   Olivia M. San Pablo
Chief Accountant
Accounting Division
Financial and Management Service

- Father Jomar Legaspi
  Consultant
  Information Technology

- Carlos B. Querubin
  Information Technology Officer III
  Systems Division
  Financial and Management Service

- Buena Wagan
  Officer-In-Charge
  Remittances Office
  Accounting Division
  Financial and Management Service

C. National Secretariat (NSEC)

1. A National Secretariat shall be organized with the National President of PASS as the Project Director. It is composed of members coming from DepEd, GSIS and PASS.

2. The National Secretariat shall monitor the implementation of the project and shall assist the Executive Committee in the performance of its functions.

3. It shall compose of the following:

Chairperson - Hon. Ramon C. Bacani
Undersecretary for Regional Operations, DepEd

Project Director - Dr. Raymundo A. Lapating
Schools Division Superintendent, DepEd-Iloilo
National President, PASS
Member, Board of Trustees, GSIS

Deputy Project - Atty. Lorenzo E. Leynes, Jr.
Directors SACH II, GSIS

- Carlos B. Querubin
  Information Technology Officer III, DepEd

Members   -   Armenia N. Salvanera
                        Project Manager for GSIS
                        Manager, Membership Department
                        Social Insurance Group, GSIS

               -        Reina L. Purisima
                        Manager
                        Business Applications Systems Department
                        Information Technology Services Group, GSIS

               -        Olivia M. San Pablo
                        Chief Accountant, DepEd

               -        Ernesto C. Nordesta
                        Administrative Officer V, DepEd- Iloilo

               -        Sharif Adzhar M. Sarahadil
                        Regional Chapter President, PASS

               -        Marlowe Rey A. Baldago
                        Executive Assistant V, GSIS

               -        Grace P. Severo
                        Executive Assistant IV, GSIS

               -        Marlene Nieva D. Co
                        Private Secretary III, GSIS

               -        Ruth Isabel B. Quiñon
                        Education Supervisor I, DepEd- Iloilo

               -        Abraham P. Imas
                        Education Supervisor I, DepEd- Iloilo

               -        Vivien L. Brasileño
                        Cashier III
                        DepEd- Iloilo

- Ruby S. Palmaira
  DepEd- Iloilo

- Victoria B. Romblon
  Administrative Officer II, HR, DepEd

- Patrocinio M. Gabriel
  Treasurer, PASS

3. It shall manage all Regional Trainings to be conducted in 17 regions. Likewise, it shall conduct monitoring and evaluation of the project. It shall be responsible in the preparation of monthly status report on the project. The offices of USEC Bacani and EVP Disuanco shall be furnished copies of such report.

D. Regional Secretariat (RSEC)

1. There shall be a Regional Secretariat with the DepEd Regional Director as Chairperson.

2. The Regional Chapter President of PASS shall serve as the Regional Coordinator.

3. The Regional Secretariat shall be responsible in the monitoring and evaluation of all Uploading Centers and Encoding Centers within its region.

4. It shall be responsible in the preparation of monthly status report to be submitted to the Executive Committee, DepEd Task Force and National Secretariat until the completion of the project.

E. Division Secretariat (DSEC)

1. A Division Secretariat shall be organized to be headed by the Schools Division Superintendent.

2. It shall be responsible in the sourcing, encoding, validation, uploading and printing of Service Records of teaching and non-teaching personnel.

F. National Training and Technical Support Team (NTTST)

1. A National Training and Technical Support Team shall be organized to be composed of technical personnel from GSIS (Home and Field Offices), DepEd Central Office and DepEd - Division of Iloilo.

2. It shall be responsible in conducting the National Training of Trainors to be participated by Regional Chief Administrative Officers and Regional ICT Coordinators.

3. It shall be responsible in providing technical assistance in the conduct of Regional Trainings.

G. Regional Training and Technical Support Team (RTTST)

7.1 A Regional Training and Technical Support Team shall be organized in every region to be headed by the Regional Chief Administrative Officer who will be trained by the National Training and Technical Support Team in Iloilo City.

7.2 It shall be responsible in training Division Administrative Officers and Division ICT Coordinators during the Regional Training.

H. Division Training and Technical Support Team (DTTST)

8.1 A Division Training and Technical Support Team shall be organized in every schools division to be headed by the Division Administrative Officer.

