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DepED MEMORANDUM
No. **275** , s. 2009

INSTALLATION OF THE HUMAN RESOURCE MANAGEMENT INFORMATION SYSTEM (HRIS) IN THE DEPARTMENT OF EDUCATION

To: Undersecretaries
        Assistant Secretaries
        Bureau Directors
        Directors of Services, Centers and Heads of Units
        Regional Directors
        Schools Division/City Superintendents
        Heads, Public Elementary and Secondary Schools
        All Others Concerned

1.   An innovation to enhance the efficiency and effectiveness of human resource management systems and processes in the Department of Education (DepED) is presently undertaken through the installation of the Human Resource Information System (HRIS).

2.   The Personnel Division, in coordination with the Information Communication Technology Unit in the Central Office, shall install the HRIS in all regional and division offices which shall:

   a. ensure the automation and simplification of human resource systems and processes;
   b. provide vital information in support of management decisions and strategic plans; and
   c. provide vital data requirements to other recipient agencies such as the Civil Service Commission (CSC), Department of Budget and Management (DBM), Commission on Audit (COA) and Government Service Insurance System (GSIS).

   The pilot testing in Regions III, IV-A, IV-B, National Capital Region (NCR) and the Central Office is now on-going after which the roll-out to cover the remaining thirteen (13) regions shall be implemented.

3.   In order to ensure the efficient execution and overall sustainability of the HRIS, Regional Directors and Schools Division Superintendents are enjoined to support the following series of important activities in the HRIS implementation:

   a. Project Orientation/Advocacy
   b. Procurement of IT Equipment
   c. Hands-on Training of HRMOs and MIS In-charge
   d. Installation of Internet Connection
   e. Encoding of Personal Data Sheets
   f. Monitoring and Evaluation of Encoding

3.1 Creation of the Project Team

Project Teams shall be established in the regional and division offices to ensure proper monitoring of the HRIS.

I. Functions

The Project Team shall continuously:

1. Develop and implement record validation systems and ensure correctness of the data in the HRIS.
2. Ensure the completion of the encoding of the Personal Data Sheet within the required period of three (3) months.
3. Identify and resolve issues and concerns relative to project implementation.
4. Prepare project work plan to monitor and evaluate progress of the HRIS implementation.
5. Coordinate with the Central Office (CO) through the Personnel Division on project plans and timelines in implementing the different activities.
6. Ensure the sustainability of the system to address management decisions and strategic plans.
7. Ensure stable internet connection for the HRIS.
8. Provide regular status reports to the Central Office on the progress of implementation and utilization of the system.

II. Composition

A. Regional Office

- Regional Director
- Chief Administrative Officers
- Administrative Officer V (HRMO)
- Personnel Unit Staff for HRIS
- Management Information System (MIS) In-charge

B. Division Office

- Schools Division Superintendent
- Administrative Officer V
- Administrative Officer II (HRMO)
- Personnel Unit Staff for HRIS
- Management Information System (MIS) In-charge

3.2 Provision of IT Equipment

The Central Office shall provide desktop computers according to the number of encoders allocated for each division office and payment of one (1) year internet subscription exclusively for the HRIS.

Schools Division Superintendents should ensure that working stations equipped with tables, chairs and electric outlets are available to accommodate the desktop computers and other equipment. This is necessary to avoid the delay in the installation of the equipment.

3.3 Installation of Internet Connection

An internet connection with the following specifications shall be maintained in each division: 2.2 mbps with modem, 128kbps committed information rate (CIR) and one (1) static IP Address.

Funds for a one (1) year internet subscription for the HRIS use only at a monthly rate of Four Thousand One Hundred Pesos (PhP4,100.00) will be transferred from the Central Office to the division offices.

3.4 Hands-on Training

The Human Resource Management Officers (HRMOs) and Management Information System (MIS) In-Charge in the regional and division offices shall undergo a hands-on training on the HRIS. They shall, in return, conduct the Data Encoders' training in their respective division offices.

3.5 Hiring of Data Encoders

Data Encoders under contract of service/job order for three (3) months shall encode the updated Personal Data Sheets (PDSs). The number of Data Encoders shall be based on the attached allocation list per division.

Division Offices shall establish their own criteria in the selection of applicants deemed necessary to ensure that the encoding of all PDSs are accurately encoded and completed within three (3) months.

3.6 Encoding of the Personal Data Sheets

To start the computerization of all personnel data, the basic document needed is the CSC Personal Data Sheet (PDS) revised in 2005. The information from PDS of all teaching and non-teaching personnel shall be encoded in the system.

Officials and employees in your area of jurisdiction must therefore be required to submit their updated PDS to their respective Personnel Units immediately.

4. The regional offices shall consolidate the list of Project Teams of the division offices and transmit the same to the Personnel Division, Central Office, on June 18, 2009 through e-mail at personnel_depedco@yahoocom.

5.   For more information, please contact Ms. Leonila G. Joson, Officer-in-charge, Personnel Division at tel. nos.: (02) 633-6682 or 636-6546.

6.   Immediate and wide dissemination of this Memorandum is desired.

JESLI A. LAPUS
Secretary

Reference:
    None
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
    under the following subjects:

    EMPLOYEES
    DATA
    INFORMATION TECHNOLOGY
    OFFICIALS

sally: HRIS
June 10, 2009