8.2 It shall be responsible in training all encoders in every schools division.

III.   Trainings

1.   National Training

There shall be a two (2)-day National Training of Trainors to be conducted by the National Training and Technical Support Team on May 15-16, 2006 with DepEd – Division of Iloilo in Iloilo City as the venue, which was chosen on the basis that the pilot testing of Service Records Update was undertaken on said place. The participants are the Regional Chief Administrative Officers and Regional ICT Coordinators.

2.   Regional Training

After the National Training of Trainors, there shall be a two (2)-day Regional Training in every region to be conducted by the Regional Training and Technical Support Team. It shall be responsible in the setting up of personal computers with installation of software (GSIS-SRMS) to be assisted by the National Training and Technical Support Team. These personal computers will be used during the training. The participants are Division Administrative Officers and Division ICT Coordinators. The dates and venues are indicated in Enclosure No. 4 to DepEd Memorandum No. 173, s. 2006.

3.   Division Training

a.   After the Regional Training, there shall be a two (2)-day Division Training to be conducted by the Division Training and Technical Support Team. It shall be responsible in the setting up of a workstation of personal computers, printers and other accessories with installation of software (GSIS-SRMS) to be assisted by the Regional Training and Technical Support Team. The workstation shall serves as the venue for such training.

b.   The schools division superintendent shall be responsible in selecting from every school district or secondary school participants for the training who may be liaison officers, record officers or any   personnel with knowledge on computer. They shall be trained as encoders using the software (GSIS-SRMS) for Service Records (SRs) updating.

c.   Every schools division shall serve as encoding center for the updating of Service Records of teaching and non-teaching personnel under its jurisdiction. The schools division superintendent shall be responsible in providing units of personal computers, printers and other accessories to be set up as workstation. The venue of the workstation may either be in the division office or school at the sound discretion of the schools division superintendent. A network system shall be installed to these personal computers by the Division Training and Technical Support Team to be assisted by the IT personnel of GSIS and DepEd, if necessary. Every encoding center is encouraged to reserve additional personal computers as backup in case of emergency or malfunction.

d.   A dry run of the System shall be conducted by the Division Training and Technical Support Team to ensure that it is in excellent operating condition.

e.   The IT personnel from GSIS and DepEd shall provide servers to all schools division identifies as Uploading Centers with one (1) unit of personal computer with software installed (GSIS-SRMS).

IV.   Issuance of Division Memorandum

1.   All schools division superintendents shall issue a division order to all school districts and secondary schools disseminating the DepEd Memorandum on Service Records Updating Project.

2.   Every schools division shall set up plans on the clustering of school districts or secondary schools for encoding depending on the number of teaching and non-teaching personnel and personal computers available.

3.   The division secretariat headed by the schools division superintendent shall identify these personnel who are qualified for training and encoding of service records.

V.   Sourcing of Data

1.   Service Records (SRs) of teaching and non-teaching personnel shall be sourced out from the data base of schools/division office or any records on file.

2.   The basic salary of every personnel for a particular period of service shall be sourced out from the following documents: a) monthly pay slip; b) plantilla; or c) other valid sources of documents.

c.   Every schools division shall serve as encoding center for the updating of Service Records of teaching and non-teaching personnel under its jurisdiction. The schools division superintendent shall be responsible in providing units of personal computers, printers and other accessories to be set up as workstation. The venue of the workstation may either be in the division   office or school at the sound   discretion of the schools division superintendent. A network system shall be installed to these personal computers by the Division Training and Technical Support Team to be assisted by the IT personnel of GSIS and DepEd, if necessary. Every encoding center is encouraged to reserve additional personal computers as backup in case of emergency or malfunction.

d.   A dry run of the System shall be conducted by the Division Training and Technical Support Team to ensure that it is in excellent operating condition.

e.   The IT personnel from GSIS and DepEd shall provide servers to all schools division identifies as Uploading Centers with one (1) unit of personal computer with software installed (GSIS-SRMS).

IV.   Issuance of Division Memorandum

1.   All schools division superintendents shall issue a division order to all school districts and secondary schools disseminating the DepEd Memorandum on Service Records Updating Project.

2.   Every schools division shall set up plans on the clustering of school districts or secondary schools for encoding depending on the number of teaching and non-teaching personnel and personal computers available.

3.   The division secretariat headed by the schools division superintendent shall identify these personnel who are qualified for training and encoding of service records.

V.   Sourcing of Data

1.   Service Records (SRs) of teaching and non-teaching personnel shall be sourced out from the data base of schools/division office or any records on file.

2.   The basic salary of every personnel for a particular period of service shall be sourced out from the following documents: a) monthly pay slip; b) plantilla; or c) other valid sources of documents.

VII. Encoding

1. The Division ICT Coordinator shall serve as the System Administrator. He shall manage and supervise the actual encoding and application of the System until completion of the Project.

2. Each encoder will register to the System Administrator and secure his user name and password for identification to enable the use of any available personal computer installed with the System at a given time.

3. He shall encode the entries in the service record taken from the school district/s and/or secondary school/s assigned to him into the program. (Refer to User's Manual to be provided by GSIS IT personnel)

4. He shall print the completed entries in the service record. It shall be verified and validated by the concerned teaching or non-teaching personnel. If after verification and validation the concerned teaching or non-teaching personnel has no objection to the entries in the service record, he shall then affix his signature at the bottom of the service record form as proof of conformity.

5. After verification, validation and conformity, the concerned teaching or non-teaching personnel shall be required to return the printed service record to the Division Administrative Officer or Division Record Officer for final validation.

6. Final corrections, if any, on the printed service records returned may be made thereon by the Division Administrative or Division Record Officer based on documentary proof applicable to the subject corrections.

VIII. Uploading

The final data in the service record of every teaching and non-teaching personnel shall be uploaded to the GSIS mainframe by the System Administrator.

IX. BASIC SPECIFICATION & REQUIREMENTS:

1. HARDWARE / SYSTEM REQUIREMENTS FOR SERVER AND UPLOADING CENTER:

1.1 For Server (Total of 70 Computers for server in selected uploading centers):

COMPUTER SPECIFICATIONS FOR SERVER

Processor:	Intel Pentium 4 Processor with HT Technology 3GHz (LGA775)
Mother Board:	Intel D915PGN
Memory:	512 MB DDR PC-400
Video Card:	Inno 3D 6200 128MB/128bit
Hard Disk Drive:	80GB 7200rpm Serial ATA
CD Drive:	16x Double Layer Multi Format DVD Writer
LAN:	10-100 Mbps LAN
Audio System:	Integrated Audio / 180 Watts Speaker (Optional)
Monitor:	15-Inch Colored Monitor
FDD:	1.44 MB Floppy Disk Drive
Keyboard:	PS2 Keyboard
Mouse:	PS2 Mouse
Back-Up:	APC 300 VA UPS
Software:	License (OS) Operating System WinXP or Win2003 Advance Server
Printer:	HP Laser Printer
Toner:	4 Tube Toner in every unit of PC

1.2 For Work Station (To be provided by the Schools Division Superintendent):

At least Pentium III with 128MB Memory on board (LAN Card, CPU, Monitor, Keyboard, Mouse and AVR)

1.3 For Network System:

1.3.1 Switch Hub (port will vary to number of work stations)
1.3.2 UTP Cable
1.3.3 RJ 45 Connector
***** For Division with (LAN) Local Area Network Connection

1.4 Internet Connection:

(For Regional Office or Division Office serving as uploading center, there should be an on-line connection.)

2. COMPUTER TO BE PROVIDED/RENTED BY EVERY DIVISION

1. Hardware Requirements:

1.1 Unit/s of PCs:
At least Pentium III with 128MB Memory on board
(LAN Card, CPU, Monitor, Keyboard, Mouse and AVR, UPS)

1.2 Printer LaserJet

2. For Network:

2.1 Switch Hub (port will vary to number of work stations)
2.2 UTP Cable
2.3 RJ 45 Connector

3. For Internet Connection (Optional)

4.   Persons In-charge:

           Schools Division Superintendent
           Division Administrative Officer
           Division Record Officer
           Division ICT Coordinator
           Data Encoders

*   Personal computers and printers for work stations may be borrowed from the Division Office or any available source.

5.   For System Administrator:

           (To be used in transferring the data to the nearest Uploading Center)

           5.1   External CD Writer
           5.2   External Hard Disk Drive (80GB)

•   These will be used for transferring of data from the personal computer of the division office which is not on-line to the Internet.

DepEd – GSIS Service Record Updating
(SRMS) Service Record Management System
National Implementation

February 28, 2006 – August 28, 2006

ORGANIZATIONAL STRUCTURE

Executive Committee

DepEd Service Records Task Force

GSIS IT Personnel

National Secretariat

National Training and Technical Support Team

Regional Secretariat

17 Regions

Uploading Centers

70 Up-Loading Centers

Division Secretariat

184 Divisions

Encoders

Districts / Schools

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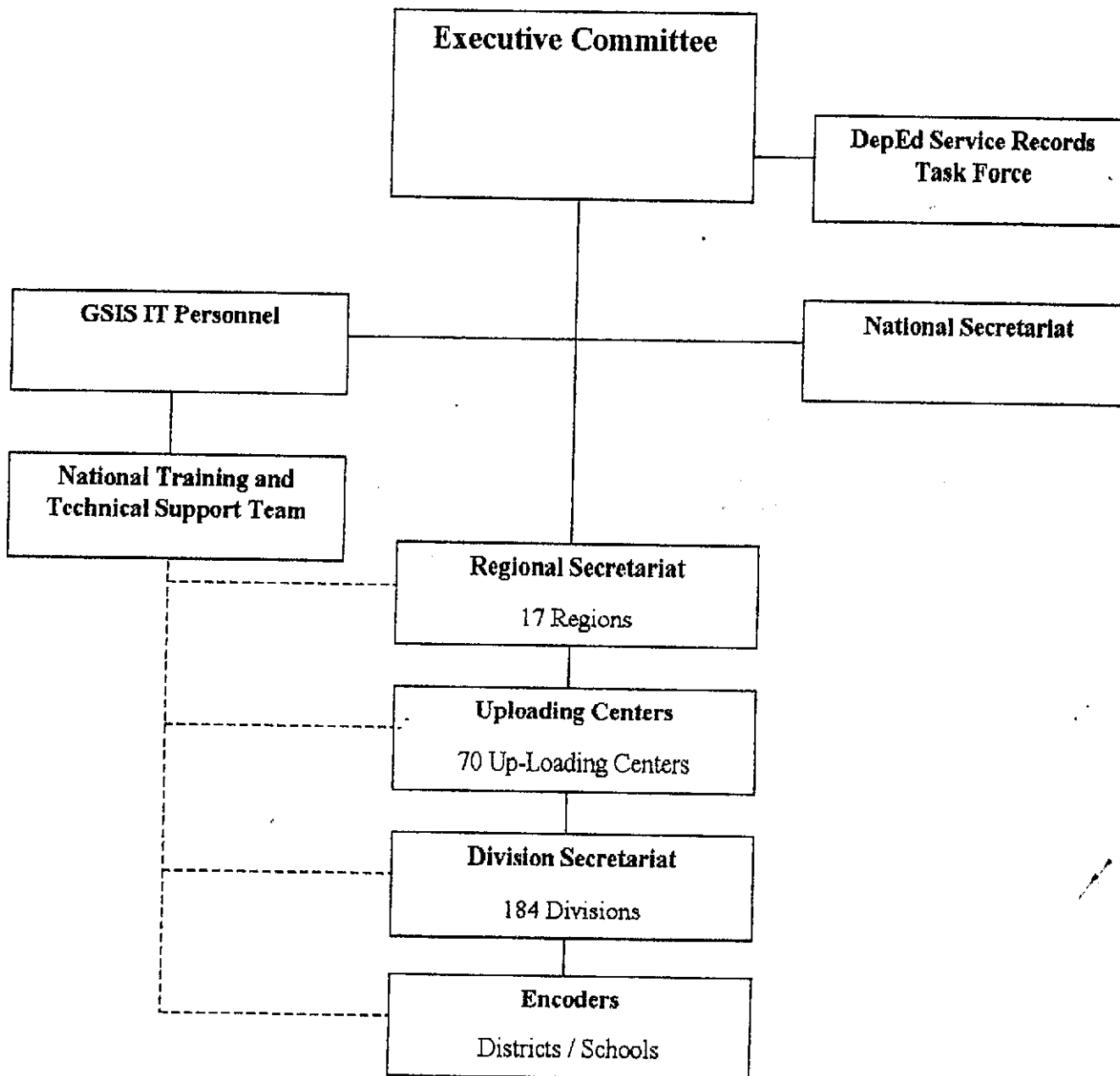
DEP ED UPLOADING CENTERS, DIVISIONS/ENCODING CENTERS & GSIS FOUs

REGION	UPLOADING CENTER	DIVISION/ENCODING CENTER	GSIS FIELD OFFICE UNIT
I - ILOCOS REGION	Ilocos Sur	Candon City	GSIS VIGAN
		Ilocos Sur	
		Vigan City	
	Ilocos Norte	La Union	GSIS LAOAG
		Ilocos Norte	
		Laoag City	
	Pangasinan I, Lingayen	Alaminos City	GSIS LA UNION
		Dagupan City	
		Pangasinan I, Lingayen	
	Pangasinan II, Binalonan	Pangasinan II, Binalonan	GSIS LA UNION
		San Carlos City	
		Urdaneta City	
II - CAGAYAN VALLEY	Cagayan	Batanes	GSIS TUGUEGARAO
		Cagayan	
		Tuguegarao City	
		Kalinga	
	Isabela, Ilagan City	Isabela, Ilagan City	GSIS CAUAYAN
	Nueva Viscaya	Nueva Viscaya	GSIS BAYOMBONG
		Quirino	
III - CENTRAL LUZON	Bulacan	Bulacan	GSIS BULACAN
		Malolos City	
		San Jose del Monte City	
	Cabanatuan City	Aurora	GSIS CABANATUAN
		Cabanatuan City	
		Gapan City	
		Munoz Science City	
		Nueva Ecija	
	Pampanga	Angeles City	GSIS PAMPANGA
		Pampanga	
		San Fernando City	
	Tarlac	Tarlac	GSIS TARLAC
		Tarlac City	
	Bataan	Bataan	GSIS BATAAN
		Balanga City	
	Zambales	Zambales	GSIS TARLAC
		Olangapo City	

REGION	UPLOADING CENTER	DIVISION/ENCODING CENTER	GSIS FIELD OFFICE UNIT
IV-A - CALABARZON	Batangas	Batangas Batangas City Lipa City Tanauan City	GSIS BATANGAS
	Cavite	Cavite Cavite City	GSIS CAVITE
	Laguna	Calamba City Laguna San Pablo City	GSIS LAGUNA
	Quezon, Pagbilao	Lucena City Quezon, Pagbilao	GSIS LUCENA
	Rizal	Antipolo City Rizal	GSIS ANTIPOLO
IV - B (MIMAROPA)	Oriental Mindoro	Calapan City Oriental Mindoro	GSIS MARINDUQUE
	Palawan	Palawan Puerto Prinsesa City	GSIS PALAWAN
	Marinduque	Marinduque	GSIS MARINDUQUE
	Occidental Mindoro	Occidental Mindoro	GSIS MARINDUQUE
	Romblon, Romblon	Romblon, Romblon	GSIS MARINDUQUE
V - BICOL REGION	Albay	Albay Legaspi City Ligao City Tabaco City	GSIS LEGAZPI
	Camarines Sur	Camarines Sur Iriga City Naga City	GSIS NAGA
	Sorsogon	Sorsogon Sorsogon City	GSIS SORSOGON
	Camarines Norte	Camarines Norte	GSIS NAGA
	Catanduanes	Catanduanes	GSIS NAGA
	Masbate	Masbate Masbate City	GSIS SORSOGON

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REGION	UPLOADING CENTER	DIVISION/ENCODING CENTER	GSIS FIELD OFFICE UNIT
VI – WESTERN VISAYAS	Capiz	Capiz	GSIS ROXAS
		Roxas City	
	Iloilo	Guimaras	GSIS ILOILO
		Iloilo	
		Iloilo City	
		Passi City	
	Negros Occidental	Bacolod City	GSIS BACOLOD
		Bago City	
		Cadiz City	
		Kabankalan City	
		La Carlota City	
		Negros Occidental	
		Sagay City	
		San Carlos City	
		Sipalay City	
	Aklan	Aklan	GSIS ROXAS
	Antique	Antique	GSIS ROXAS
VII – CENTRAL VISAYAS	Bohol	Bohol	GSIS BOHOL
		Tagbilaran City	
	Cebu City	Cebu	GSIS CEBU
		Cebu City	
		Danao City	
		Lapu-Lapu City	
		Mandaue City	
		Talisay City	
		Toledo City	
	Negros Oriental	Bais City	GSIS DUMAGUETE
		Bayawan City	
		Dumaguete City	
		Negros Oriental	
		Siquijor	
		Tanjay City	

REGION	UPLOADING CENTER	DIVISION/ENCODING CENTER	GSIS FIELD OFFICE UNIT
VIII - EASTERN VISAYAS	Leyte	Leyte	GSIS TACLOBAN
		Ormoc City	
		Tacloban City	
		Maasin City	
		Biliran, Naval	
	Samar (Western Samar)	Calbayog City	GSIS CATBALOGAN
		Samar (Western Samar)	
	Southern Leyte	Southern Leyte	GSIS MAASIN
	Eastern Samar	Eastern Samar	GSIS TACLOBAN
	Northern Samar	Northern Samar	GSIS TACLOBAN
IX - ZAMBOANGA PENINSULA	Zamboanga City	Isabela City	GSIS ZAMBOANGA
		Zamboanga City	
	Zambuanga Del Norte	Dapitan City	GSIS ZAMBOANGA
		Dipolog City	
		Pagadian City	
		Zamboanga del Norte	
	Zamboanga del Sur	Zamboanga del Sur	GSIS ZAMBOANGA
	Zamboanga Sibugay	Zamboanga Sibugay	GSIS ZAMBOANGA
		Pagadian City	
X - NORTHERN MINDANAO	Bukidnon	Bukidnon	GSIS MALAYBALAY
		Valencia City	
	Lanao del Norte	Iligan City	GSIS ILIGAN
		Lanao del Norte	
		Oroquieta City	
		Tangub City	
	Misamis Oriental	Cagayan de Oro City	GSIS CAGAYAN DE ORO
		Camiguin	
		Gingoog City	
	Misamis Occidental	Misamis Oriental	GSIS ILIGAN
		Misamis Occidental	
		Ozamis City	

REGION	UPLOADING CENTER	DIVISION/ENCODING CENTER	GSIS FIELD OFFICE UNIT
XI - DAVAO REGION	Compostela Valley	Compostela Valley Island Garden City of Samal	GSIS TAGUM
	Davao City	Davao City Davao del Sur Digos City	GSIS DAVAO
	Davao Oriental	Davao Oriental	GSIS TAGUM
	Davao del Norte	Davao del Norte Panabo City Tagum City	GSIS TAGUM
XII - SOCCSKSARGEN	Cotabato	Cotabato Cotabato City Kidapawan City	GSIS COTABATO
	South Cotabato	General Santos City Koronadal City South Cotabato	GSIS GENERAL SANTOS
	Sarangani	Sarangani	GSIS GENERAL SANTOS
	Sultan Kudarat	Sultan Kudarat Tacurong City	GSIS GENERAL SANTOS
XIII - CARAGA	Agusan del Norte	Agusan del Sur Bislig City Agusan del Norte Butuan City	GSIS BUTUAN
	Surigao del Norte	Surigao del Sur Siargao Surigao City Surigao del Norte	GSIS SURIGAO
ARMM	Lanao del Sur I	Lanao del Sur I Marawi City	GSIS ILIGAN CITY
	Basilan	Basilan	GSIS ZAMBOANGA
	Lanao del Sur II	Lanao del Sur II	GSIS COTABATO
	Maguindanao	Maguindanao	GSIS COTABATO
	Sulu, Jolo	Sulu, Jolo	GSIS ZAMBOANGA
	Tawi-Tawi	Tawi-Tawi	GSIS ZAMBOANGA
CAR	Benguet, La Trinidad	Ifugao Benguet, La Trinidad Mt. Province Baguio City Abra Apayao Kalinga	GSIS BAGUIO

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REGION	UPLOADING CENTER	DIVISION/ENCODING CENTER	GSIS FIELD OFFICE UNIT
NCR	Parañaque	Taguig and Pateros	GSIS PASAY
		Muntinlupa City	
		Las Pinas City	
		Parañaque City	
	Makati City	Makati City	GSIS PASIG
		Pasay City	
		Mandaluyong City	
		Pasig City and San Juan	
	Quezon City	Quezon City	GSIS HOME OFFICE/QUEZON CITY
		Malabon and Navotas	
		Valenzuela City	
		Marikina City	
	Manila	Manila	GSIS QUEZON CITY
		Caloocan City	